

- Bureau of Motor Vehicles
- Emergency Management Agency
- **Emergency Medical Services**
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



Emergency Medical Services
1970 West Broad Street
P.O. Box 182073
Columbus, Ohio 43218-2073
(614) 466-9447 • (800) 233-0785
www.ems.ohio.gov

March 20, 2015

TO: Program Directors, Ohio Chartered Fire Training Institutions

FROM: Melvin House, Executive Director
Ohio Division of Emergency Medical Services

REF: Course Request Approval Requirements

As of February 9, 2015 all course requests (formerly known as Opening Reports) must be submitted through the EMS Course Administration and Examination System. In order to facilitate course approval, a class schedule/syllabus showing topic hours and total course hours must be submitted by email attachment or fax to Division of EMS Fire Education staff.

We are requesting that this information, along with the course request, be submitted **at least** seven (7) days prior to the start of the course. This will allow our staff adequate time to review the documents and communicate with charter programs, if needed, to ensure compliance with Ohio Administrative Code requirements.

Failure to comply with this request may result in denial of course requests and could impact students' abilities to become certified in Ohio.

Please contact the Division of EMS Education Section at FireEducation@dps.ohio.gov or (614) 466-9447 with questions or concerns.