

TO BE RESCINDED

4765-11-01 **Definitions.**

[Comment: For dates and availability of material incorporated by reference in this chapter and Chapters 4765-20 to 4765-23 of the Administrative Code, see paragraph (CC) of this rule.]

As used in this chapter and Chapters 4765-20 to 4765-23 of the Administrative Code:

- (A) "Affiliation agreement" means a written agreement between a chartered program and any person that sets forth the roles and responsibilities of the parties, is signed by the individuals with authority to sign contracts, and provides for any of the following:
- (1) The use of specified equipment necessary for fire service training or instructor training courses;
 - (2) The use of facilities not owned or leased by the chartered program.
- (B) "Assistant fire instructor" means an individual who holds a certificate to assist in the instruction of firefighter training courses under the auspices of a fire instructor and through a chartered program, issued by the executive director pursuant to section 4765.55 of the Revised Code and rule 4765-21-09 of the Administrative Code.
- (C) "Authorizing official" means any person who owns or maintains responsibility on behalf of an individual, corporation, trust, partnership, or an association for the facilities, equipment, instructors, managers, and other employees of the chartered program.
- (D) "Certificate to teach" means a certificate permitting an individual to provide instruction as a fire instructor, fire safety inspector instructor, or assistant fire instructor, issued by the executive director pursuant to section 4765.55 of the Revised Code and Chapter 4765-21 of the Administrative Code.
- (E) "Charter" or "fire charter" means a certificate issued to a training institution to offer firefighter, fire safety inspector or instructor courses, issued by the executive director pursuant to section 4765.55 of the Revised Code and this chapter.
- (F) "Chartered program" means any organization or institution that has been issued a charter by the executive director, in accordance with section 4765.55 of the Revised Code and this chapter, to offer firefighter, fire safety inspector or instructor courses.
- (G) "Committee" means the firefighter and fire safety inspector training committee of the state board of emergency medical, fire, and transportation services created in sections 4765.04 and 4765.55 of the Revised Code.

- (H) "Distance learning" means a training course which is taught in real-time and is interactive between the student and the entity offering the course. Distance learning education takes place when an instructor and a student or students are separated by physical distance and utilizes technology often in concert with face-to-face communication to bridge the instructional gap.
- (I) "Division" means the division of emergency medical services within the Ohio department of public safety.
- (J) "Document of course completion" means the document provided by a chartered program that verifies a student has successfully completed a firefighter, fire safety inspector, fire instructor, or assistant fire instructor or fire safety inspector instructor course and passed all of the chartered program's written and practical examinations.
- (K) "Executive director" means the individual appointed by the director of public safety, pursuant to section 4765.03 of the Revised Code, to serve as the chief executive officer of the state board of emergency medical, fire, and transportation services and as the executive director of the division of emergency medical services.
- (L) "Fire instructor" means an individual who holds a certificate to teach firefighter training courses issued by the executive director pursuant to section 4765.55 of the Revised Code and Chapter 4765-21 of the Administrative Code.
- (M) "Fire safety inspector" means an individual certified by the executive director pursuant to section 4765.55 of the Revised Code and Chapter 4765-20 of the Administrative Code to perform fire safety inspector duties as set forth in Chapter 3737. of the Revised Code.
- (N) "Fire safety inspector instructor" means an individual who holds a certificate to teach fire safety inspector courses issued pursuant to section 4765.55 of the Revised Code and Chapter 4765-21 of the Administrative Code.
- (O) "Firefighter" means an individual who holds a certificate as a volunteer firefighter, firefighter I, or firefighter II, issued by the executive director pursuant to section 4765.55 of the Revised Code and Chapter 4765-20 of the Administrative Code.
- (P) "Good reputation" or "good standing" means:
- (1) An individual is not the subject of an investigation or disciplinary action by any federal, state, or local government agency or has not been denied a license or certificate or had a license or certificate restricted, suspended, or revoked by any public agency or licensing agency; or

- (2) An entity, organization, or institution that is in compliance with all federal, state, and local regulations as applicable to its operations, or is not currently under investigation by any agency of the federal, state, or local government, or has not been denied any necessary licenses or certificates, or had such licenses or certificates restricted, suspended, or revoked.
- (Q) "Instructor" means an individual who holds a certificate to teach as a fire instructor, fire safety inspector instructor, or assistant fire instructor, issued by the executive director pursuant to section 4765.55 of the Revised Code and Chapter 4765-21 of the Administrative Code.
- (R) "Instructional methods examination" means the examination developed by the division and approved by the executive director that covers teaching systems.
- (S) "Knowledge examination" means the written portion of the initial and reinstatement examinations, as set forth in rule 4765-20-06 of the Administrative Code.
- (T) "Lead instructor" means an individual who holds a certificate to teach as a fire instructor and is delegated by the program director to be in charge of a designated classroom or practical skill portion of a fire training course.
- (U) "Local authorizing entity" means the organization or individual having legal authority over a chartered program.
- (V) "Moral turpitude" means the act of baseness, vileness, or the depravity in private and social duties which one owes to society, contrary to accepted and customary rule of right and duty between human beings.
- (W) "National Fire Protection Association" or "NFPA" is an international nonprofit organization which sets the nationally accepted standards for research, training, and education for all aspects of firefighting and the fire service.
- (X) "Online education" means a training course delivered by correspondence, telecommunication, internet, web-based media, or combination of media, and may include a short period of on-campus attendance.
- (Y) "Program director" means the authorizing official or that person designated by the authorizing official of a chartered program to oversee the administration and operation of a fire charter.
- (Z) "Reinstatement" is the process by which a holder of a firefighter certificate, fire safety inspector certificate, instructor certificate, or a charter, issued by the executive director, may regain a certificate that has expired, was voluntarily surrendered, or has been revoked.

