



DAVE YOST
OHIO ATTORNEY GENERAL



Ohio Peace Officer Training Commission
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P.O. Box 309
London, OH 43140
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INFORMATION REGARDING A PEACE OFFICER'S REQUEST FOR PRIOR TRAINING CREDIT

Ohio Administrative Code 109:2-1-12(B) allows a peace officer to apply for credit for prior training from the military or from other certifying entity other than the Ohio Peace Officer Training Commission (OPOTC).

Break in Service Limits: To be eligible for credit, the applicant must have served with their previous agency within four years of their transfer to Ohio. If the break in service was more than four years, no credit will be given, and the applicant must take the entire basic training academy. **Proof of employment with a law enforcement agency must be included with this request.**

Analysis: A detailed breakdown of topics and hours completed in basic training must be included with the request for training credit. Agency in-service training records and advanced training certificates may accompany the request for prior training. Once we receive the required documentation, an OPOTC Certification Specialist will compare the prior training to the current Ohio Peace Officer Basic Training curriculum. Credit will be given where prior training is deemed equivalent to current curriculum topics. Where the prior training is deemed not be equivalent to current curriculum topics, training hours from the Ohio curriculum will be assigned. The number of assigned training hours credited will vary, depending on the officer's prior training and when that training was completed.

Background Checks: The attached Request for National WebCheck form must be completed and delivered to an NWC location. The NWC agency may charge a processing fee to the officer, however, because the background check is for law enforcement purposes, BCI and FBI fees should be waived. After your fingerprints are scanned at the NWC site, return the signed NWC form with your Request for Prior Equivalent Analysis to the Ohio Peace Officer Training Commission. NWC locations can be found at this site:

<https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

Determination: The applicant will receive a completed prior equivalent determination letter. The applicant then takes that letter to the Commander of any OPOTC-approved basic training academy and applies to attend that academy. The commander will then discuss the times, locations, fees, etc., involving those training sessions.

State Test: All applicants, regardless of the amount of credit received, shall be required to sit for and successfully complete a statewide certification exam set forth in rule [109:2-1-11](#) of the Administrative Code and, prior to carrying a firearm during the course of their official duties, shall successfully complete a firearms requalification course pursuant to section [109.801](#) of the Revised Code.

If you require additional information on this process, please call and ask to speak to a Certification Specialist.



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REQUEST FOR PRIOR EQUIVALENT TRAINING ANALYSIS

Complete all portions of this form. Electronically submit or mail request to: Ohio Peace Officer Training Commission,
Attn: Professional Standards Division, P.O. Box 309, London, OH 43140. Include:

- 1) a detailed breakdown of topics and hours of basic and advanced training for which credit is requested.
- 2) completed Request for National WebCheck®.

OFFICER INFORMATION	1. Name (Last) (First) (Middle)	2. Social Security Number
3. Alias (Last) (First) (Middle)		
4. Birth date (mm/dd/yyyy)	5. Email Address	6. Phone Number
7. Home Mailing Address (#/Street/PO Box) (City) (State) (Zip Code) (County Name)		
8. Basic Training Academy (Academy Name, City, State)		(Dates of Training – From/To)

PEACE OFFICER APPOINTMENT HISTORY

Please list all prior appointments. Use additional copies of page 2, as needed, to list the entire appointment history.

9. Appointed By (Agency Name, County, and State):		10. From (mm/dd/yyyy):	To (mm/dd/yyyy):
11. Appointment Status (Check Appropriate Box) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal			

12. Appointed By (Agency Name, County, and State):		13. From (mm/dd/yyyy):	To (mm/dd/yyyy):
14. Appointment Status (Check Appropriate Box) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal			

15. Appointed By (Agency Name, County, and State):		16. From (mm/dd/yyyy):	To (mm/dd/yyyy):
17. Appointment Status (Check Appropriate Box) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal			

18. Appointed By (Agency Name, County, and State):		19. From (mm/dd/yyyy):	To (mm/dd/yyyy):
20. Appointment Status (Check Appropriate Box) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Auxiliary <input type="checkbox"/> Reserve <input type="checkbox"/> Special <input type="checkbox"/> Seasonal			

21. I have carefully read this document and fully understand its contents and I sign it of my own free will and volition. I attest that the information provided on this document is true and correct and is based on my personal knowledge or inquiry. I further understand and acknowledge that submission of falsified records is a criminal violation.

Signature	Printed Name (First, Middle, & Last Name)	Date
Witness Signature	Witness Printed Name (First, Middle, & Last Name)	Date



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REQUEST FOR NATIONAL WEBCHECK®

All information must be typed or printed.

INSTRUCTIONS TO NATIONAL WEBCHECK® FACILITY

- Transaction Type is both BCI and FBI.
- Reason Fingerprinted is “Law Enforcement Employment” or “Law Enforcement/Criminal Justice” for BCI and “Law” for FBI.
- This is a **Direct Copy** transaction to the Ohio Peace Officer Training Academy (OPOTA). No address needs entered.

TO BE COMPLETED BY STUDENT

I am scheduled to attend an Ohio Peace Officer Training Commission-approved Program to be held at:

_____ beginning on _____.
(Academy Name) (Date)

As part of the enrollment process, the OPOTC requires that I have a criminal record background check conducted within 90 days of the above date by the Ohio Bureau of Criminal Identification (BCI) and the Federal Bureau of Identification (FBI). Therefore, I am requesting a National WebCheck®, 10-digit, for law enforcement purposes.

Name: _____
(Last) (First) (Middle Initial)

Alias: _____

Date of Birth: _____ Social Security Number: _____

Address (including P.O. Box, if applicable): _____

City: _____ State: _____ Zip Code: _____

Name of Fingerprinting Agency: _____

Signature of Person Being Fingerprinted: _____ Date Fingerprinted: _____