



OPOTA Portal Guide

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What information is available to the public?

OPOTC maintains certain records relating to the completion of basic training academies, peace officer certificates, and the appointment history of peace officers in the state of Ohio.

OPOTA maintains certain records relating to the completion of advanced trainings by peace officers in the State of Ohio.

Advanced training records for each officer merely reflect any courses scheduled directly through OPOTA. Many officers complete substantial advanced training offered by their employing agency or by another organization. OPOTA does not maintain, and cannot provide, records of such trainings.

The OPOTA and OPOTC public records portal allows you to view publicly available information about current and former peace officers in the State of Ohio. The records accessible through this portal reflect the most up-to-date training and appointment records in the possession of OPOTA and OPOTC.

How do I access public records?

The general public is not required to create an account or authenticate to view public records.

The public may view:

- 1) The course listings for the in person advanced training available to authorized law enforcement, private security and other government employees,
- 2) Public records maintained by OPOTA and
- 3) The course listing for online training options.

For officers and other authorized users

You must have an approved account to access private content on the OPOTA Portal. Access is restricted to law enforcement, private security, and other government officials and will be validated during registration.



Create new account

Users wishing to access In-Person Course Registration/CPT Management must create an account to utilize the Portal. To create a new account click the "Sign Up" at the top then "Sign Up Now" to create your account.



Have existing account

Users who have already created an account should click the "Sign Up / Sign In" at the top to log into your account.

For public users

You can access the following public content on the OPOTA Portal.



View in-person course catalog

In-Person courses on an array of topics are available at the London Main Academy, the Tactical Training Center and regionally around the state.



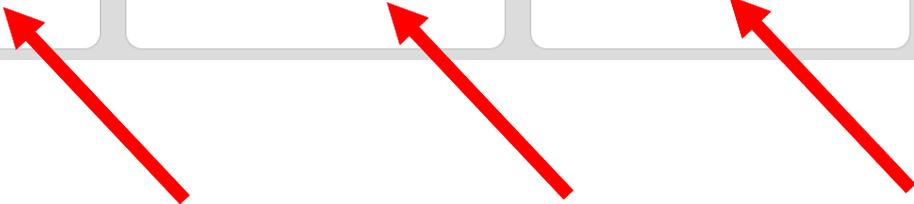
View public records

The OPOTA and OPOTC public records portal allows you to view publicly available information about current and former peace officers in the State of Ohio.



View OPOTA online course catalog

More than 70 courses are available free and around the clock 24/7 through the OPOTA Online Portal.



Public records

There are 4 defined reports with customizable search parameters:

- 1) Officer Search,
- 2) Separations,
- 3) Agency Rosters and
- 4) Active Agencies.

A fifth option is available to request information.

Public Records

The OPOTA and OPOTC public records portal allows you to view publicly available information about current and former peace officers in the state of Ohio. The records that are accessible through this portal reflect the most up-to-date training and appointment records in the possession of the Ohio Peace Officer Training Academy (OPOTA) and the Ohio Peace Officer Training Commission (OPOTC).

OPOTC maintains certain records relating to the certificates and appointment history of peace officers in Ohio.

OPOTA maintains certain records relating to the completion of OPOTC-approved basic-training academies and OPOTA-approved advanced trainings.

Advanced training records for each officer reflect only courses scheduled directly through OPOTA. Many officers complete substantial advanced training through their employing agency or another organization. OPOTA does not maintain, and cannot provide, records of such trainings.



Officer Search



Separations



Agency Rosters



Active Agencies



Request other records



Officer Search

You may search for a specific officer with any combination of last name, first name and agency. You may further filter your search to show only currently employed officers, currently employed officers and officers who have separated their employment in the last 365 days, or, any officer record OPOTA has on file regardless of separation date.

Officer Search

Please complete as much of the search criteria as possible to identify the officer you want records for.

Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Agency:	<input type="text" value="-Select One-"/>
<input type="radio"/> Active Officers Only	
<input type="radio"/> Active Officers and Officers Separated Within Last 365 Days	
<input type="radio"/> Active Officers and all Separated Officers	
<input type="checkbox"/> I'm not a robot	 reCAPTCHA Privacy - Terms

SEARCH

RETURN TO PUBLIC RECORDS

Separations

The separation report will return a list of officers that have separated their employment within the date range you input.

Separation Report

Please select the date range you wish to review, then click on "Search".

From:	<input type="text"/>
	MM/DD/YYYY
To:	<input type="text"/>
	MM/DD/YYYY
<input type="checkbox"/> I'm not a robot	 reCAPTCHA Privacy - Terms

SEARCH

RETURN TO PUBLIC RECORDS

Agency Rosters

This report allows you to see the roster of officers for a given police agency. You may further filter your search to show only currently employed officers, currently employed officers and officers who have separated their employment in the last 365 days, or, any officer record OPOTA has on file regardless of separation date.

Agency Roster Report

Please select the Agency you wish to review, then click on "View Report".

Agency:

Active Officers Only

Active Officers and Officers Separated Within Last 365 Days

Active Officers and all Separated Officers

I'm not a robot 
reCAPTCHA
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[VIEW REPORT](#)

[RETURN TO PUBLIC RECORDS](#)

Active Agencies

The active agencies report provides a list of all currently active police agencies in the state of Ohio.

Active Agencies Report

SAVE TO PDF

AGENCY NAME	AGENCY ADDRESS	COUNTY	CONTACT NAME	COMMANDING OFFICER
Aberdeen Police Department	P.O. Box 509	Brown	David Benjamin	David Benjamin
Ada Police Department	115 West Buckeye Avenue	Hardin	Chief Michael Harnishfeger	Michael Harnishfeger
Adams County Sheriff's Office	110 West Main Street, Room 43	Adams	Kim Rogers	Kimmy Rogers
Addyston Police Department	235 Main Street	Hamilton	Chief Dorian LaCourse	Eric Pennekamp
Adena Police Department	143 W. Main Street	Jefferson		David Wojtas
AGO - BCI&I	1560 State Route 56 SW	Madison	Wittney Thompson	Joseph Morbitzer
AGO - BCI&I - Richfield	4055 Highlander Parkway	Summit	Joe Morbitzer	
Akron Children's Hospital Police	Dept. of Public Safety	Summit	Director/Chief Jerome T. Klue	Jerome Klue
Akron Police Department	217 South High Street	Summit	Stephanie Hale	Stephen Mylett
Albany Police Department	5153 Alton Street	Athens	Joseph Sprague	Joseph Sprague

Request other records

To request any additional public records please complete this form. Email address and a description of your request are the only mandatory fields. Completing the additional fields may assist us in completing your request.

The records accessible through this portal reflect the most current records OPOTA and OPOTC have received and processed from law enforcement agencies. If you would like to make a public records request of OPOTA or OPOTC for records not otherwise available through the portal please describe them below.

Please complete the following fields, then click on "Submit".

(Please note once you submit, the request and the requester information will become public record)
* Indicates a required field. All other fields are optional. Email address required for electronic delivery of responsive records. If you do not wish to provide an email address, a physical address is needed in order to deliver a hard copy of responsive records.

* Required

1. First name:

2. Last name:

3. Media or other organization (if applicable):

4. Phone number:

5. How would you like to receive your requested records?

Email
 Mail
 In-person pickup

6. Email address: *

7. If you would like results provided via mail, please enter your address:

8. Are you a reporter?

Yes
 No

9. Request description: *

Submit

Never give out your password. [Privacy Policy](#)

This content is created by the users of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security of your form or its contents, including those of this form owner. Please give out your password.
Powered by Microsoft Forms | [Privacy and cookies](#) | [Terms of use](#)

Sorting and filtering reports

Column headers enable the report to be sorted and filtered.



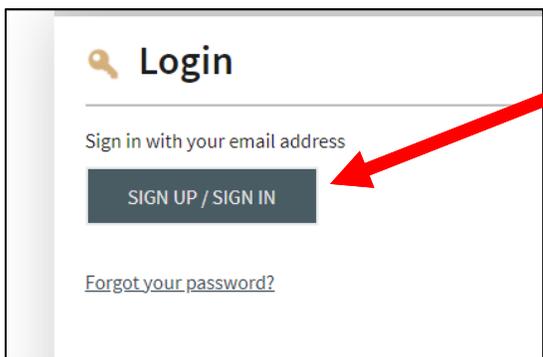
LAST NAME	FIRST NAME	AGENCY NAME	OFFICER ID	OFFICER STATUS	ORIGINAL CERTIFICATION DATE
-----------	------------	-------------	------------	----------------	--------------------------------

For In-Person Course Registration Application (Registered Users)

How do I create an account?

OPOTA Portal accounts are restricted to approved users based on requirements set forth by OPOTA. These requirements allow access to most approved peace officers, law enforcement officers, private security officers, and other government officials.

To sign up for an account, click on the “Sign Up/Sign In” button, then choose “Sign Up Now.”



You will then create your OPOTA Portal username. Usernames must be an email address that you have access to. The OPOTA Portal requires multi-factor authentication (MFA) via email.

