

KMS - Using DTBs for Ohio Continuing Professional Training (CPT) Credit Process and Instructions

Ohio CPT Background

Ohio requires law enforcement agencies complete a certain number of hours of training in areas approved by the [Ohio Peace Officer Training Academy](#) and the Ohio Attorney General. Lexipol Daily Training Bulletins may count as training hours under [OAC 109:2-18-03](#). The [Ohio Association of Chief's of Police \(OACP\)](#) submits the Lexipol unmodified monthly DTB packages as training. To report unmodified DTB packages as training please use the following steps.

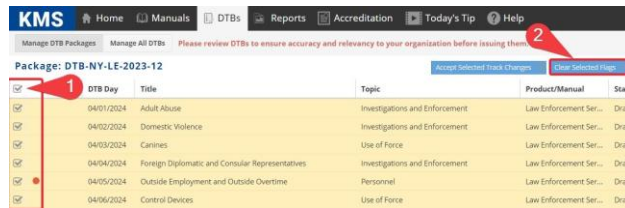
1. Preparing the DTB Package.
2. Run the DTB User Summary Report for the month.
3. Add the course number approved by OPOTA at the top of the Excel sheet.
4. Print the report as a pdf.
5. Troubleshooting

Please visit the [Ohio Peace Officer Training Academy for more information on CPT Training](#).

Step 1 - Preparing the DTB Package

On the KMS dashboard navigate to the DTB tab in the black navigation bar and open the DTB package for the month you want to issue. OPOTA approves the entire DTB package for each month as submitted by Lexipol based on Lexipol master content. So, you may not alter the DTB package, including removing or altering DTBs. In addition, users must complete all DTBs each month to receive training credit.

Please review the Troubleshooting section at the end of this document if you want to alter the DTBs in the DTB package.



1 - DTB Package Dashboard

First, navigate to the DTB package and place it in edit mode. Then, clear all flags by checking all DTBs with flags (#1) and using the **Clear Selected Flags** button (#2.) Finally, approve and release all DTBs in the package normally.

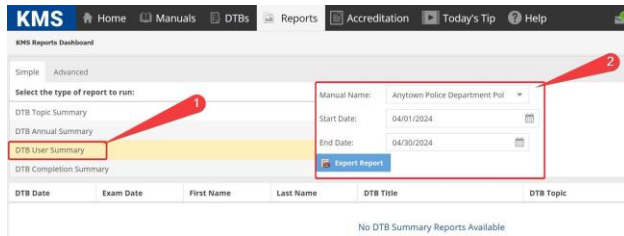
It is important you do not alter the DTB if you are submitting it for training credit even if your agency does not have a corresponding policy or the policy has been altered.

Step 2 - Running the DTB Report



2 - KMS Reports Screen

From the DTB dashboard select **Reports** (#1) then the blue arrow in the top right corner of the DTB Summary Report window (#2.)

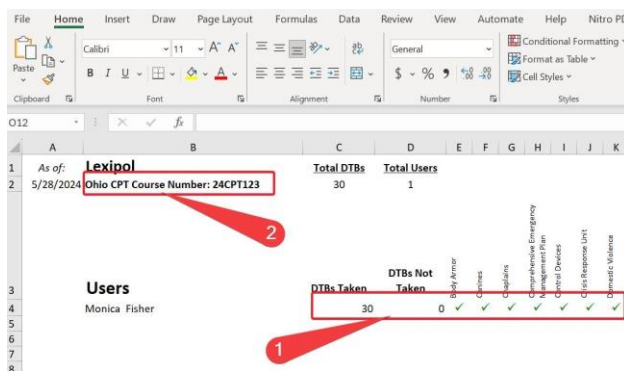


3 - DTB User Summary Report

Select the DTB User Summary simple report (#1), include the policy manual, and the specific dates of the package you want to export as an Excel document (#2.) In this example we chose April.

The dates you select are searching for the DTBs with dates in this range so it is important to capture the entire month. The report will still include users who take DTBs outside the date range. Users may have completed the DTBs outside these dates. When they completed the DTB is not important. What is important is capturing the user's DTBs within this date range.

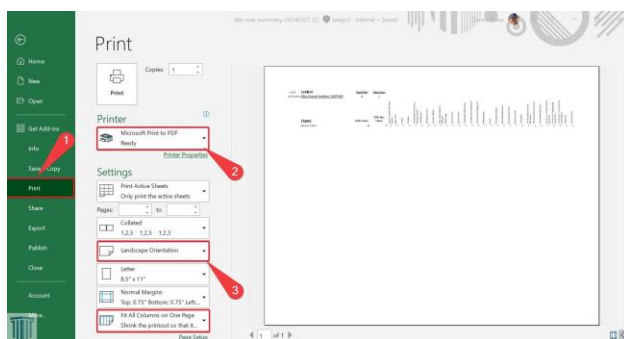
Step 3 - Adding the Course Number to the Report



4 - DTB User Summary Export

Open the exported Excel report and confirm all users took all DTBs in that month (#1.) Then, type in the corresponding DTB course number for that month. [Contact OACP](#) if you need course numbers.

Step 4 - Printing the Report



Select **File** and open the File options window. Then select **Print** (#1) and change the Printer to **Microsoft Print to PDF** (#2.) You may want to adjust the options below (#3) until the view is the one you prefer. Save the printed report for your records and submit it using the current OPOTA approved process within 30 days of the end of the month.

Step 5 - Troubleshooting

What if I edited my policies and I want my DTBs to match my policies?

[OPOTA](#) accepts the unmodified DTBs submitted by Lexipol. However, you have the ability to modify the DTBs and submit your modified DTB package to OPOTA for approval. You must submit your modified package for approval before issuing the DTBs. Or, you can choose to modify the DTBs and not use them as CPT credit.

What if I have a user that has not taken all the DTBs before the end of the month?

This will not be a problem as long as the user completes the DTB in the first few weeks of the next month. Using our example, even if a user takes an April DTB in May it will still show on the April report. So, ensure you are auditing and following up with users right after the 1st of the month. [OPOTA](#) requests you report training credit within 30 days of the completion of the training. For example, April's DTB package is not due to OPOTA until the end of May (April 30 to May 30.) So, you have 30 days to audit the report, follow-up with users who have not completed the assigned DTBs, have them complete the DTBs, and submit the report to OPOTA.

What if I receive a DTB for a policy I do not have in my manual?

The DTBs provided by Lexipol are best practice training. Ideally, they should be linked to actual policies in your manual. However, their guidance is still valuable to your team even if no policy exists. You may want to include instructions to your team regarding the DTBs on policies you are not using letting them know the DTBs are based on Lexipol mater content, and their information is valuable even if they do not specifically link to a policy.

What if I do not have the OPOTA course number for the month?

[Contact OACP](#) for DTB Package course numbers.