- (AA) "Restrict" means to preclude a certificate holder from engaging in a particular conduct or activity, to impose conditions on the manner in which such conduct or activity may be performed, or to require the certificate holder to abide by specific conditions in order to continue functioning under the holder's certificate.
- (BB) "Revocation" means the loss of a certificate issued under section 4765.55 of the Revised Code for at least one year from the date on which the executive director's order revoking the certificate was journalized.
- (CC) Incorporated by reference. This chapter and Chapters 4765-20 to 4765-23 of the Administrative Code include material that has been incorporated by reference. If the material is subject to change, only the specific version listed in this rule is incorporated. Any revision to the referenced material is not incorporated unless and until this rule has been amended to specify the new date.
- (1) "Courage to be Safe: Sixteen Life Safety Initiatives Course" (October, 2013) is a course approved by the executive director and is based on the "National Fallen Firefighters Foundation's" course "Everyone Goes Home Program." This course may be accessed by instructors via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.
 - (2) "Exemption Request for Continuing Education For Fire Certificates" or form "EMS 1103" (November, 2013) is made available to certificate holders who wish to request that the executive director waive part of or all of the continuing education or instructional requirements needed to renew. This form may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.
 - (3) "Fire and/or Fire Safety Inspector Instructor Reinstatement Application" or form "EMS 0109" (November, 2013) is made available to individuals wanting to regain a fire instructor or fire safety inspector instructor certificate that has expired and may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.
 - (4) "Fire, Assistant Fire, and/or Fire Safety Inspector Instructor Initial Application" or form "EMS 0107" (November, 2013) is made available to applicants who want to apply for an assistant fire instructor certificate and may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.
 - (5) "Fire, Assistant Fire, and/or Fire Safety Inspector Instructor Renewal Application" or form "EMS 1102 " (November, 2013) is made available to a holder of a certificate to teach who wishes to renew the certificate the teach and

can be accessed via the division's online application database at https://www.ems.ohio.gov/ems_fire_srvcs.stm.

- (6) "Fire Charter Application" or form "EMS 0029" (November, 2013) is made available to a training institution that wishes to apply for a fire charter issued by the executive director and may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.
- (7) "Fire Instructor Reciprocity Application" or form "EMS 0098" (November, 2013) is made available to an applicant who wishes to be issued a fire instructor certificate by the executive director, based on training received from another state or a branch of the United States military. This application may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.
- (8) "Fire Safety Inspector Course Objectives" (September, 2013) sets forth the knowledge and skill objectives required to be taught in a fire safety inspector course, as approved by the executive director. These course objectives are made available to students, instructors, and program directors and may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.
- (9) "Fire Safety Inspector Instructor Course Objectives" (September, 2013) sets forth the knowledge objectives required to be taught in a fire safety inspector instructor course, as approved by the executive director. These course objectives are made available to students, instructors, and program directors and may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.
- (10) "Fire Safety Inspector Training Module" (October, 2013) is eight hours of training specific to fire safety inspectors, as approved by the executive director and may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.
- (11) "Fire Service Training Module" (October, 2013) is four hours of training related to the fire service, as approved by the executive director and may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.
- (12) "Firefighter and/or Fire Safety Inspector Reinstatement Application" or form "EMS 0116" (November, 2013) is made available to an applicant seeking reinstatement of a firefighter certificate or fire safety inspector certificate and may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.

- (13) "Firefighter and/or Fire Safety Inspector Renewal Application" or form "EMS 1104" (November, 2013) is made available to a holder of a firefighter or fire safety inspector certificate who wishes to renew the certificate and can be accessed via the division's online application database at https://www.ems.ohio.gov/ems_fire_srvcs.stm.
- (14) "Firefighter I Course Objectives" (September, 2013) sets forth the knowledge and skill objectives required to be taught in a firefighter I course, as approved by the executive director. These course objectives are made available to students, instructors, and program directors and may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.
- (15) "Firefighter II Course Objectives" (September, 2013) sets forth the knowledge and skill objectives required to be taught in a firefighter II course, as approved by the executive director. These course objectives are made available to students, instructors, and program directors and may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.
- (16) "Firefighter or Fire Safety Inspector Initial Application" or form "EMS 0053" (November, 2013) is the application for a firefighter or fire safety inspector certification, issued by the executive director that is made available to the program director and students. This application may be accessed via the division website at <http://www.ems.ohio.gov/>. The online version may be accessed at the division's online application database at https://www.ems.ohio.gov/ems_fire_srvcs.stm.
- (17) "Firefighter Reciprocity Application" or form "EMS 0081" (November, 2013) is made available to an applicant who wishes to be issued a firefighter certificate by the executive director, based on training received from another state or a branch of the United States military made available to applicants seeking reciprocity and may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.
- (18) "Live Fire Training Awareness Course" (October, 2013) is a four hour course on live fire training based on NFPA 1403 and approved by the executive director. The course may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.
- (19) "Live Fire Training Operations Course" or (October, 2013) is a twenty-four hour course on live fire training based on NFPA 1403 and approved by the executive director. This course is required for instructors or assistant instructors who provide instruction in live fire training. The course may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.