Once you have selected the email address you will use for your account, enter it in the “Email Address” field and then select “Send Verification Code.”

< Cancel



DAVE YOST
OHIO ATTORNEY GENERAL



Email Address

Send verification code



DAVE YOST
OHIO ATTORNEY GENERAL



Verification code has been sent to your inbox. Please copy it to the input box below.

[Redacted]

Verification Code

Verify code Send new code

An email will arrive in the inbox of the email address you provided with a one-time verification code. Copy and paste the code into the “Verification Code” box. Once entered, click “Verify Code.”

Once verified, the system will ask you to provide basic information about yourself to build your new OPOTA Portal profile. All fields listed on the form are required to be completed accurately as this will associate and verify your identity with OPOTA’s internal records system.

< Cancel



E-mail address verified. You can now continue.

[Redacted Email Address]

Change e-mail

New Password

Confirm New Password

This information is required.

First Name

Middle Name

This information is required.

Last Name

Date of Birth

Gender

Gender

Personal Phone

Create

Once complete, select “Create.”

Users will be redirected to the OPOTA Portal page. Once there, login with the username and password you just created. A second one-time authentication code will be generated and sent to your email on file. Enter this code into the verification box to verify your account identity.

Upon successful authentication, users will be provided a terms of use. If you agree, select “Agree” at the bottom, otherwise please close your browser.

WARNING
<p>This system is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to / from this system may violate local, state, and / or federal law, and may subject the individual to criminal and civil penalties. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel.</p>
<p>ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.</p>
<p>AGREE</p>

User will be asked to complete additional profile information. Items marked with a ‘*’ are require fields.

Account Profile

* Required

*Have you been or are you a Peace Officer in Ohio? Yes No

*Have you ever taken a course with OPOTA? Yes No

*First Name:

Middle Name:

*Last Name:

*Date of Birth:
MM/DD/YYYY

*Personal Phone:

*Username/Email:

*Employer:

Student id:

Business Email:

Mailing Address

*Address 1:

Address 2:

*City:

*State:

*Zip:

+ Supporting documents

*What type of training are you required to take?

- Peace Officer/Trooper
- Other Law Enforcement/Corrections
- Corrections
- Private Security
- Other Government Employee Training

Once complete, click “Submit.” Users will then be logged into the OPOTA Portal. The “My Dashboard” landing page contains various applications to assist users. These applications currently include the OPOTA In-Person Registration and CPT Management; however, additional applications will be added in the future.



My Dashboard

My dashboard provides the ability to manage your OPOTA related needs to include registering for in-person courses, providing self-payment functionality for in-person courses, as well as pay pending invoices for your agency.



In-person course registration



CPT management



OPOTA London Main Campus
1650 State Route 56 SW
P.O. Box 309
London, OH 43140
Phone: 740-845-2700



Tactical Training Center
1960 U.S. Route 42 SW
London, OH 43140
Phone: 740-845-6300

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What is the required password strength?

Passwords require industry standard complexity. That includes:

- Between 12 and 64 characters
- A lowercase letter
- An uppercase letter
- A digit
- A symbol

What is the verification code and how does it work?

The OPOTA Portal requires multi-factor authentication. Therefore, each time a user logs into the OPOTA Portal, the system will generate a one-time security code which will be emailed to the email address the user provided when registering for their account. Users can then re-type the code, or copy and paste the code, into the OPOTA Portal when requested to do so. Multi-factor authentication ensures only authorized users access the OPOTA Portal.

How do I setup my account profile?

During the account creation process, you will be prompted to provide information about yourself, prior use of OPOTA in-person training, and employment information. OPOTA gathers this information to help match your OPOTA Portal account to existing OPOTA records.

For additional information on how to setup a profile, see the **How do I create an account?** section for step by step instructions.

How does my Portal account link to OPOTA training records?

OPOTA uses the information provided during registration to associate accounts with existing OPOTA training records and certifications. In the event of a duplicate entry or unmatched record, these will be handled by OPOTA staff on a case by case basis. Upon successful association of an OPOTA Portal account to OPOTA training records, users will receive an email confirmation. If users do not receive a confirmation email within 24 hours, please contact OPOTARegistration@OhioAttorneyGeneral.gov for assistance.

What do I need to include for proof of private security employment?

It is recommended you upload a document with company letterhead to assist OPOTA in verifying your employment. For additional information on how to setup a profile, see the **How do I create an account?** section for step by step instructions.

How do I log in?

Once users have created an OPOTA Portal account, users can sign in by using the email address and password created during registration. Users will be required to complete the multi-factor authentication process as described in the **What is the verification code and how does it work?** section of this document.

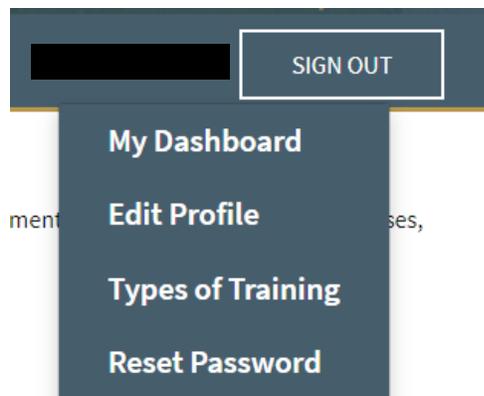
For additional information on how to setup a profile, see the **How do I create an account?** section for step by step instructions.

What if I get locked out of my account?

Users who attempt to log in and are unsuccessful three (3) times in a row, will receive an account lockout notice. The users account will remain locked for 30 minutes. If this occurs, it is recommended the user reset their password after the 30 minutes has elapsed.

For additional information on how to change your password, please see the **How do I change my password?** section of this document.

What can I do on the OPOTA Portal?



Once authenticated, users can update their profile information, edit their types of training, and reset their password by clicking their name at the top right of the OPOTA Portal page.

Users may also select “My Dashboard” to return to the available applications (Currently In-Person Course Registration).

How do I use the In-Person Course Registration?

From the OPOTA Portal, users can select the “In-Person Course Registration” tile to view in-person training options. Users will be allowed to register for training classes that match their pre-authorized student type. OPOTA uses the training preferences users selected when they created an account to display classes the user is eligible to attend. Training preferences can be modified from the OPOTA Portal page. For more information on how to change your training preferences, see the **What can I do on the OPOTA Portal?** section of this document.

Courses with prerequisites are noted as such in the course listing. OPOTA validates prerequisites based on the training records on file in OPOTA’s record management system.

How do I use the course listing to find the training I need?

Various fields in the course listing are filterable or sortable. To filter, click the funnel icon on the column heading. To sort, click the up and down arrows on the column heading.

Course Name	Description	Pre-Requisites	Category	Start Date	End Date	Location	LE Tuition
▾			▾	▾	▾	▾	▾

How do I register and pay for in-person courses?

Users who have successfully logged into the OPOTA Portal can select “In-Person Course Registration” tile to view in-person training options.



After reviewing the list of available courses, users can click the “Register” button to review the course description, cost, date, and location of a course.

	Course Name	Description	Pre-Requisites	Category	Start Date	End Date	Location	LE Tuition
Register	Advanced Dynamic Vehicle Operations	This three day, advanced course provides students Show All		Driving	Apr 19, 2022	Apr 21, 2022	OPOTA - London: Tactical Training Center	475.00
Register	Advanced Dynamic Vehicle Operations	This three day, advanced course provides students Show All		Driving	Jun 21, 2022	Jun 23, 2022	OPOTA - London: Tactical Training Center	475.00

After reviewing the course details, users can register for the course by scrolling down to select their payment method and agree to the terms of registration.

Course Registration

Student Name: [Redacted]

Agency: [Redacted]

Agency Contact: [Redacted]

Agency Approver: --Select One--

Course: 05-569-22-01
Advanced Dynamic Vehicle Operations
OPOTA - London: Tactical Training Center

Course Date: 4/19/2022 - 4/21/2022

Cost: \$ 475.00

PO Number: [Empty Field]

This three day, advanced course provides students with the knowledge, skills and behaviors unique to the emergency response and pursuit situation. Students will be trained and tested on numerous steering and braking applications, collision avoidance, skid recovery, line-of-travel driving, cornering/apexing methods, appropriate communications behaviors, and emergency/pursuit driving across multiple events encompassing the entire driving facility. Students will participate in actual pursuit driving and emergency response scenarios at speed. Additionally, students are trained in liability/legal aspects of law enforcement driving along with human/physiological factors involved in responding to emergencies. Students will use OPOTA vehicles that are equipped with added safety features to perform dynamic and advanced practical exercises. These vehicles will include police utility vehicles (SUV) if the students drive them on duty. Students may be asked to assist with movement and placement of cones and events. Note: This course is not recommended for remedial or corrective driving students. It is recommended that all attendees be in good physical condition. Helmets will be provided, however students may

Bill My Agency Bill Me Now

Registered enrollees who do not attend and do not cancel the registration four business days prior to the course will be charged an administrative fee equal to one-half the total course fee. **Upon the conclusion of a course, invoices are processed and forwarded to the designated billing address, check or money order are acceptable forms of payment (no cash or credit cards).** The Ohio Peace Officer Training Academy will provide instruction in the course under competent instructors and assumes no responsibility other than the opportunity to learn under supervision. The Ohio Peace Officer Training Academy, Ohio Peace Officer Training Commission, and the Office of the Attorney General are hereby relieved of all liability. All courses are subject to cancellation. Enrollment in a course constitutes an acceptance of this agreement and the conditions stated. Approval by authorized authority indicates approval for attendance, billing and agreement, as well as verification of applicant's affiliation with agency.

