



# Ohio Peace Officer Training Commission (OPOTC)

## CANDIDATE HANDBOOK

July 2021

# QUICK REFERENCE

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## OHIO PEACE OFFICER TRAINING COMMISSION

[www.ohioattorneygeneral.gov/OPOTC](http://www.ohioattorneygeneral.gov/OPOTC)

1650 State Route 56 SW

London, OH 43140

Main Number: (740) 845-2700

Email: [OPOTCSCECoordinator@OhioAttorneyGeneral.gov](mailto:OPOTCSCECoordinator@OhioAttorneyGeneral.gov)

*Hours of Operation 8:00 am – 4:30 pm (Eastern Time) M-F, Closed on Federal Holidays*

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## PEARSON VUE® WEB SERVICES

**Go to Pearson VUE's website (<http://www.pearsonvue.com/oh/opotc>) to:**

- Download a Candidate Handbook
  - Make a real-time examination reservation
  - View Regional Test Sites
  - View Available Testing Dates (after creating a web account and hitting "schedule on-line")
  - Purchase Exam Vouchers
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## PEARSON VUE® EXAMINATION RESERVATIONS

5601 Green Valley Drive

Bloomington, MN 55437

<http://www.pearsonvue.com/oh/opotc> or (866) 361-5817

Email: [RegulatoryProgramCoordinator@pearson.com](mailto:RegulatoryProgramCoordinator@pearson.com)

*Hours of Operation: M-F 8:00 am – 11:00 pm (EST), Closed on Federal Holidays*

*Sat 8:00 am – 5:00 pm*

*Sun 10:00 am – 4:00 pm*

**Contact Pearson VUE to:**

- Schedule, reschedule, or cancel an examination
- Obtain information regarding your examination

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# INTRODUCTION

This handbook is for candidates who want to be certified as a Peace Officer, Corrections Officer, or Private Security Officer in the State of Ohio. It describes the steps that you, the candidate, must follow to apply for and take the test. Please read this handbook completely and refer to it as much as you need.

The Ohio Peace Officer Training Commission (OPOTC) has contracted with Pearson VUE to deploy, score, and report the results of the Ohio Peace Officer Training Commission certification examinations that you must take to become a certified peace officer, certified corrections officer, or certified private security officer. Pearson VUE will also help you apply to take the exam. The phone number and address of Pearson VUE are listed in the Quick Reference at the front of this handbook.

Ohio is unique in its certification system for peace officers. Most other states retain some form of academy training followed by certification of the individual officer. Ohio requires the same, however, certification itself only occurs when eligible candidates are appointed to a peace officer position and certain selection standards are met. Certification is a cooperative process between OPOTC, the hiring agency, and the candidate.

## THE EXAM

The examinations will consist of multiple choice questions written in English. Below is a description of each exam and what you can expect in preparation for each exam.

EXAM NAME	# OF QUESTIONS	PASSING SCORE	TIME	EXAM FEE
Peace Officer Basic	200	70%	2 ½ hrs	\$95
Refresher Peace Officer Basic	25	70%	30 min	\$95
Corrections Basic	125	70%	2 hrs	\$95
Private Security Basic	125	70%	2 hrs	\$95

### PEACE OFFICER BASIC TRAINING

All cadets who successfully complete a Peace Officer Basic Training Academy, approved by the Ohio Peace Officer Training Commission, will be eligible to take the State Certification Exam.

Cadets are permitted 2½ hours to complete the 200-question exam under regular accommodations. Requests for Special Accommodations testing must be submitted to the OPOTC through your academy commander 45 days prior to the academy's closing audit date. These accommodations may include extended time and other applicable actions.

You must achieve a score of 70% to receive a passing score. If a 70% score is not achieved, the cadet will be permitted one additional attempt of the state certification exam to achieve a passing score of 70%. If a cadet does not achieve a passing score of 70% on the second attempt, the cadet will be required to successfully complete a full basic training academy to be eligible for the state certification exam.

### REFRESHER PEACE OFFICER BASIC

All cadets who successfully complete a Peace Officer Refresher course, approved by the Ohio Peace Officer Training Commission, will be eligible to take the State Certification Exam.

Cadets are permitted 30 minutes to complete the 25-question exam under regular accommodations. Requests for Special Accommodations testing must be submitted to the OPOTC through your academy commander no later than the first day of instruction. These accommodations may include extended time and other applicable actions.

You must achieve a score of 70% to receive a passing score. If a 70% score is not achieved, the cadet will be permitted one additional attempt of the state certification exam to achieve a passing score of 70%. If a cadet does not achieve a passing score of 70% on the second attempt, the cadet will be required to successfully complete a full basic training academy to be eligible for the state certification exam.

### CORRECTIONS BASIC

All cadets who successfully complete a Corrections Basic Training Academy, approved by the Ohio Peace Officer Training Commission, will be eligible to take the State Certification Exam.