- (20) "National Incident Management System Course IS-700" or "NIMS IS-700" is a training course mandated for firefighter and fire safety inspector certification by the department of homeland security pursuant to homeland security presidential directives five (HSPD-5, February 28, 2003) and eight (HSPD-8, December 17, 2003).
- (a) For online courses, the website can be accessed at <http://training.fema.gov/emiweb/IS/crslist.asp>.
 - (b) For materials and information for instructor led, classroom-based courses, the website can be accessed at <http://www.fema.gov/emergency/nims/index.shtm>.
- (21) "National Incident Management System Course ICS-100" or "NIMS ICS-100" or the online equivalent is a training course mandated for firefighter and fire safety inspector certification by the department of homeland security pursuant to homeland security presidential directives five (HSPD-5, February 28, 2003) and eight (HSPD-8, December 17, 2003).
- (a) For online courses the website can be accessed at <http://training.fema.gov/emiweb/IS/crslist.asp>.
 - (b) For materials and information for instructor led, classroom-based courses, the website can be accessed at <http://www.fema.gov/emergency/nims/index.shtm>.
- (22) "NFPA 472" establishes the minimum requirements in terms of professional core competencies required for hazardous materials awareness and operations levels for responders as set forth in the "NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents (2013 edition)," which is available at <http://www.nfpa.org/>.
- (23) "NFPA 1001" establishes the minimum requirements in terms of performance objectives related to professional competence required for service as a firefighter, as set forth for each level of responsibility, firefighter I and firefighter II, in the "NFPA 1001, Standard for Firefighter Professional Qualifications (2013 edition)," which is available at <http://www.nfpa.org/>.
- (24) "NFPA 1002" establishes the minimum requirements in terms of performance objectives, of professional competence required for service as fire apparatus driver operator, as set forth for each level of responsibility in the "NFPA 1002, Standard on Fire Apparatus Driver Operator Professional Qualifications (2009 edition)," which is available at <http://www.nfpa.org/>.

- (25) "NFPA 1031" establishes the minimum requirements in terms of performance objectives, of professional competence required for service as a fire safety inspector, as set forth for each level of responsibility in the "NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner (2009 edition)," which is available at <http://www.nfpa.org/>
- (26) "NFPA 1041" establishes the minimum requirements in terms of performance objectives, or professional competence required for service as a fire service instructor, as set forth for each level of responsibility in the "NFPA 1041, Standard for Fire Service Instructor Professional Qualifications (2012 edition)," which is available at <http://www.nfpa.org/>.
- (27) "NFPA 1403" establishes the standard for participating in live fire training evolutions as set forth in the "NFPA 1403, Standard on Live Fire Training Evolutions (2012 edition)," which is available at <http://www.nfpa.org/>.
- (28) "NFPA 1451" establishes the standard minimum requirements for a fire service vehicle operations training course as set forth in the "NFPA 1451, Standard for a Fire Service Vehicle Operations Training Program (2007 edition)," which is available at <http://www.nfpa.org/>.
- (29) "Ohio Fire and EMS Instructor Curriculum" (November, 2013) sets forth the curriculum, as approved by the executive director, required to be completed in order to be issued a certificate to teach and may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.
- (30) "Practical Skills Evaluator Training Course" (November, 2013) is a training course, approved by the executive director, for instructors who wish to evaluate practical examinations for a chartered program and may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.
- (31) "Volunteer Firefighter Course Objectives" (June, 2010) sets forth the knowledge and skill objectives required to be taught in a volunteer firefighter course, as approved by the executive director. This course is made available to students, instructors, and program directors and may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.
- (32) "Written Testing Agreement" or form "EMS 1105" (November, 2013) is a signed agreement between the chartered program and the executive director, which sets forth the security requirements for the administration and proctoring of the state examinations and may be accessed via the division website at http://www.ems.ohio.gov/ems_fire_srvcs.stm.

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Certification

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04/07/2014

TO BE RESCINDED

4765-11-02 **Classification of firefighter, fire safety inspector and instructor training courses.**

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (CC) in rule 4765-11-01 of the Administrative Code.]