I understand that by registering for the Class and paying tuition that I am entering into a legal and binding Class Reservation Agreement. I understand that I may cancel/withdraw from the Class and receive full reimbursement of tuition IF I cancel the Class Reservation no later than four (4) business days before the first day of Class.

Furthermore, I understand that if I DO NOT cancel my Class Reservation by four (4) business days before the first day of Class OR I do not show-up for the Class, I am still responsible for 1/2 of the tuition cost of the Class and therefore will only be reimbursed 1/2 of my tuition payment.

[Return to Course List](#) [I Agree - Submit](#)

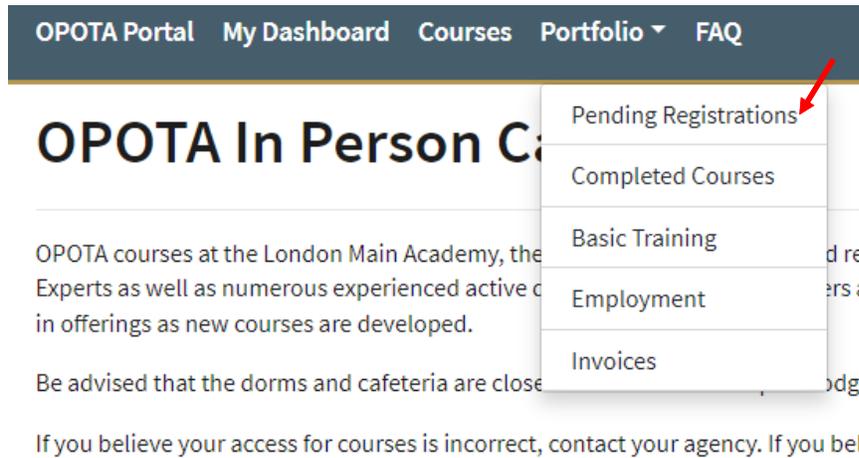
Users who select “Bill Me Now” may complete the payment for the course with a credit card or electronic check. “Bill Me Now” registrations do not require further approval from your agency.

Certain users whose agencies have been authorized for payment terms, may have the option to select “Bill My Agency.” If the user chooses “Bill My Agency” your agency authorizer must approve your registration.

In either case, once a user’s registration is complete, the user will receive an email confirmation for the course.

How do I see my pending registrations?

To view a list of pending in-person course registrations, select “Portfolio” on the navigation bar and then “Pending Registrations.”

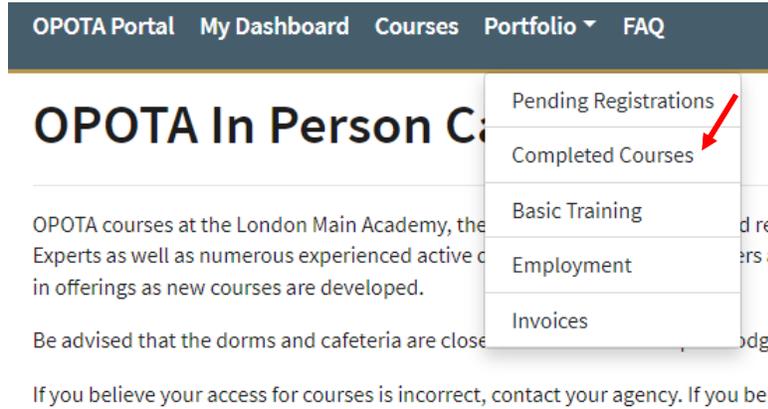


The system will display a list of pending registrations for the user and the status of each.

Pending Course Registrations									
If your registration outcome is PreRegister, you need to pay now to be registered for the course.									
Course Name	Course Number	Course Start	Course End	Registration Status	Registration Outcome	Cost	Options		
Private Security Seminar	01-020-21-01	3/17/2022	3/18/2022	Cancelled by User	PreRegistered	10.00			

How can I view my training history and re-print certificates?

To view a list of completed courses, select “Portfolio” on the navigation bar and then “Completed Courses.”



The system will display a list of completed courses for the user. Additional functionality is provided at the top to allow users to export their course history to PDF or Excel. Users may also reprint a course certificate by clicking the “Print” link in the “Certificate” column.

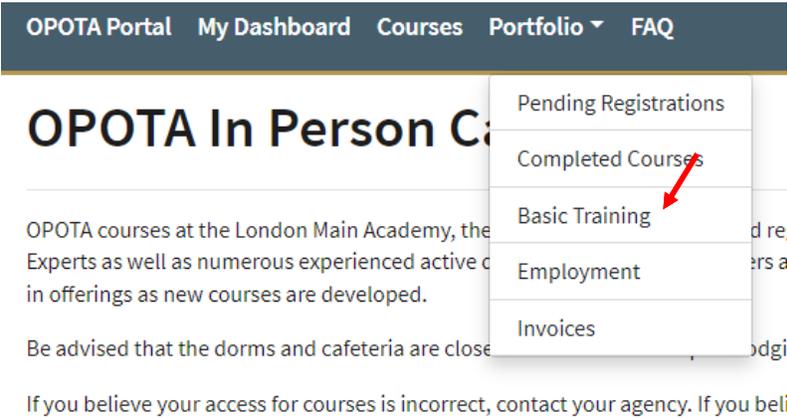
The screenshot shows the 'Completed Courses' table with the following data:

Course Name	Course Description	Course Number	Course Start	Course End	Training Hours	Certificate
Reid Techniques for Interview and Interrogation - Advanced	This course builds on skills acquired during the three day basic Reid Techniques course. Topics include: stages of the interrogation, screening suspects for interrogation, juvenile interrogations, interrogation on guilty knowledge, playing one suspect against the other and interrogation on multiple crimes.	03-323-12-01	10/18/2012	10/18/2012	8	Print

At the top of the table, there are four export options: 'Print My Attended Courses Report to PDF', 'Print without Course Descriptions Report to PDF', 'Export Report to CSV', and 'Export Report without Course Descriptions to CSV'. A red arrow points to the 'Print' link in the 'Certificate' column of the first row.

How do I view my basic training records?

To view a list of completed basic training courses, select “Portfolio” on the navigation bar and then “Basic Training.”

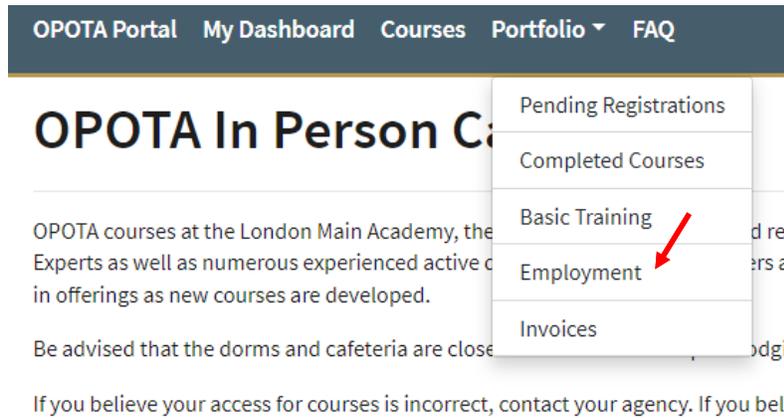


The system will display a list of basic training courses attended by the user. Additional functionality is provided at the top to allow users to export their history to PDF or Excel.

Officer Basic Training History									
Export to PDF		Export to CSV							
School Number	School Name	Start Date	End Date	Appointed By	Appointment Date	Exam Date	Certificate Number	Certificate Date	
99-999	Ohio Peace Officer Training Academy	12/3/2009	12/3/2009	City of Columbus	1/1/2022	12/1/2021	1234		

How do I view my employment history?

To view a list of employment history, select “Portfolio” on the navigation bar and then “Employment.”



The system will display a list of agencies the user has worked for. It should be noted these are based on records received and processed by OPOTA. If employment is missing, the user should speak to their agency administrator to ensure an SF400 and/or SF401 has been filed with OPOTA. Additional functionality is provided at the top to allow users to export their history to PDF or Excel.

Officer Employment History			
Export to PDF		Export to CSV	
Agency	Start Date	End Date	Status
City of Columbus	1/1/2022		Full-time

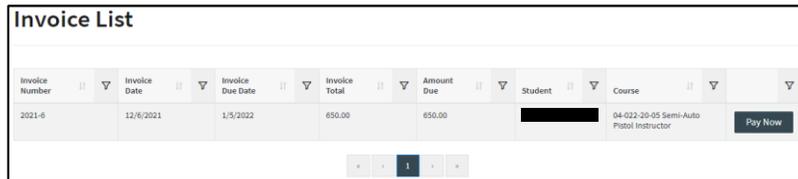
< < 1 > >

I am a billing administrator; how do I pay invoices?