Cadets are permitted 2 hours to complete the 125-question exam under regular accommodations. Requests for Special Accommodations testing must be submitted to the OPOTC through your academy commander no later than the third day of the academy. These accommodations may include extended time and other applicable actions.

You must achieve a score of 70% to receive a passing score. If a 70% score is not achieved, the cadet will be permitted one additional attempt of the state certification exam to achieve a passing score of 70%. If a cadet does not achieve a passing score of 70% on the second attempt, the cadet will be required to successfully complete a full basic training academy to be eligible for the state certification exam.

### PRIVATE SECURITY BASIC

All cadets who successfully complete a Private Security Academy, approved by the Ohio Peace Officer Training Commission, will be eligible to take the State Certification Exam.

Cadets are permitted 2 hours to complete the 125-question exam under regular accommodations. Requests for Special Accommodations testing must be submitted to the OPOTC through your academy commander no later than the third day of the academy. These accommodations may include extended time and other applicable actions.

You must achieve a score of 70% to receive a passing score. If a 70% score is not achieved, the cadet will be permitted one additional attempt of the state certification exam to achieve a passing score of 70%. If a cadet does not achieve a passing score of 70% on the second attempt, the cadet will be required to successfully complete a full basic training academy to be eligible for the state certification exam.

## ELIGIBILITY

Upon successful academy training completion, your candidate record will be sent by OPOTC to Pearson VUE to establish a candidate demographic record in the Pearson VUE candidate database.

In addition to the candidate demographic record, OPOTC will send Pearson VUE an eligibility record which effectively gives you, the candidate, a window in which to schedule your examination. For any examination, be it either the first-time take or a retake of the examination, there must be a valid exam authorization from OPOTC in the Pearson VUE database before you can schedule an exam. Exam eligibility will be based on the eligibility dates of your respective exam provided by the OPOTC SCE Coordinator. Normally, this will provide a 30 day window to complete the exam; **however, the OPOTC encourages you to schedule your first attempt as soon as possible. If your first attempt is unsuccessful, your final attempt must be scheduled within the authorized dates referenced in the 'Authorization to Test' email you will receive directly from Pearson VUE.** Situations involving extensions due to medical or military assignments will be addressed individually. All academy training and testing requirements must be completed within one year of the academy start date in compliance with Ohio Administrative Code, unless approved in writing by the Ohio Peace Officer Training Commission Executive Director. You will have two (2) attempts to pass your exam with a 70% pass score.

## ADA ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time
- A Reader or Recorder, for individuals with mobility or vision impairments and cannot read or write on their own

Test accommodations are individualized and considered on a case-by-case basis, and approved by the OPOTC. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- A description of past accommodations the candidate has received

If you would like to request special accommodations testing, please contact your academy commander for further information.

Candidates who have additional questions concerning test accommodations may contact the ADA Coordinator by e-mailing [accommodationspearsonvue@pearson.com](mailto:accommodationspearsonvue@pearson.com).

## SCHEDULING

To schedule an exam, please go to <http://www.pearsonvue.com/oh/opotc> and create a Pearson VUE web account; or call Pearson VUE customer service at **(866) 361-5817**. Same day exam appointments may be made, subject to availability. If you schedule an exam via the Pearson VUE website, **please ensure that you create your web account with your LEGAL name as it appears on your government-issued ID and that your personal information is CORRECT.** If you notice you made an error after you created your Pearson VUE web account, please contact Pearson VUE immediately at (866) 361-5817 to correct your account information. It is very important that this information is correct, because it will appear as it was entered on the documentation provided to you after you have completed the exam, as well as on any reports to your academy.

When you report to the test center, you are required to bring one (1) form of valid, non-expired ID that is government-issued, contains a current photo and your signature, with the name on the ID exactly matching the name on the exam registration (including designations such as "Jr." and "III"). If you do not present your ID on the day of the exam, you will be denied admission to the test center and will be considered absent. You also will forfeit the full examination fee.

### NAME CHANGES

**If you change your name while you are applying for testing, or any time before you become certified, contact the Ohio Peace Officer Training Commission (OPOTC) at [OPOTCSCECoordinator@OhioAttorneyGeneral.gov](mailto:OPOTCSCECoordinator@OhioAttorneyGeneral.gov) to update your information as soon as possible.**

## EXAM FEES

The fee for each attempt for OPOTC certification exams is \$95. This exam fee is separate and additional to other applicable OPOTC application fees. The exam fee (\$95) must be paid at the time of reservation by credit card or debit card. Fees will not be accepted at the test center. Examination fees are non-refundable and non-transferable.

## EXAM VOUCHERS

Exam vouchers offer an alternative, convenient way to pay for examinations. Anyone purchasing a voucher(s) can redeem it later at the time of exam registration.

- There is no volume discount for vouchers.
- All vouchers are pre-paid. \*Vouchers are non-refundable and non-returnable.
- Vouchers expire 12 months from the date they are issued; and voucher expiration dates cannot be extended. The exam must be taken by the expiration date printed on the voucher.