- (A) The executive director, with the advice and counsel of the committee, shall issue a charter to a training institution that meets the requirements of rule 4765-11-03 of the Administrative Code. The executive director may authorize chartered programs to teach training courses at one or more of the following classifications:
- (1) Volunteer firefighter;
 - (2) Firefighter I;
 - (3) Firefighter II;
 - (4) Fire safety inspector;
 - (5) Fire instructor;
 - (6) Fire safety inspector instructor.
- (B) In order to apply for a new or additional classification, a chartered program shall submit a completed "Fire Charter Application" to the division. Additional classifications issued by the executive director shall expire on the chartered program's current expiration date.
- (C) The executive director shall grant a volunteer firefighter classification to a chartered program that meets the following requirements as set forth in rule 4765-11-03 of the Administrative Code:
- (1) Provides the curriculum as outlined in rule 4765-11-09 of the Administrative Code;
 - (2) Utilizes individuals who hold a current and valid certificate to teach in accordance with Chapter 4765-21 of the Administrative Code;
 - (3) Has authorization from its local authorizing entity to provide a firefighter training course at the volunteer firefighter classification level;
 - (4) Utilizes holders of a certificate to teach at or above the volunteer firefighter level.

- (D) The executive director shall grant a firefighter I classification to a chartered program that meets the following requirements as set forth in rule 4765-11-03 of the Administrative Code:
- (1) Provides the curriculum as outlined in rule 4765-11-11 of the Administrative Code;
 - (2) Utilizes individuals who hold a current and valid certificate to teach in accordance with Chapter 4765-21 of the Administrative Code;
 - (3) Has authorization from its local authorizing entity to provide a firefighter training course at the firefighter I classification level;
 - (4) Utilizes holders of a certificate to teach at or above the firefighter I level.
- (E) The executive director shall grant a firefighter II classification to a chartered program that meets the following requirements as set forth in rule 4765-11-03 of the Administrative Code:
- (1) Provides the curriculum as outlined in rule 4765-11-13 of the Administrative Code;
 - (2) Utilizes individuals who hold a current and valid certificate to teach in accordance with Chapter 4765-21 of the Administrative Code;
 - (3) Has authorization from its local authorizing entity to provide a firefighter training course at the firefighter II classification level;
 - (4) Utilizes holders of a certificate to teach at the firefighter II level.
- (F) The executive director shall grant a fire safety inspector classification to a chartered program that meets the following requirements as set forth in rule 4765-11-03 of the Administrative Code:
- (1) Provides the curriculum as outlined in rule 4765-11-14 of the Administrative Code;
 - (2) Utilizes individuals who hold a current and valid certificate to teach in accordance with Chapter 4765-21 of the Administrative Code;
 - (3) Has authorization from its local authorizing entity to provide a fire safety inspector training course at the fire safety inspector classification level;
 - (4) Utilizes holders of a certificate to teach at the fire safety inspector level.

(G) The executive director shall grant a fire instructor classification to teach fire instructor and assistant fire instructor training courses to a chartered program that meets the following requirements as set forth in rule 4765-11-03 of the Administrative Code:

- (1) Provides the curriculum as outlined in rule 4765-11-15 of the Administrative Code;
- (2) Utilizes individuals who hold a current and valid certificate to teach in accordance with Chapter 4765-21 of the Administrative Code;
- (3) Has authorization from its local authorizing entity to provide fire instructor and assistant fire instructor training courses within the fire instructor classification level;
- (4) Utilizes holders of a certificate to teach at the fire instructor trainer level.

(H) The executive director shall grant a fire safety inspector instructor classification to a chartered program that meets the following requirements as set forth in rule 4765-11-03 of the Administrative Code:

- (1) Provides the curriculum as outlined in rule 4765-11-16 of the Administrative Code;
- (2) Utilizes individuals who hold a current and valid certificate to teach in accordance with Chapter 4765-21 of the Administrative Code;
- (3) Has authorization from its local authorizing entity to provide an instructor training course at the fire safety inspector instructor classification level;
- (4) Utilizes holders of a certificate to teach at the fire safety inspector instructor trainer level.

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TO BE RESCINDED

4765-11-03

Qualifications for a fire charter.

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (CC) in rule 4765-11-01 of the Administrative Code.]

- (A) The executive director, with advice and counsel of the committee, shall issue a charter to a program to provide firefighter, fire safety inspector, and instructor courses in accordance with the classifications outlined in rule 4765-11-02 of the Administrative Code.
- (B) In order to be issued a charter by the executive director, a training program shall satisfy all of the following requirements:
- (1) Submit a completed "Fire Charter Application" to the division;
 - (2) Possess a good reputation, as defined in rule 4765-11-01 of the Administrative Code;
 - (3) Have an authorizing official with a good reputation who assumes ultimate responsibility for the following:
 - (a) Serves as program director or designates another person with a good reputation to serve as program director;
 - (b) Administers the firefighter, fire safety inspector, and instructor courses;
 - (c) Complies with all rules and laws applicable to firefighter, fire safety inspector, and instructor courses;
 - (d) Performs ongoing review and maintains written evaluations of the courses including content of each course;
 - (e) Performs ongoing review and maintains written evaluations of the instructors' and students' performance for each course;
 - (f) Assigns faculty responsibilities and schedules program courses;
 - (g) Prepares or approves all documents required to be submitted for chartering;
 - (h) Assures the adequacy of the curriculum and all program training materials;