If a user is listed as a billing administrator for their agency, the user will see “Agency Actions” in the “OPOTA Registration Application.” Select “Invoices”.



From here, users can select and pay agency invoices via credit card or electronic check.

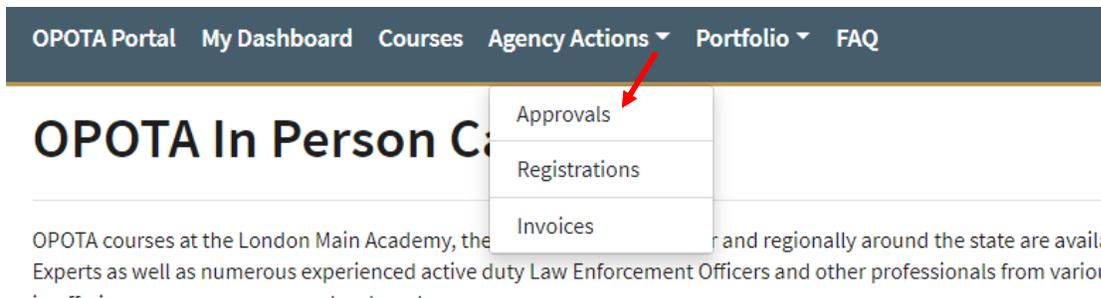


The screenshot shows a table titled 'Invoice List'. The table has the following columns: Invoice Number, Invoice Date, Invoice Due Date, Invoice Total, Amount Due, Student, and Course. There is a 'Pay Now' button next to the last row. The table contains one row of data.

Invoice Number	Invoice Date	Invoice Due Date	Invoice Total	Amount Due	Student	Course	
2021-6	12/6/2021	1/5/2022	650.00	650.00	[REDACTED]	04-022-20-05 Semi-Auto Pistol Instructor	Pay Now

I am an agency course authorizer, where do I find pending approvals?

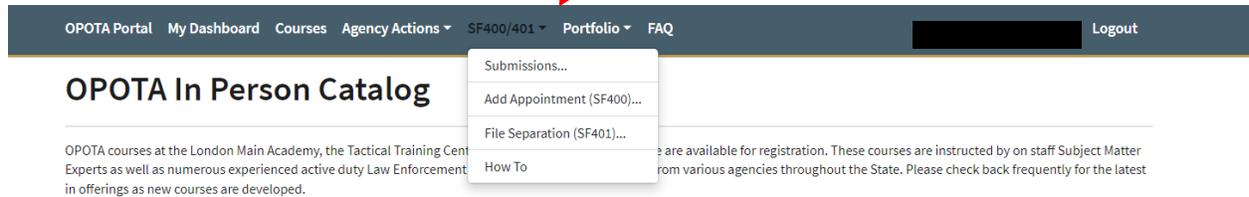
If a user is listed as an Agency Authorizer, the user will see “Agency Approvals” in the “OPOTA Registration Application.”



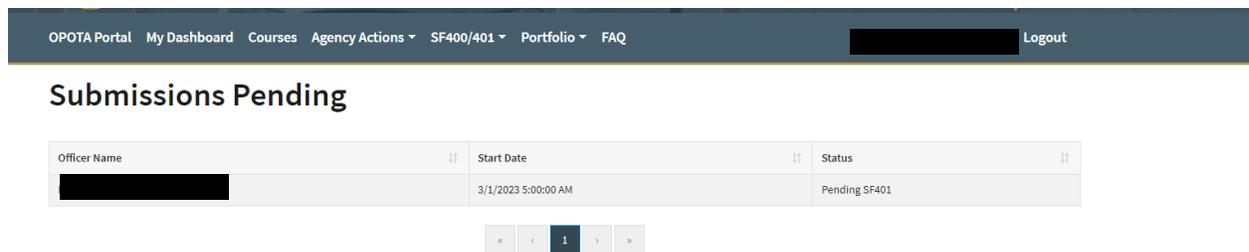
The user can select this option to approve or deny registrations made by employees of your agency where the officer chose “Bill My Agency” during the registration process.

I am an agency Roster Authority, where do I view and find employment application forms?

If a user is listed as an Roster Authorizer, the user will see “SF400/401” in the “OPOTA Registration Application.”



Please note: If another agency appoints a full-time officer from your agency to their agency, with a full-time status, you will see your officer now listed under “Submissions Pending” with a status of “Pending SF401”.



Officer Name	Start Date	Status
[REDACTED]	3/1/2023 5:00:00 AM	Pending SF401

In this scenario, if the officer has left your agency, please submit a SF401 (Separation) to remedy this status. If you feel this is incorrect please contact your Certification Specialist for assistance.

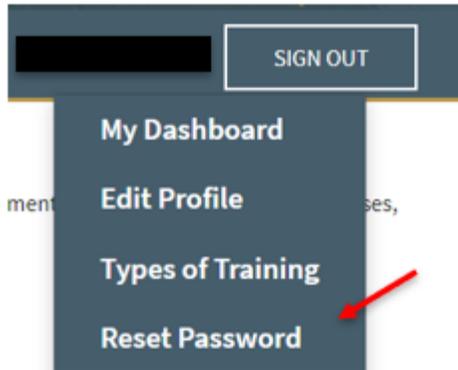
What if OPOTA cannot find my officer record?

Contact OPOTARegistration@OhioAGO.gov for assistance.

How do I change my password?

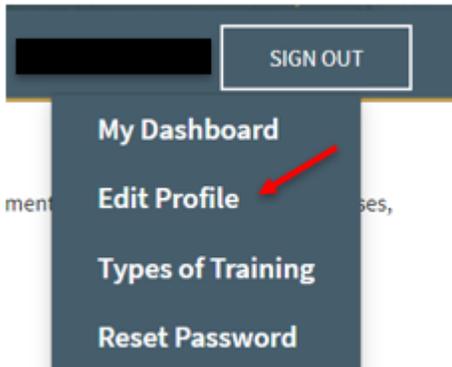
If a user does not know their password, they can select “Forgot your password?” from the homepage.

If a user desires to change their password after successfully authenticating, the use can select their name in the upper right-hand of the page and select “Reset Password.”



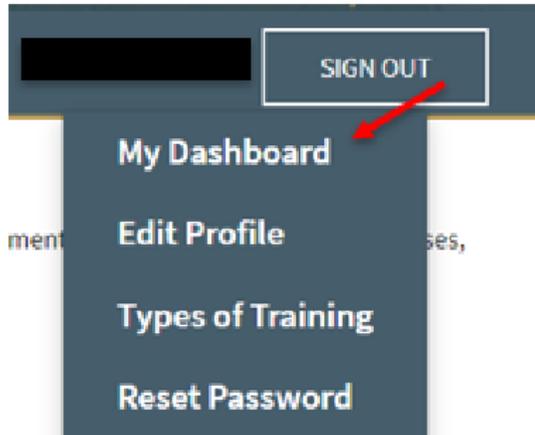
How do I update my account information?

Once logged in, from the OPOTA Portal page a user can select their name on the upper right-hand of the page and select “Edit Profile.”



How do I navigate back to “My Dashboard?”

If you are authenticated and select “OPOTA Portal” you will return to the main portal page. To return to “My Dashboard” select your name on the upper right-hand corner and select “My Dashboard”.



CPT Application (Registered Users)

CPT Roles

There are three CPT user roles -

- CPT Approver – this role may maintain training hours, salary information, request an extension for an officer’s deadline and approve the Agency CPT Tracking. This role may grant the two remaining roles to officers on the CPT Tracking list. This role is reserved for the Agency CEO or their delegate.
- CPT Maintenance – this role may maintain training hours, salary information and grant CPT Officer role to officers on the CPT Tracking list.
- CPT Officer – this role may maintain hours for their own officer record on the CPT Tracking list. They may not adjust their salary information.

OPOTA will assign the role of CPT Approver. Once the CPT Approver has been established, that Portal user is responsible for delegating the two remaining roles to Officers on their CPT Tracking list as needed.

The screenshot shows the 'CPT Role Assignment' dialog box overlaid on the 'Agency CPT Maintenance' page. The dialog box has a title bar 'CPT Role Assignment' and a 'Request Extension' section. Below this, it asks 'Please select a role for the officer:' with two options: 'Allow Officer CPT Update' (checked) and 'Allow Officer Agency Maintenance' (unchecked). There are 'Close' and 'UPDATE ROLE' buttons at the bottom of the dialog. The background shows a table with columns: OFFICER NAME, DOB, DUE DATE, HOURLY RATE, SCHOOL SAFETY, LEGAL, A,S & S, SUB TOTAL, ELECTIVE, SUB TOTAL, and TOTAL. A red arrow points to the 'OFFICER NAME' column of the third row in the table.

