



Ohio Administrative Code

Rule 109:2-18-03 Training and instructor qualification.

Effective: March 30, 2026

- (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 be current, serve a recognized law enforcement purpose, and shall be designed 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 sworn 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.



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- (c) The individual and the training program the individual is conducting has been pre-approved by the executive director.
- (5) Individuals permitted to conduct a training under this section may use the hours spent instructing a pre-approved course toward their own continuing professional training requirements as prescribed by the executive director.
- (B) Appointing authorities, non-profit law enforcement professional organizations approved by the executive director, and not-for-profit law enforcement professional organizations approved by the executive director, divisions under the Ohio governor, Ohio attorney general, Ohio secretary of state, Ohio auditor of state and federal law enforcement agencies under the U.S. Department of Justice or U.S. Department of Homeland Security may request a training program be pre-approved for continuing professional training credit. Appointing authorities, qualifying law enforcement professional organizations, and qualifying state or federal agencies 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. Any request for pre-approval must be submitted to the executive director before the training occurs, or December 1 of the calendar year in which the training occurs, whichever date is earlier.
- (C) Individuals who were certified peace officers or commission-certified instructors but have had such certification revoked or suspended, shall not teach continuing professional training.