- (i) Assures the integrity and security of testing materials, procedures and requirements to be a charter are met as required in Chapter 4765-11 of the Administrative Code.
- (4) Offer firefighter, fire safety inspector, and instructor courses that satisfy the curriculum requirements as set forth in this chapter;
- (5) Establish an advisory committee that shall meet at least one time each year based on the charter cycle and includes a minimum of five individuals consisting of the program director, fire chiefs, instructors, and others from the fire community;
- (6) Have current and valid affiliation agreements allowing for the use of equipment, supplies, and other apparatus that meet the performance objectives for firefighter, fire safety inspector, and instructor courses;
- (7) Utilize individuals who hold a valid and current certificate to teach in accordance with Chapter 4765-21 of the Administrative Code;
- (8) Utilize instructors to teach courses at or below the level of an instructor's fire training certificate;
- (9) Have a sufficient number of fire instructors to ensure that the ratio of students to instructors does not exceed five to one during all practical skills instruction;
- (10) Possess or have access to, equipment and supplies that are comprehensive, current, and sufficient for the number of students and instructors participating in the courses;
- (11) Have sufficient classroom and laboratory facilities to accommodate the number of students participating in the courses;
- (12) Require each student enrolled in a firefighter training course to have course materials that meet NFPA 1001;
- (13) Require each student enrolled in a fire safety inspector training course to have course materials that meet NFPA 1031;
- (14) Have comprehensive current publications, media resources, electronic resources relating to fire services, as well as the minimum curriculum for firefighter, fire safety inspector, and instructor courses as established under section 4765.55 of the Revised Code and this chapter;

- (15) Have and maintain one fixed geographic location where a chartered program is operated and where training is conducted, including an office in a fixed geographic location where records are maintained. Such location shall not consist of a house trailer, residence, tent, temporary stand, rooming house, apartment, post office box, or in a room in a hotel or motel;
- (16) Provide classroom environments that are safe, sanitary, and conducive to learning;
- (17) Provide regular evaluations of student performance and achievement throughout each course including written and practical examinations as set forth in rules 4765-11-19 and 4765-11-20 of the Administrative Code and performance objective check-off sheets as approved by the executive director;
- (18) Issue a document of course completion to each student who successfully completes the training course and passes all examinations administered by the chartered program;
- (19) Admit only those individuals who are at least eighteen years of age, except that a chartered program may admit a student who is seventeen years old provided that the student has graduated or is enrolled in the twelfth or final grade in a secondary school program;
- (20) Have written policies approved by its advisory committee that are made available to students identifying all of the following:
 - (a) Methodology used in determining grades;
 - (b) Methodology used to document missed hours and record makeup procedures for completing all course hours;
 - (c) Criteria for successful completion of the training course;
 - (d) Grounds for dismissal from the course;
 - (e) Disciplinary and grievance procedures including mechanism for appeals;
 - (f) Procedures for voluntary student withdrawals from the course;
 - (g) Procedures for refunding tuition payments;
 - (h) Admission requirements;
 - (i) Requirements or restrictions regarding student attire;

- (j) Costs associated with the training course, including tuition, materials, and fees;
 - (k) Information regarding course schedules, content, and objectives;
 - (l) Prohibition against discrimination towards students on the basis of race, color, religion, gender, sexual orientation, age, or national origin;
 - (m) Prohibition against students being assigned emergency response duties during scheduled classroom instruction or practical training during firefighter, fire safety inspector or instructor training;
 - (n) Procedures for reporting accidents and injuries sustained during a course;
 - (o) Procedures for conducting live fire training that meet NFPA 1403.
- (21) Possess financial resources that are sufficient for the operation of the program in the manner set forth in the application for a charter;
- (22) Require that all students are notified of the process for obtaining a firefighter, fire safety inspector, or instructor certificate issued by the executive director pursuant to section 4765.55 of the Revised Code and Chapters 4765-20 to 4765-21 of the Administrative Code.
- (C) Any chartered program, or applicant for a charter issued under section 4765.55 of the Revised Code and this chapter, shall comply with the following:
- (1) Allow access by the division to student firefighter, fire safety inspector, and instructor training records to verify successful completion of all certification requirements as set forth in Chapter 4765. of the Revised Code;
 - (2) Allow the division to review instructor records in order to verify compliance in accordance with Chapter 4765-21 of the Administrative Code;
 - (3) Allow the division to review program materials and monitor the testing processes utilized by the chartered program;
 - (4) Require attendance in all firefighter, fire safety inspector, and instructor training courses:
 - (a) Any absences from a scheduled class shall be documented;
 - (b) Any absences from a scheduled class shall be made up and accurately documented in a manner approved by the program director.