OFFICER NAME	DOB	DUE DATE	HOURLY RATE	SCHOOL SAFETY	LEGAL	A,S & S	SUB TOTAL	ELECTIVE	SUB TOTAL	TOTAL
[REDACTED]	7/23/1994	12/31/2023	25.00	3	5	2	10.00	27	27.00	37.00
[REDACTED]	12/3/1963	12/31/2023	15.00	3	3	2	8.00	1	25.00	33.00
[REDACTED]	5/1/2000	12/31/2023	11.00	3	3	2	8.00	24	24.00	32.00
*Test_Test	1/1/2000	1/1/2024	10.00	2	1	1	4.00	1	1.00	5.00
[REDACTED]	12/2/1963	1/31/2024	10.00	3	3	2	8.00	16	16.00	24.00

Delegation is done by selecting an officer name from the Agency CPT Maintenance list. You will not be able to delegate a role to a non-law enforcement Portal user. In this scenario please contact OPOTA for assistance.

Accessing CPT

Once you have authenticated into the Portal, select the CPT application:

My Dashboard

My dashboard provides the ability to manage your OPOTA related needs to include registering for in-person courses, providing self-payment functionality for in-person courses, as well as pay pending invoices for your agency.



In-person course registration



CPT management

You will be taken to your Agency CPT Management page for the active CPT year.

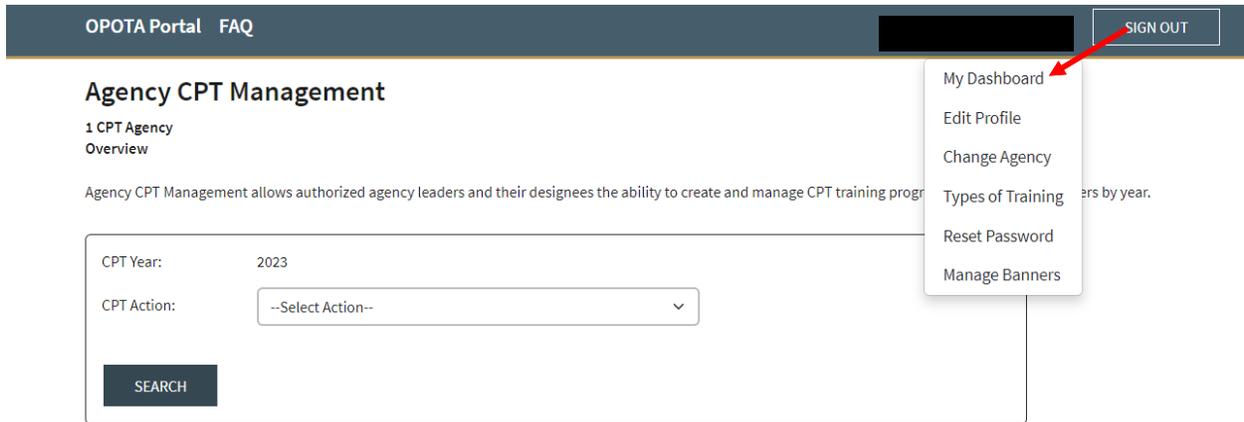
Agency CPT Management

1 CPT Agency
Overview

Agency CPT Management allows authorized agency leaders and their designees the ability to create and manage CPT training progress for their agency officers by year.

CPT Year:	2023
CPT Action:	--Select Action--
<input type="button" value="SEARCH"/>	

You may return to the main Dashboard page at any time by selecting “My Dashboard” from the list of options under your username on the top right:



Selecting CPT Action

Depending on the access you have been granted you will see one or more of the following options:

Agency CPT Management

1 CPT Agency
Overview

Agency CPT Management allows authorized agency leaders and their designees the ability to create and manage CPT training progress for their agency officers by year.

- Agency CPT Maintenance allows you to create/modify the officer hourly rate and record CPT training hours for one or more officers.
- Agency CPT Approval allows the agency CEO or their delegate the ability to sign-off on the completeness of the Agency CPT Tracking list prior to December 31st of the current CPT year.
- Agency CPT Extension Request allows the agency CEO or their delegate the ability to request an extension to the CPT year deadline on an officer by officer basis. The requested end date is not in effect until and unless the OPOTA Director approves the extension request.

If the Agency CPT Maintenance action is selected, you will be presented with additional filters

for the category, group or officer status you wish to select.
If no additional filter is selected, all officers on the Agency CPT Tracking list will be displayed.

Agency CPT Management

1 CPT Agency
Overview

Agency CPT Management allows authorized agency leaders and their designees the ability to create and manage CPT training progress for their agency officers by year.

CPT Year:	2023
CPT Action:	Agency CPT Maintenance
CPT Category:	Select All
CPT Group:	Select All
Officer Status:	Select All

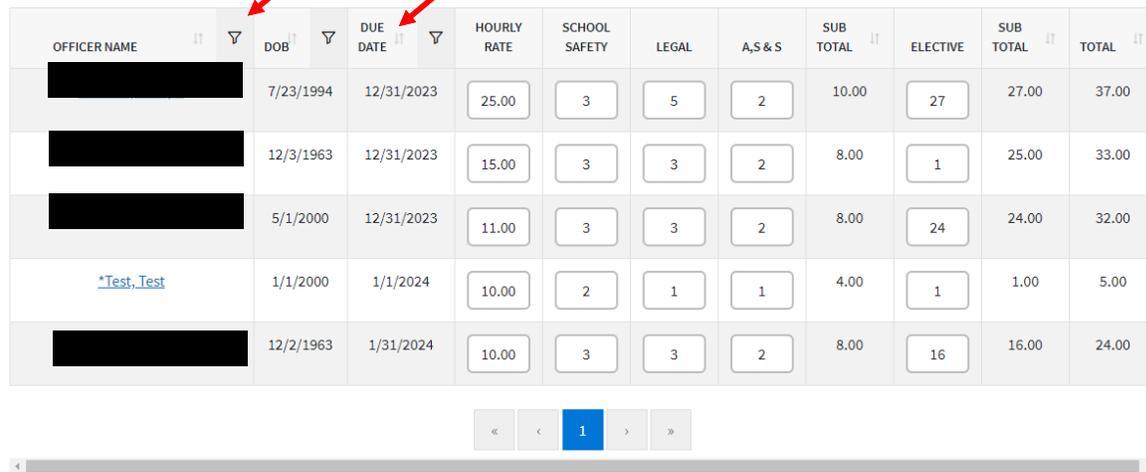
Agency CPT Management Page

The maintenance page allows you to further filter and sort the list of officers in your agency:

Agency CPT Maintenance

1 CPT Agency
 Year: 2023
 Status: Open

If you believe there is an error on your roster, please submit a notice of appointment or notice of separation using the SF400/401 function in the In-Person Course Registration application found on My Dashboard. If you need additional assistance, please contact your respective Certification Specialist at 740-845-2700.



OFFICER NAME	DOB	DUE DATE	HOURLY RATE	SCHOOL SAFETY	LEGAL	A,S & S	SUB TOTAL	ELECTIVE	SUB TOTAL	TOTAL
[REDACTED]	7/23/1994	12/31/2023	25.00	3	5	2	10.00	27	27.00	37.00
[REDACTED]	12/3/1963	12/31/2023	15.00	3	3	2	8.00	1	25.00	33.00
[REDACTED]	5/1/2000	12/31/2023	11.00	3	3	2	8.00	24	24.00	32.00
*Test_Test	1/1/2000	1/1/2024	10.00	2	1	1	4.00	1	1.00	5.00
[REDACTED]	12/2/1963	1/31/2024	10.00	3	3	2	8.00	16	16.00	24.00

*Peace Officer was appointed by more than one agency during this CPT year. The CPT hours listed reflect the total hours reported by all appointing authorities for the peace officer for this CPT year.

If your agency has been designated as CPT Reimbursable by OPOTA you must record an hourly rate for an officer before you will be permitted to record time. The hourly rate in place when time is entered is the rate the training hours will be reimbursed.

Agencies that have been designated as non-CPT Reimbursable will not be able to enter an hourly rate and may enter time.

Officers who have transferred into your agency during the CPT year may have had time recorded by their previous agency. In this instance, you will not be able to modify the hours recorded by the previous agency. These officers will have an “*” displayed before their name on the maintenance grid.

Agency CPT Approval

Users who have the Agency CPT Approval role may select Agency CPT Approval for the current CPT year:

Agency CPT Management

1 CPT Agency
Overview

Agency CPT Management allows authorized agency leaders and their designees the ability to create and manage CPT training progress for their agency officers by year.

CPT Year: 2023

CPT Action: Agency CPT Approval

SEARCH

Once selected all officers from the Agency CPT Tracking list will be displayed. Officers that have not met the full requirements of the CPT year will be highlighted in Red. Officers with an approved extension will not display on the approval list.

Once the list is approved, officers that meet the CPT requirements will have a CPT compliant training determination added to their record in Polaris. Officers that have not met will be placed into cease function status.

