



RETURNING PEACE OFFICER REFRESHER COURSE REGISTRATION CHECKLIST

BREAK IN COMMISSIONED SERVICE TIMEFRAME:

LESS THAN 1 YEAR

NO REFRESHER REQUIRED

Based on Appointment Records

AT LEAST 1 YEAR, LESS THAN 4 YEARS:

40-HOUR Refresher

4 YEARS OR MORE:

80-HOUR Refresher

REGISTRATION PROCESS:

1 Complete Pre-Registration Requirements

- National Web Check: Direct copy sent to OPOTA; **complete at least 30 days before the start of the course.**
- Physician Release: Signed by an MD/DO, PA, or CNP; examination within 12 months required.

2 Submit Registration Packet to OPOTARegistration@OhioAGO.gov

INCLUDE ALL DOCUMENTS:

- Physician Release Form
- Disclosures and Statement of Understanding
- National Web Check Form
- Registration Form (unless registered through the [OPOTA Portal](#))

Web Check Questions??? Contact Paula Quackenbush: Paula.Quackenbush@OhioAGO.gov

3 OPOTA Eligibility Review

Determines: Refresher course eligibility based on certification appointment records

Reviews: Web Check results and legal disclosure forms for eligibility concerns.

****Official Court Records May Be Requested Based On Web Check Results****

4 Receive Registration Confirmation via email

ADDITIONAL INFORMATION:

- All information regarding refresher course is available on the OPOTA website
- Additional CPT, statutory, and agency training may be required before performing commissioned duties.
- OSHP TROOPERS: Equivalency certificate must be obtained first. A previously approved Web Check may be accepted for registration.
- Appointment must occur within one year or the refresher must be repeated.
- Dormitory lodging at OPOTA's main campus is available upon request, subject to availability.
- On the first day of training, a firearms qualification and a timed scenario including sit-ups, slalom run, stair climb, and dummy drag will be evaluated. Successful completion of both is required to continue with the refresher.



RETURNING PEACE OFFICER REFRESHER COURSE FAQs

Q: Can an agency appoint me while I am waiting to complete the refresher?

A: Yes, you can be appointed. However, if you are required to complete refresher training, you may not perform peace officer functions or carry a firearm in connection with the appointment until completion has been verified and the applicable cease-function restrictions have been removed. The agency must submit its Notice of Peace Officer Appointment through the OPOTA Portal.

Q: Can I earn CPT hours from a refresher course if I hold a current agency appointment?

A: Yes, hours can be applied toward past-due CPT requirements if you have an active appointment, subject to the following limitations and exclusions:

Year-Specific Requirements: If you owe CPT hours for 2022 or 2025, those must be completed separately. The specific mandated courses for those years are not embedded within the refresher curriculum.

Credit Caps: If you are enrolled in a 40-hour refresher course, the maximum credit that can be applied toward your outstanding CPT balance is 40 hours.

Statutory Mandates: Refresher courses do not fulfill statutory training mandates.

Individual Case Reviews: Because each officer's training history is unique, a certification specialist will review your file and issue an official determination letter upon course completion.

Please note: Unappointed officers will not receive a determination letter until an active agency appointment is finalized

Q: Will refresher course hours be credited toward outstanding CPT requirements from previous years if I do not currently hold an agency appointment?

A: No. You must hold an active agency appointment to earn CPT credit. Hours completed via a refresher course will not apply toward outstanding CPT requirements if you are not currently appointed.

Q: Am I permitted to work on outstanding CPT hours prior to being appointed by an agency?

A: No. Access to OPOTA Online is granted only after an agency appointment is approved. Because you cannot earn CPT hours without an active appointment, you will not have access to the learning platform to complete outstanding hours before your appointment takes effect.

Q: Do I owe CPT for calendar years when I held no agency appointment?

A: No. If you held no peace officer or trooper appointment at any time during a calendar year, you are not required to complete CPT for that year.

Q: Will completing a refresher course earn me CPT hours for the current calendar year?

A: You will earn 16 hours of elective credit upon passing a refresher course, provided your agency appointment is active prior to the completion of the course. Please note that you will still be required to complete the remaining hours of mandatory training before the December 31 deadline.

Q: Does completing the refresher automatically remove my cease-function status?

A: No. Refresher completion satisfies the refresher requirement once verified. Outstanding CPT, statutory mandated training, or other applicable requirements may still prevent your return to duty. The Professional Standards Unit must review your record and confirm removal of the applicable cease-function restrictions before you resume peace officer duties.