To purchase an OPOTC exam voucher, please visit: <https://wsr.pearsonvue.com/vouchers/pricelist/opotc.asp>

## PURCHASE ORDER INFORMATION

Training Academies have the option to establish a Purchase Order (PO) plan for voucher purchases; and you will have to work directly with the Pearson VUE Voucher store to setup a PO. Please contact the Pearson VUE Voucher Store via email: [PearsonVUEVoucherStore@pearson.com](mailto:PearsonVUEVoucherStore@pearson.com), or phone: 800-869-4101, to begin the PO setup process.

# CANCELLATION AND RESCHEDULING

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## CANCELLATION

If you cannot attend your examination, you must call the Pearson VUE Exam Reservation Line at (866) 361-5817 at least forty-eight (48) hours before the day of the exam to ask for a new exam date. If you do not cancel or reschedule at least forty-eight (48) hours before the exam date, your exam fee will **not** be refunded and you cannot transfer the fee to another exam date. You may not give your exam date to another person.

## RESCHEDULING

Each candidate will receive an exam authorization that will include two (2) attempts to pass the exam, and is the order of the Ohio Administrative Code sections: 109:2-1-11, 109:2-3-09, and 109:2-9-10. If a passing score is not achieved within two (2) attempts, the candidate must re-enroll into an academy, if desired.

## ABSENCE POLICY

Candidates who are late or absent from an exam may call Pearson VUE within 14 days of the exam date to request an excused absence. A case number will be assigned, and supporting documentation can be emailed to [Caseattachments@pearson.com](mailto:Caseattachments@pearson.com). For example, if you are absent because of illness of yourself or an immediate family member, you must email a copy of the original doctor's note to [Caseattachments@pearson.com](mailto:Caseattachments@pearson.com). Acceptable excuses include:

- Illness of yourself or an immediate family member
- Death in the family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

## WEATHER EMERGENCIES

Exams may be delayed or cancelled if severe weather or a natural disaster makes the test site unsafe or impossible to reach. Candidates will be notified if the exam is cancelled due to severe weather or a natural disaster. If the exam is cancelled, you may take the exam on another day at no additional cost.

# EXAM DAY

## WHAT TO BRING

You **MUST** bring the following items with you to the test site:

- **One (1) form of current (unexpired) signature-bearing identification.** It **MUST** be a government-issued photo identification (for example: driver's license). **PLEASE NOTE:** The signature and name must match exactly to what was submitted on your application. **If you come to the test site without the proper ID, you will not be allowed to take the exam and you will lose your exam fee.**
- **Additional candidate admissions data will be collected during the admissions process, including a photo and electronic signature.**
- **No other materials are permitted into the test site.**

## ACCEPTABLE FORMS OF CANDIDATE IDENTIFICATION

Candidates must present one (1) form of current signature identification. The primary identification must be government-issued and photo-bearing with a signature. Identification must be in English.

Primary ID (photograph and signature, not expired)

- Government-issued Driver's License
- U.S. Dept. of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country ID card
- Passport
- Passport Card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

## SCORE REPORT

At the completion of your exam, you will receive a printed exam score report with the status of either "Pass" or "Did Not Pass." Your Training Academy Commander will share additional details with you about your score report.

## TESTING POLICIES

The following policies are observed at each Test Site.

### LATENESS

**Arrive at the test center thirty (30) minutes before your scheduled examination starts.** If you are late for your scheduled examination, or do not bring all of your required materials, you will **NOT** be allowed to test and your examination fee will **NOT** be returned (see *Cancellation and Rescheduling* on page 3 for more details).

### ELECTRONIC DEVICES

Cellular phones, pagers or any other electronic devices are not permitted during testing. There is no place for storage of personal belongings at the Test sites.

### PERSONAL BELONGINGS/STUDY AIDS

You are not permitted to take personal belongings such as briefcases, large bags, study materials, extra books, papers, cellphones, or calculators into the examination room. Any such materials brought into the examination room will be collected and returned to you when you have completed the examination. Pearson VUE is not responsible for lost or misplaced items.

### EATING/DRINKING/SMOKING

You are not permitted to eat, drink, or smoke during the examination.

### MISCONDUCT

If you cause a disturbance of any kind or engage in any kind of misconduct, you will be dismissed from the examination and the incident will be reported to the OPOTC. Decisions regarding disciplinary measures are the responsibility of the Ohio Peace Officer Training Commission.

If you give help to someone or receive help from anyone during the exam, you will be asked to leave the room immediately. The results will not be scored and the incident will be reported to the OPOTC. Anyone who takes or tries to take materials or information into or from the testing room is subject to prosecution.

### GUESTS/VISITORS

Guests, visitors, pets, or children are **NOT** allowed at the Test Sites.

### COPYRIGHT RULES

All exam questions, exam forms, and materials are copyrighted by and the property of the OPOTC. Any distribution of the exam content or materials through any form of reproduction, or through oral or written communication, is strictly prohibited and punishable by law. Anyone who removes or tries to remove exam material or information from the test site will be prosecuted to the fullest extent of the law.