Agency CPT Approval

1 CPT Agency
Year: 2023
Status: Open

Based upon the information your agency has provided, our records indicate any peace officer(s) or trooper(s) in red have not yet completed the required Continuing Professional Training (CPT) hours for this year. If you believe one or more of the individuals listed below has completed all required training for this year, please verify all training hours are entered for each officer before completing this certification. Pursuant to ORC 109.803 and OAC 109:2-18-06, any officer who has not completed the required CPT by year end will enter "cease function" status and not be permitted to perform the functions of a peace officer or trooper until OPOTC staff has reviewed and documented the training. If you believe an individual listed below has been included by error, please contact OPOTC staff immediately at ProfessionalStandards@OhioAGO.gov.

OFFICER	DOB	DUE DATE	SCHOOL SAFETY	LEGAL	A,S & S	SUB TOTAL	ELECTIVE	SUB TOTAL	TOTAL
	7/23/1994	12/31/2023	3	5	2	10.00	27	27.00	37.00
	12/3/1963	12/31/2023	3	3	2	8.00	1	25.00	33.00
	5/1/2000	12/31/2023	3	3	2	8.00	24	24.00	32.00

RETURN TO CPT MANAGEMENT APPROVE AGENCY CPT

The CPT Approval may be returned to an unapproved status up until 12/31 of the current CPT year:

Agency CPT Approval

Year: 2023

Status: Approved

Based upon the information your agency has provided, our records indicate any peace officer(s) or trooper(s) in red have not yet completed the required Continuing Professional Training (CPT) hours for this year. If you believe one or more of the individuals listed below has completed all required training for this year, please verify all training hours are entered for each officer before completing this certification. Pursuant to ORC 109.803 and OAC 109:2-18-06, any officer who has not completed the required CPT by year end will enter "cease function" status and not be permitted to perform the functions of a peace officer or trooper until OPOTC staff has reviewed and documented the training. If you believe an individual listed below has been included by error, please contact OPOTC staff immediately at ProfessionalStandards@OhioAGO.gov.

OFFICER	DOB	DUE DATE	SCHOOL SAFETY	LEGAL	A,S & S	SUB TOTAL	ELECTIVE	SUB TOTAL	TOTAL
[REDACTED]	7/23/1994	12/31/2023	3	5	2	10.00	27	27.00	37.00
[REDACTED]	12/3/1963	12/31/2023	3	3	2	8.00	1	25.00	33.00
[REDACTED]	5/1/2000	12/31/2023	3	3	2	8.00	24	24.00	32.00

« < 1 > »

RETURN TO CPT MANAGEMENT

RE-OPEN AGENCY CPT

Agency CPT Extension Request (Role Delegation)

CPT users with the Agency Approval role may request an extension for any officer in the CPT Agency Maintenance grid by clicking on the officer name (this is also the place where CPT Maintenance and CPT Approver role may delegate additional access to officers in the CPT Tracking list):

The screenshot shows the 'CPT Role Assignment' dialog box overlaid on the 'Agency CPT Maintenance' grid. The dialog box has a title 'CPT Role Assignment' and a link 'Request Extension' with a red arrow pointing to it. Below the link, it says 'Please select a role for the officer:' followed by two checkboxes: 'Allow Officer CPT Update' (checked) and 'Allow Officer Agency Maintenance' (unchecked). At the bottom of the dialog are 'Close' and 'UPDATE ROLE' buttons. The background grid has a red arrow pointing to the name '*Test_Test' in the 'OFFICER NAME' column.

OFFICER NAME	DOB	DUE DATE	HOURLY RATE	SCHOOL SAFETY	LEGAL	A,S & S	SUB TOTAL	ELECTIVE	SUB TOTAL	TOTAL
[REDACTED]	7/23/1994	12/31/2023	25.00	3	5	2	10.00	27	27.00	37.00
[REDACTED]	12/3/1963	12/31/2023	15.00	3	3	2	8.00	1	25.00	33.00
[REDACTED]	5/1/2000	12/31/2023	11.00	3	3	2	8.00	24	24.00	32.00
*Test_Test	1/1/2000	1/1/2024	10.00	2	1	1	4.00	1	1.00	5.00
[REDACTED]	12/2/1963	1/31/2024	10.00	3	3	2	8.00	16	16.00	24.00

If Request Extension (only available to Agency CPT Approval role) is selected you will be required to complete the following information. This information will be presented to the OPOTA Director for approval/denial:

Request Extension

*Extension Reason:

*Approver:

*Extension Date:

Additional Detail:

+ Supporting documents

You may locate and submit supporting documents to attach to your request by selecting supporting documents:

Request Extension

*Extension Reason:

*Approver:

*Extension Date:

Additional Detail:

- Supporting documents

No file chosen

[Add another document](#)

Review Status of CPT Extension Request(s)

To view all extension requests for your agency, select Agency CPT Extension Request from the Agency CPT Management page:

Agency CPT Management

1 CPT Agency
Overview

Agency CPT Management allows authorized agency leaders and their designees the ability to create and manage CPT training progress for their agency officers by year.

CPT Year: 2023

CPT Action:

- Select Action--
- Agency CPT Maintenance
- Agency CPT Approval
- Agency CPT Extension Request

SEARCH



This page displays all submitted extension requests. They may be pending, approved or denied. The OPOTA Director comments justify the reason for the decision.

Extension Request

1 CPT Agency
Year: 2023

OFFICER NAME	REQUEST EXTENSION DATE	DUE DATE	STATUS	REASON	DIRECTOR COMMENTS
[REDACTED]	1/1/2024	12/31/2023	Pending	Prolonged military service	

RETURN TO CPT MANAGEMENT

CPT Bulk Updates

To update all officers in your agency for a given CPT training category select the Bulk Update from the Agency CPT Management Page:

Agency CPT Maintenance

1 CPT Agency
 Year: 2023
 Status: Open

If you believe there is an error on your roster, please submit a notice of appointment or notice of separation using the SF400/401 function in the In-Person Course Registration application found on My Dashboard. If you need additional assistance, please contact your respective Certification Specialist at 740-845-2700.

OFFICER NAME	DOB	DUE DATE	HOURLY RATE	SCHOOL SAFETY	LEGAL	A,S & S	SUB TOTAL	ELECTIVE	SUB TOTAL	TOTAL
[REDACTED]	7/23/1994	12/31/2023	25.00	3	5	2	10.00	27	27.00	37.00
[REDACTED]	12/3/1963	12/31/2023	15.00	3	3	2	8.00	1	25.00	33.00
[REDACTED]	5/1/2000	12/31/2023	11.00	3	3	2	8.00	24	24.00	32.00
*Test, Test	1/1/2000	1/1/2024	10.00	2	1	1	4.00	1	1.00	5.00
[REDACTED]	12/2/1963	1/31/2024	10.00	3	3	2	8.00	16	16.00	24.00

*Peace Officer was appointed by more than one agency during this CPT year. The CPT hours listed reflect the total hours reported by all appointing authorities for the peace officer for this CPT year.

RETURN TO CPT MANAGEMENT SUBMIT **BULK UPDATE**

From here you are able to select the CPT Category, whether you want to add or subtract hours and the amount of time you would like to adjust to all officers on your CPT Tracking list.

Hours that have already been reimbursed or hours added by an officer's prior agency will not be adjusted:

Agency CPT Bulk Update

1 CPT Agency
CPT Year: 2023

Agency CPT bulk update allows authorized agency users the ability to update hours in a category for all officers in their agency. The hours will be added or subtracted to an officers existing hours.

CPT Group:	All CPT Groups
CPT Category:	<input type="text" value="--Select Category--"/>
Hours:	<input type="radio"/> Add <input type="radio"/> Subtract
Increments of	<input type="text"/>

RETURN TO CPT MAINTENANCE

UPDATE

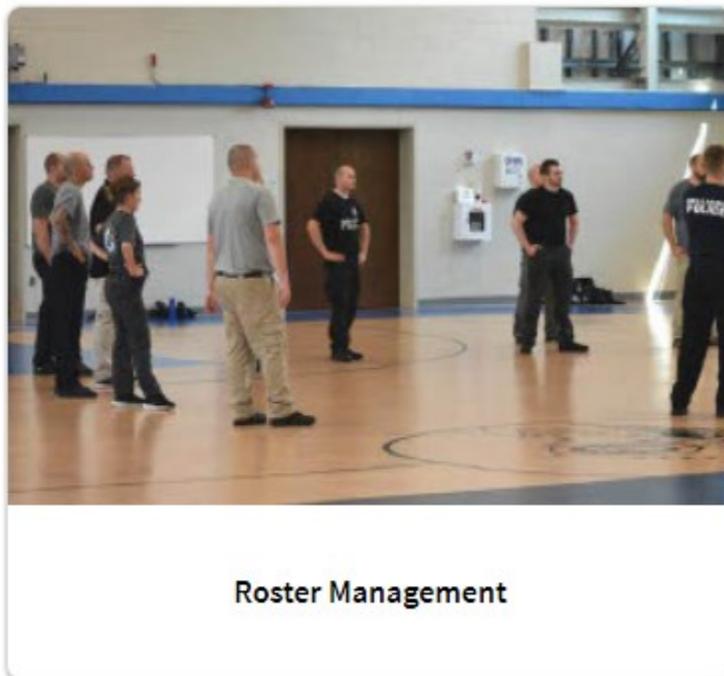
Roster Management Application (Registered Users)

Roster Management Roles

By default, the Commanding Officer on record for your agency has access to the Roster Management Application.