- (5) Allow site inspections by the division;
 - (6) Maintain written or electronic documentation of compliance with this chapter, for all firefighter, fire safety inspector, and instructor training courses. The following information for each class shall appear for the previous and current charter cycle:
 - (a) Lesson plans, course schedules, and policies in compliance with this chapter;
 - (b) Evaluations of instructors and student performance;
 - (c) Attendance records for each firefighter, fire safety inspector, and instructor training course conducted by the chartered program showing completion of required hours;
 - (d) Accident and injury reports;
 - (e) Objective check-off sheets;
 - (f) Documentation of current and valid instructor certificates and current and valid firefighter or fire safety inspector certificates, as applicable;
 - (g) Affiliation agreements as outlined in this rule;
 - (h) Documentation of compliance with certification admission requirements for firefighter, fire safety inspector, and instructor courses;
 - (i) The minutes of advisory committee meetings including an agenda, discussion of issues, and attendance record for each meeting that is conducted in accordance with this rule;
 - (j) Documentation of compliance with NFPA 1403 on live fire training;
 - (k) State knowledge and practical examination documentation.
 - (7) Each instructor shall keep accurate attendance records for each course in a manner acceptable to the program director. Following the completion of each course, the instructor shall give such records to the program director, who shall maintain the records in the course file.
- (D) A charter issued under section 4765.55 of the Revised Code and this chapter shall be valid for three years and may be renewed according to guidelines established in rule 4765-11-05 of the Administrative Code.

- (E) A chartered program shall maintain all documentation required in this rule for the duration of the current cycle and one previous charter cycle.
- (F) If a chartered program is utilizing a location outside of the state of Ohio, the chartered program shall comply with Chapter 4765-11 of the Administrative Code and any applicable law, rules, or regulations in that state.

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Certification

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07/03/1997, 09/25/2000, 06/19/2003, 11/27/2003,
09/30/2004, 09/27/2006 (Emer.), 12/14/2006,
01/24/2008, 04/07/2014

TO BE RESCINDED

4765-11-04 **Application for a fire charter.**

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (CC) in rule 4765-11-01 of the Administrative Code.]

- (A) An applicant for a charter to provide firefighter, fire safety inspector, or instructor courses, issued pursuant to section 4765.55 of the Revised Code and this chapter, shall submit a completed "Fire Charter Application" to the division.
- (B) There shall be no application fee for a fire charter issued under this chapter.
- (C) Applications deemed incomplete shall not be considered. The division shall provide written notification to the applicant indicating the reason the application is incomplete.

Effective:

Five Year Review (FYR) Dates: 9/21/2017

Certification

Date

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Statutory Authority: 4765.55
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04/07/2014

TO BE RESCINDED

4765-11-05 **Renewal of a fire charter.**

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (CC) in rule 4765-11-01 of the Administrative Code.]

- (A) The executive director shall make an application for fire charter renewal, the "Fire Charter Application" available to each chartered program.
- (1) The application shall be made available no later than ninety days prior to the current charter's expiration date.
 - (2) The application for renewal shall clearly indicate the date by which it shall be completed and received by the division.
- (B) The charter shall be renewed if the executive director determines the chartered program remains in compliance with the requirements as set forth in section 4765.55 of the Revised Code and rule 4765-11-03 of the Administrative Code and has conducted at least one course each year at or below its classification level, per charter cycle.
- (C) A completed "Fire Charter Application" shall be submitted to the division no later than the thirtieth day prior to the expiration date of the current charter.
- (D) The division may conduct site inspections in order to determine whether a chartered program remains in compliance with the requirements of this chapter.

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01/24/2008, 04/07/2014

TO BE RESCINDED

4765-11-06

Notification to executive director.

Each chartered program shall provide written notice to the executive director no later than ten days after a change in any of the following:

- (A) Mailing address;
- (B) Location of physical facilities;
- (C) Program director name and contact information;
- (D) Authorizing official name and contact information;
- (E) Email address.

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04/07/2014

TO BE RESCINDED

4765-11-07

Reinstatement of an expired fire charter or classification.

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (CC) in rule 4765-11-01 of the Administrative Code.]

(A) A fire charter or classification that has expired shall be reinstated by the executive director, if all of the following apply:

- (1) A completed "Fire Charter Application" is submitted to the division.
- (2) This application is submitted no later than three years after the charter expired;
- (3) The applicant is in compliance with the requirements of section 4765.55 of the Revised Code and rules 4765-11-02 to 4765-11-03 of the Administrative Code;
- (4) At the time the charter expired, the charter was not under investigation or disciplinary action for any violations of this chapter and was in good standing.

(B) An applicant whose charter expired within the time period for reinstatement is not eligible for a new certificate under rule 4765-11-02 of the Administrative Code.

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Prior Effective Dates: 01/24/2008, 04/07/2014

TO BE RESCINDED

4765-11-08 **Reinstatement of a revoked fire charter or classification.**

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (CC) in rule 4765-11-01 of the Administrative Code.]

