

109:2-18-03

**Training and instructor qualification.**

- (A) The requirements set forth herein are intended as minimum qualifications for continuing professional training. Appointing authorities are encouraged to exceed these minimum standards whenever possible. Continuing professional training shall be conducted in a program approved by the executive director and shall address matters directly related to the duties and responsibilities of a peace officer or trooper. The training shall serve a recognized law enforcement purpose and shall have significant intellectual or practical content, the primary objective of which shall be to improve a participant's professional competence as peace officer or trooper. In addition, such training shall meet or exceed the following minimum requirements:
- (1) Continuing professional training programs shall be conducted with a written, formal lesson plan or accompanied by a syllabus showing the content to be covered and associated hours.
  - (2) Training shall be conducted in a setting that is safe, physically suited to the educational activity, and conducive to effective learning. Physical skills training shall be conducted with appropriate training and safety equipment. Firearms training shall be conducted only on ranges in compliance with rule 1501:31-29-03 of the Administrative Code or ranges approved by the appointing authority for annual in-service firearms re-qualification.
  - (3) Other than training conducted via OPOTA online or other online training programs pre-approved by the executive director, the training shall be conducted in blocks of no less than one hour, where fifty minutes of actual instruction or other approved training activity constitutes one credit hour.
  - (4) The training shall be conducted only by instructors who meet at least one of the following criteria:
    - (a) The individual has five years of full-time law enforcement experience and meets at least one of the following criteria:
      - (i) The individual is a commission-certified peace officer basic training instructor; or
      - (ii) The individual has, at a minimum, a four-year college degree; or
      - (iii) The individual has completed an instructional skills course approved by the executive director; or

- (b) The individual is a certified or licensed professional and is providing instruction in a subject area directly related to the field for which the individual is certified or licensed.
  - (c) The individual and the training program the individual is conducting has been pre-approved by the executive director.
  - (d) Individuals permitted to conduct a training under this section may use the hours spent instructing a pre-approved course toward their own continuing professionalism requirements as prescribed by the executive director.
- (5) Each year, the executive director may authorize additional instructor qualifications to be eligible to conduct the continuing professional training program. Any additional requirements shall be announced at the same time the training and reimbursement requirements are announced for the upcoming calendar year.
- (B) Appointing authorities may request a training program be pre-approved for continuing professional training credit. Appointing authorities seeking such pre-approval shall submit sufficient documentation to the executive director showing that the proposed training meets the requirements of paragraph (A) of this rule.
- (C) Individuals who were commission-certified instructors but have had such certification revoked or suspended, shall not teach continuing professional training.

Five Year Review (FYR) Dates: 9/20/2022 and 09/20/2027

CERTIFIED ELECTRONICALLY

---

Certification

09/20/2022

---

Date

Promulgated Under: 111.15  
Statutory Authority: Sec. 701.70 of Am. Sub. HB 110 (134th General Assembly)  
Rule Amplifies: 109.803, 109.73, 109.75, Sec. 701.70 of Am. Sub. HB 110 (134th General Assembly)  
Prior Effective Dates: 10/12/2007, 01/01/2015, 01/16/2016, 12/16/2021