Officers or agency administrators assigned the role of Roster Authority will also have access to the Roster Management Application.

Once authenticated these two roles will see the Roster Management Application on their Dashboard (users without either role will not see this):



Selecting this application will then display your Agency Roster for the calendar year. You may view/search/sort this list.

You may also save this list as a PDF (this will be saved to your download folder).

Any corrections to your Roster shall be managed by submission of electronic employment requests in the Portal.

Roster Submission

Once per year, between October 1st and December 31st, you may submit your Roster to OPOTA.

Once you confirm the attestation, your Roster will be saved to OPOTA. You may only submit once for the calendar year.

Subject Matter Expert (SME) and Guest Instructor (GI) Application (Registered Users)

SME and GI Application Role

OPOTA allows any registered OPOTA Portal user the opportunity to apply for a role as a Subject Matter Expert for curriculum development, or, apply for an opportunity to become a Guest Instructor for OPOTA Advanced Training.

To register for either role select the option to register when creating your OPOTA Portal account or add it to your existing OPOTA Portal account.



Types of training

*Required

*What type of training are you required to take?

- Peace Officer/Trooper
- Other Law Enforcement/Corrections
- Corrections
- Private Security
- Other Government Employee Training
- Are you applying to be a Subject Matter Expert for curriculum development or a Guest Instructor?

If you are registering your OPOTA Portal account for the first time and you are not a current or former Ohio Peace Officer, OPOTA staff will need to take additional background steps before you can formally apply. This process may take several business days.

Accessing the SME and GI Application

To create a SME or GI application select SME & Guest Instructor icon on your dashboard:

The screenshot shows the OPOTA Portal dashboard. At the top, there is a header with the Dave Yost logo (Ohio Attorney General) and navigation links: OPOTA Portal, OPOTC Curriculum, Instructor Directory, and FAQ. A SIGN OUT button is also present. Below the header is the 'My Dashboard' section, which includes a brief description of the dashboard's capabilities. Three main dashboard cards are displayed: 'In-person course registration', 'CPT management', and 'SME & Guest Instructor'. A red arrow points to the 'SME & Guest Instructor' card. At the bottom of the dashboard, there are contact details for the OPOTA London Main Campus and the Tactical Training Center, along with copyright and legal information.

OPOTA Portal | **OPOTC Curriculum** | **Instructor Directory** | **FAQ** | **SIGN OUT**

My Dashboard

My dashboard provides the ability to manage your OPOTA related needs to include registering for in-person courses, providing self-payment functionality for in-person courses, as well as pay pending invoices for your agency.

- In-person course registration**
- CPT management**
- SME & Guest Instructor**

OPOTA London Main Campus
1650 State Route 56 SW
P.O. Box 309
London, OH 43140
Phone: 740-845-2700

Tactical Training Center
1760 U.S. Route 42 SW
London, OH 43140
Phone: 740-845-6300

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SME & Guest Instructor Base Record

To apply as a SME or GI, you must first create a base record:



OPOTA Portal | OPOTC Curriculum | Instructor Directory | FAQ

SIGN OUT

SME & Guest Instructor Application

Thank you for your interest in serving as a Guest Instructor and/or Subject Matter Expert for OPOTA. Individuals interested in teaching an OPOTA class, assisting in the development of new content, or peer-review of existing content should start the application process below. After providing the basic background information below, you will be able to provide more detailed information about the subject areas in which you are requesting to be considered.

Upon submission of your application, OPOTA will keep it on file for up to three years and contact you if your assistance is needed. While your application will be reviewed and retained by OPOTA staff, please understand that not every interested applicant will be contacted. If and when you may be contacted will depend upon a variety of factors including geography, availability, scheduling issues, and the size of the applicant pool.

SME & Guest Instructor Base Record

Create

Return to Dashboard



OPOTA London Main Campus
1650 State Route 56 SW
P.O. Box 309
London, OH 43140
Phone: 740-845-2700

Tactical Training Center
1760 U.S. Route 42 SW
London, OH 43140
Phone: 740-845-6300

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The fields with grey background is information taken from your OPOTA Portal account. Complete the remaining fields and check boxes. If you select any of the criminal history questions you will be asked to provide any related details (500 characters max).

SME & Guest Instruction Base Record

Thank you for your interest in serving as a Guest Instructor and/or Subject Matter Expert for OPOTA. Individuals interested in teaching an OPOTA class, assisting in the development of new content, or peer-review of existing content should start the application process below. After providing the basic background information below, you will be able to provide more detailed information about the subject areas in which you are requesting to be considered.

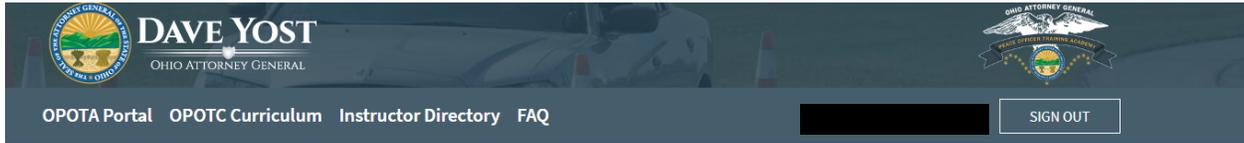
Upon submission of your application, OPOTA will keep it on file for up to three years and contact you if your assistance is needed. While your application will be reviewed and retained by OPOTA staff, please understand that not every interested applicant will be contacted. If and when you may be contacted will depend upon a variety of factors including geography, availability, scheduling issues, and the size of the applicant pool.

*First Name:	<input type="text" value=""/>	*Region of Availability:	<input type="checkbox"/> Central Ohio (includes London)
*Last Name:	<input type="text" value=""/>	<input type="checkbox"/> Northeast Ohio	<input type="checkbox"/> Northwest Ohio
Middle Initial:	<input type="text" value="T"/>	<input type="checkbox"/> Southeast Ohio	<input type="checkbox"/> Southwest Ohio
*Phone Number:	<input type="text" value="(614)555-1212"/>	<input checked="" type="checkbox"/> Online Only	<input type="checkbox"/> Select All
*E-mail:	<input type="text" value=""/>	*Highest Educational Attainment:	<input type="radio"/> Associates Degree
*Address 1:	<input type="text" value=""/>	<input checked="" type="radio"/> Bachelor's Degree	<input type="radio"/> GED
Address 2:	<input type="text" value=""/>	<input type="radio"/> Graduate/Professional Degree	<input type="radio"/> Highschool Diploma
*City:	<input type="text" value=""/>	*Select any statement that is true:	<input type="checkbox"/> Have you ever been convicted of a felony, or are you subject to a firearms disability or prohibition?
*State:	<input type="text" value="OH"/>	<input type="checkbox"/> Have you ever been arrested for, or charged with, an offense of violence (R.C. 2901.01(A)(9)), a theft offense (R.C. 2913.01(K)), crime of mortal turpitude (R.C. 4776.10(A)), or substantially similar offense?	<input type="checkbox"/> Have you ever been disciplined or terminated for any conduct involving theft, falsification, dishonesty, violence, excessive use of force, a civil rights violation, and/or sexual misconduct?
*Zip Code:	<input type="text" value="43230"/>		
Additional Details:			
*County of Residence:	<input type="text" value="Franklin"/>		
*Current Employer:	<input type="text" value="1 CPT Agency"/>		

[Return to SME & Guest Instructor](#)

SME Application

Once your base record has been saved you may now create a SME Application:



SME & Guest Instructor Application

Thank you for your interest in serving as a Guest Instructor and/or Subject Matter Expert for OPOTA. Individuals interested in teaching an OPOTA class, assisting in the development of new content, or peer-review of existing content should start the application process below. After providing the basic background information below, you will be able to provide more detailed information about the subject areas in which you are requesting to be considered.

Upon submission of your application, OPOTA will keep it on file for up to three years and contact you if your assistance is needed. While your application will be reviewed and retained by OPOTA staff, please understand that not every interested applicant will be contacted. If and when you may be contacted will depend upon a variety of factors including geography, availability, scheduling issues, and the size of the applicant pool.

SME & Guest Instructor Base Record

	NAME	PHONE NUMBER	EMAIL	ADDRESS
Edit	[REDACTED]	(614)555-1212	[REDACTED]	[REDACTED]

Subject Matter Expert Applications

Guest Instructor Applications

Next select the subject type you are applying for:

The screenshot shows the top navigation bar with the Dave Yost Ohio Attorney General logo and links for OPOTA Portal, OPOTC Curriculum, Instructor Directory, and FAQ. A 'SIGN OUT' button is visible. The main heading is 'SME Application'. Below it, a paragraph explains the purpose of the application. A second paragraph states that OPOTA will keep the application on file for up to three years. The form includes a dropdown menu for '*Application Type:' with options: '-Select One-', '-Select One-', 'Private Security Basic Training', 'Peace Officer Basic Training', 'Corrections Officer Basic Training', and 'Advanced Training'. A red arrow points to 'Peace Officer Basic Training'. A 'SUBMIT' button is located to the right of the dropdown.

