

Public Safety Firearms Certification – Opening/Plug-ins Checklist	Public Safety Firearms Certification- Closing/Plug-ins Checklist
School Name _____	School Name _____
School Commander _____ Proposed Dates _____	School Commander _____ School Number _____
<p>*Unless otherwise indicated, all OPOTC forms must be typed or computer generated</p> <p>SF100unv – Application Form- Received 21 calendar days prior to the start of training _____ Minimum of five students unless approved by the executive director _____ Signed by Commander</p> <p>SF105unv – School Calendar _____ School name recorded at the top of the page _____ Date recorded for each session _____ Day recorded _____ Number of hours recorded _____ Time recorded (start/end) _____ Topic Name and Topic Number recorded for each training session _____ Each training session indicated as range or classroom _____ Instructor's Name, Instructor Number and Expiration Date Recorded _____ Ratio of 1:5 Instructor to Students on Firing Line or during Practical Training _____ ½ hour break for any training session that exceeds Five (5) hours _____ Only OPOTC topics appear on the calendar</p> <p>SF110unv – Student Enrollment List - Submitted electronically to the Compliance Specialist prior to the first day of OPOTC topics _____ Name of Public Safety Officer, SSN, DOB & Employing Court _____ Signed by Commander</p> <p>On-Site Inspection _____ Current On-Site inspection form on file</p>	<p>Student Enrollment Packet- Submit one collated packet for each student</p> <p>SF115unv - Student Enrollment/Certification Record _____ Attached for each student</p> <p>SF101unv - Student Disclosure & Statement of Understanding _____ Negative responses to Questions 1-18 addressed with Commander</p> <p>SF103psfc - Student Wavier of Liability & Indemnity Agreement _____ Signed by Student</p> <p>SF104unv - FERPA Consent to Release Student Information (if applicable) _____ Signed by Student</p> <p>SF119psfc - Authorization to Carry a Firearm _____ Signed by the Appointing Authority _____ Signed by the Student & Witness</p> <p>SF125psfc – Handgun Proficiency Testing Record (reviewed) _____ Signed by Instructor _____ Signed by Commander</p>
	<p>SF105unv - Revised School Calendar (if applicable) _____ Revised calendar indicated _____ Changes in time, day, instructor noted _____ Re-check instructor to student ratio</p> <p>_____ SF110unv - Revised student enrollment list (if applicable)</p> <p>SF120unv – Attendance Roster _____ School name, school number & dates recorded (top of page) _____ Student's names listed alphabetically (last name, first, middle) _____ Commander notes hours of actual attendance per student per day</p> <p>SF122unv – Notification of Make-up Hours (if applicable) _____ Make-up Attendance Roster attached (SF120unv) _____ OPOTC instructor certificates indicating topics if other than original</p> <p>SF155psfc – Student Evaluation Record _____ School Name, Number & Dates recorded _____ Student Demographic & Status Data recorded _____ Failed skill indicated with an “X”</p> <p>SF175unv – Letter of Certification (Closing Letter) _____ Signed by Commander</p> <p>SF185unv - Notification of Changes in School Schedule (if applicable) _____ OPOTC Instructor certificates indication topics if other than original</p>
Compliance Specialist Signature _____ Date _____	