- (A) In accordance with the parameters set forth in this rule, the executive director may reinstate a charter or classification that has previously been revoked, if the applicant's charter or classification has been revoked for at least one year, but no more than three years from the date the executive director's revocation order was journalized.
- (B) In order to be eligible for reinstatement, the applicant shall:
- (1) Submit a completed "Fire Charter Application" to the division;
 - (2) Have previously held a charter or classification at the level of reinstatement sought;
 - (3) Meet all requirements for the issuance of a charter as set forth in rule 4765-11-03 of the Administrative Code;
 - (4) Meet all requirements for the provision of a classification as set forth in rule 4765-11-02 of the Administrative Code.
- (C) In addition to meeting the requirements for a charter or classification as set forth in this chapter, the executive director may take into consideration other relevant factors when determining whether to grant a request for reinstatement. These factors include, but are not limited to the following:
- (1) The nature and severity of the acts that resulted in the revocation of the applicant's charter or classification;
 - (2) The time that has elapsed since the revocation;
 - (3) Evidence of additional violations occurring after the revocation;
 - (4) Compliance with previous executive director orders or consent agreements.
- (D) The executive director shall not reinstate a charter or classification if any of the following apply:
- (1) The applicant's charter or classification was permanently revoked by the executive director;

- (2) The applicant's charter or classification has not been revoked for at least one year from the date the executive director's revocation order was journalized.
- (3) The applicant's charter or classification has been revoked for more than three years. Such applicant shall apply for a new charter or classification in accordance with rules 4765-11-02 and 4765-11-03 of the Administrative Code.

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Date

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Prior Effective Dates: 01/24/2008, 04/07/2014

TO BE RESCINDED

4765-11-09 **Volunteer firefighter course.**

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (CC) in rule 4765-11-01 of the Administrative Code.]

- (A) A training course for a volunteer firefighter certification shall consist of thirty-six hours of training and shall meet the "Volunteer Firefighter Course Objectives."
- (B) The volunteer firefighter training course shall commence and end within a consecutive twelve month period.
- (C) A chartered program shall not allow students enrolled in a volunteer firefighter training course to participate in live burn evolutions prior to issuance of a volunteer firefighter certification.

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09/25/2000, 09/30/2004, 01/24/2008, 04/07/2014

TO BE RESCINDED

4765-11-10 **Firefighter I transition course.**

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (CC) in rule 4765-11-01 of the Administrative Code.]

- (A) A training course to transition a certified volunteer firefighter to the firefighter I certification level shall meet the "Firefighter I Course Objectives," to include the following training requirements:
- (1) A minimum of one hundred hours that meets all objectives in the "NFPA 1001," for firefighter I;
 - (2) An emergency vehicle operator course consisting of a minimum of sixteen hours that is approved by the chartered program and is consistent with the requirements of "NFPA 1451" and "NFPA 1002;"
 - (3) A minimum of four hours on the "Courage to be Safe, Sixteen Life Safety Initiatives Course."
- (B) The chartered program shall require a current and valid volunteer firefighter certificate for admission to a firefighter I transition course.
- (C) The training requirements listed in paragraph (A) of this rule shall commence and end within a consecutive twelve-month period.

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TO BE RESCINDED

4765-11-11 **Firefighter I course.**

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (CC) in rule 4765-11-01 of the Administrative Code.]

- (A) A training course for a firefighter I certificate shall meet the "Firefighter I Course Objectives," to include the following training requirements:
- (1) A minimum of one hundred thirty-six hours that meets all objectives in the "NFPA 1001," for firefighter I;
 - (2) An emergency vehicle operator course consisting of a minimum of sixteen hours that is approved by the chartered program and is consistent with the requirements of the "NFPA 1002" and "NFPA 1451;"
 - (3) A minimum of four hours on the "Courage to be Safe: Sixteen Life Safety Initiatives Course."
- (B) The training requirements listed in paragraph (A) of this rule shall commence and end within a consecutive twelve-month period.

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04/07/2014

TO BE RESCINDED

4765-11-12 **Firefighter II transition course.**

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (CC) in rule 4765-11-01 of the Administrative Code.]

- (A) A training course to transition a certified firefighter I to the firefighter II certification level shall meet the "Firefighter II Course Objectives," to include the following training requirements:
- (1) A minimum of one hundred four hours that meets all objectives in the NFPA 1001, for firefighter II;
 - (2) An emergency vehicle operator course consisting of a minimum of sixteen hours that is approved by the chartered program and is consistent with the requirements of "NFPA 1002" and "NFPA 1451;
 - (3) A minimum of four hours on the "Courage to be Safe, Sixteen Life Safety Initiatives Course."
- (B) Previous training credit may be given for paragraphs (A)(2) to (A)(3) of this rule, if the training is recognized by the program director of a chartered program and has been completed within twenty-four months of the course start date.
- (C) The chartered program shall require certification as a firefighter I for admission to a firefighter II transition course.
- (D) The training requirements listed in paragraph (A) of this rule shall commence and end within a consecutive twelve-month period.

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TO BE RESCINDED

4765-11-13 **Firefighter I and II course.**

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (CC) in rule 4765-11-01 of the Administrative Code.]