SME Application

Individuals interested in assisting OPOTA as a subject matter expert developing new training content, or updating existing training content, should select one or more of the training areas below. After you select the topic(s) below in which you have substantial expertise, and in which you would like to assist OPOTA, please verify your selections and submit your application.

OPOTA will keep your completed application on file for up to three years and may reach out to you if further information is needed or is interested in your assistance for content development and/or peer-review.

*Application Type:
 -Select One-
 -Select One-
 Private Security Basic Training
 Peace Officer Basic Training
 Corrections Officer Basic Training
 Advanced Training

OPOTA London Main Campus
 1650 State Route 56 SW
 P.O. Box 309
 London, OH 43140
 Phone: 740-845-2700

Tactical Training Center
 1760 U.S. Route 42 SW
 London, OH 43140
 Phone: 740-845-6300

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Next select the topics within the application type you are expert in:

The screenshot shows the same top navigation bar as the previous image. The main heading is 'SME Application'. Below it, a paragraph explains the purpose of the application. A second paragraph states that OPOTA will keep the application on file for up to three years. The form includes a dropdown menu for '*Application Type:' with the option 'Peace Officer Basic Training' selected. Below this is a section titled 'Please check any topic(s) of subject matter expertise:' with two checkboxes: 'BAS 01-01 - Administration: Introduction To Basic Training' and 'BAS 01-02 - Administration: Introduction to Policing'. A red arrow points to the first checkbox.

SME Application

Individuals interested in assisting OPOTA as a subject matter expert developing new training content, or updating existing training content, should select one or more of the training areas below. After you select the topic(s) below in which you have substantial expertise, and in which you would like to assist OPOTA, please verify your selections and submit your application.

OPOTA will keep your completed application on file for up to three years and may reach out to you if further information is needed or is interested in your assistance for content development and/or peer-review.

*Application Type:
 Peace Officer Basic Training

Please check any topic(s) of subject matter expertise:

BAS 01-01 - Administration: Introduction To Basic Training
 BAS 01-02 - Administration: Introduction to Policing

When you are finished select submit. Then agree and acknowledge the OPOTA attestation:

The screenshot shows a list of application categories on the left, each with a checkbox. A modal dialog box titled 'WARNING' is centered over the list. The dialog contains the following text: 'I hereby affirm that the information I am submitting is true and accurate. I understand that knowingly submitting false information to OPOTA could result in termination of my access to the OPOTA Portal, revocation of any certifications issued by OPOTA, and criminal prosecution.' Below the text is a dark button labeled 'AGREE'. At the bottom of the application list, there are two buttons: 'Return to SME & Guest Instructor' and 'SUBMIT'.

APPLICATION TYPE	APPLICATION DATE	APPLICATION STATUS
Peace Officer Basic Training	2/12/2024	Submitted

Your SME application is now complete. Application status is initially set to “Submitted”. Once it is reviewed by OPOTA the status will be set to “Reviewed”. Your application is now on file and may be considered for future curriculum development.

Subject Matter Expert Applications

Create

APPLICATION TYPE	APPLICATION DATE	APPLICATION STATUS	
View	Peace Officer Basic Training	2/12/2024	Submitted

Guest Instructor Applications

Guest Instructor Application

Once your base record has been saved you may now create a Guest Instructor Application:



SME & Guest Instructor Application

Thank you for your interest in serving as a Guest Instructor and/or Subject Matter Expert for OPOTA. Individuals interested in teaching an OPOTA class, assisting in the development of new content, or peer-review of existing content should start the application process below. After providing the basic background information below, you will be able to provide more detailed information about the subject areas in which you are requesting to be considered.

Upon submission of your application, OPOTA will keep it on file for up to three years and contact you if your assistance is needed. While your application will be reviewed and retained by OPOTA staff, please understand that not every interested applicant will be contacted. If and when you may be contacted will depend upon a variety of factors including geography, availability, scheduling issues, and the size of the applicant pool.

SME & Guest Instructor Base Record

	NAME	PHONE NUMBER	EMAIL	ADDRESS
Edit	[REDACTED]	(614)555-1212	[REDACTED]	[REDACTED]

Subject Matter Expert Applications

[Create](#)

	APPLICATION TYPE	APPLICATION DATE	APPLICATION STATUS
View	Peace Officer Basic Training	2/12/2024	Submitted

Guest Instructor Applications

[Create](#)

[Return to Dashboard](#)

Next select the instructor topics you would like to teach:

Guest Instructor Application

OPOTA contracts with guest instructors to provide instruction on a variety of topics. Guest instructors should be current or recent practitioners with significant practical experience in the topics they instruct. Guest instructors are not OPOTA employees but are paid contractors whose experience supplement the expertise of OPOTA staff.

Individuals interested in assisting OPOTA as a guest instructor should select one or more of the training areas below. After you select the topic(s) in which you have substantial expertise and in which you would like to assist OPOTA, please provide a brief statement of interest and list any relevant non-OPOTA certifications you currently possess.

OPOTA will keep your completed application on file for up to three years and may reach out to you for further information is needed or is interested in your assistance as a guest instructor.

*** Required**

*** Instructor Topics**

- Administration/Management/Supervision
- Bailiff/Court Officer/Corrections
- Basic Academy Instructor Courses - Basic Academy Driving Instructor
- Basic Academy Instructor Courses - Impact Weapon Instructor
- Basic Academy Instructor Courses - Individual Chemical Aerosol Instructor
- Basic Academy Instructor Courses - Instructional Skills
- Basic Academy Instructor Courses - Peace Officer Basic Training Legal Instructor
- Basic Academy Instructor Courses - Revolver Instructor
- Basic Academy Instructor Courses - Semi-Auto Pistol Instructor

Next, complete the remainder of the GI Application including the attachment of your resume in .PDF format.

*** Please provide a statement explaining why you are interested in teaching on the selected topics OPOTA, why you are qualified to teach on the selected topics, and any experience you have teaching or providing instruction. (500 Character limit)**

Statement of Interest

*** Please list any certifications you currently possess (500 Character limit)**

Non OPOTA Certifications

Your OPOTA Certifications

BAS 01-01 - Administration: Introduction To Basic Training
BAS 01-02 - Administration: Introduction to Policing

OAKS Vendor ID:

OAKS Address Sequence Number:

*** Attach Resume(PDF document only):** No file chosen

When you are finished select submit. Then agree and acknowledge the OPOTA attestation:

The screenshot shows a web application form for OPOTA. A white dialog box with the title "WARNING" is centered over the form. The dialog box contains the text: "I hereby affirm that the information I am submitting is true and accurate. I understand that knowingly submitting false information to OPOTA could result in termination of my access to the OPOTA Portal, revocation of any certifications issued by OPOTA, and criminal prosecution." Below this text is a dark button labeled "AGREE".

The background form is partially obscured but includes the following elements:

- A list of checkboxes for various training topics, such as "Criminal Investigation - Report writing and case documentation", "Criminal Investigation - Search warrants (draft)", "Criminal Investigation - Sexual assault/domestic violence", "Criminal Investigation - White-collar and computer crimes", "Driving and Vehicle Operations", "Peace Officer Refresher Training", "Specialty Unit and Assignment Training", "Traffic Investigation - Alcohol and/or drug dependency", "Traffic Investigation - Crash investigation and reconstruction", "Use of Force and Defensive Tactics - Firearms", "Use of Force and Defensive Tactics - Legal Issues", "Use of Force and Defensive Tactics - Special Operations", and "Use of Force and Defensive Tactics - Subject Control".
- A text area with the prompt: "* Please provide a statement explaining why you are interested in teaching on the selected topics OPOTA, why you are qualified to teach on the selected topics, and any experience you have teaching or providing instruction. (500 Character limit)". The text area contains the word "Test".
- A text area with the prompt: "* Please list any certifications you currently possess (500 Character limit)". The text area contains "Non OPOTA Certifications".
- A section titled "Your OPOTA Certifications" with a list box containing "BAS 01-01 - Administration: Introduction To Basic Training" and "BAS 01-02 - Administration: Introduction to Policing".
- Input fields for "OAKS Vendor ID:" (value: 1234) and "OAKS Address Sequence Number:" (value: 1).
- A file upload section with the prompt: "* Attach Resume(PDF document only):" and a "Choose File" button. The file name "Registration P...nt Process.pdf" is visible.
- At the bottom, there are two buttons: "Return to SME & Guest Instructor" and "SUBMIT APPLICATION".

Your GI application is now complete. Application status is initially set to “Submitted”. Once it is reviewed by OPOTA the status will be set to “Reviewed”. Your application is now on file and may be considered for future OPOTA Advanced Training instruction.

The screenshot shows a table titled "Guest Instructor Applications". The table has three columns: "APPLICATION DATE" and "APPLICATION STATUS". A "View" link is present in the first column. A red arrow points to the "Submitted" status in the "APPLICATION STATUS" column.

	APPLICATION DATE	APPLICATION STATUS
View	2/12/2024	Submitted