- (A) A training course for firefighter I and II certification shall meet the "Firefighter I Course Objectives" and the "Firefighter II Course Objectives," to include the following training requirements:
- (1) A minimum of two hundred forty hours that meets all objectives in "NFPA 1001," for firefighter I and II;
 - (2) An emergency vehicle operator course consisting of a minimum of sixteen hours that is approved by the chartered program and is consistent with the requirements of "NFPA 1002" and "NFPA 1451";
 - (3) A minimum of four hours on the "Courage to Be Safe, Sixteen Life Safety Initiatives Course."
- (B) Previous training credit may be given for paragraphs (A)(2) to (A)(3) of this rule, if the training is recognized by the program director of a chartered program and has been completed within twenty-four months of the course start date.
- (C) The training requirements listed in paragraph (A) of this rule shall commence and end within a consecutive twelve-month period.

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TO BE RESCINDED

4765-11-14 **Fire safety inspector course.**

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (CC) in rule 4765-11-01 of the Administrative Code.]

- (A) A training course for fire safety inspector certification shall consist of a minimum of seventy-two hours and shall meet both of the following training requirements:
- (1) Shall meet the "Fire Safety Inspector Course Objectives;"
 - (2) Shall meet the performance objectives set forth in "NFPA 1031" for fire inspector I.
- (B) The chartered program shall require a current and valid firefighter certificate issued pursuant to Chapter 4765-20 of the Administrative Code for admission to a fire safety inspector course.
- (C) The chartered program shall require each student to be employed by one of the the following in order to be eligible for admission to a fire safety inspector course:
- (1) The office of the state fire marshal;
 - (2) A firefighting agency as defined in division (A)(3) of section 9.60 of the Revised Code;
 - (3) A private fire company as defined in division (A)(5) of section 9.60 of the Revised Code that is providing fire protection in accordance with division (B), (C), or (D) of section 9.60 of the Revised Code.
- (D) The training requirements listed in paragraph (A) of this rule shall commence and end within a consecutive twelve-month period.

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TO BE RESCINDED

4765-11-15

Fire instructor and assistant fire instructor course.

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (CC) in rule 4765-11-01 of the Administrative Code.]

- (A) A fire instructor course shall consist of a minimum of sixty hours and shall include all of the following training requirements:
- (1) Forty hours in instruction of adult students and basic teaching techniques as set forth in the "Ohio Fire and EMS Instructor Curriculum";
 - (2) Completion of the four hour "Fire Service Training Module";
 - (3) Completion of the four hour "Live Fire Training Awareness Course";
 - (4) Ten hours of supervised teaching in the presence of a fire instructor and under the auspices of a chartered program;
 - (5) The final two hours shall be credited toward successful completion of the instructional methods examination.
- (B) A fire instructor course shall be taught by a fire instructor trainer under the auspices of a chartered program.
- (C) The supervised teaching required in paragraph (A)(4) of this rule shall not occur until the student has received the forty hours of instruction as required in paragraph (A)(1) of this rule.
- (D) A person seeking certification as a fire instructor who holds at least a baccalaureate degree in education may be granted credit by the program director for the forty hours of instruction required in paragraph (A)(1) of this rule. The program director shall maintain documentation.
- (E) An assistant fire instructor training course shall consist of the requirements outlined in paragraphs (A)(2) to (A)(3) of this rule.

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04/07/2014

TO BE RESCINDED

4765-11-16 **Fire safety inspector instructor course.**

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (CC) in rule 4765-11-01 of the Administrative Code.]

- (A) A fire safety inspector instructor training course shall consist of a minimum of sixty hours and shall include all of the following:
- (1) Forty hours in instruction of adult students and basic teaching techniques as set forth in "Ohio Fire and EMS Instructor Curriculum";
 - (2) Completion of the eight hour "Fire Safety Inspector Training Module";
 - (3) Ten hours of supervised teaching in the presence of a fire safety inspector instructor and under the auspices of a chartered program;
 - (4) The final two hours are credited toward successful completion of the instructional methods examination approved by the executive director.
- (B) A fire safety inspector instructor training course shall be taught by a fire safety inspector instructor trainer under the auspices of a chartered program.
- (C) The supervised teaching required in paragraph (A)(3) of this rule shall not occur until the student has received the forty hours of instruction as required in paragraph (A)(1) of this rule.
- (D) A person seeking certification as a fire instructor who holds at least a baccalaureate degree in education may be granted credit by the program director for the forty hours of instruction required in paragraph (A)(1) of this rule. The program director shall maintain documentation.

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04/07/2014

TO BE RESCINDED

4765-11-17 **Fire charter offsite locations.**

- (A) The executive director, with advice and counsel of the committee, shall allow a chartered program to offer courses at different locations from the location listed in the application for chartering provided that all of the following apply:
- (1) The chartered program continues to operate at the location identified in the application for a charter;
 - (2) Each offsite location where the program is offered, meets the minimum standards for chartering as set forth in rule 4765-11-03 of the Administrative Code;
 - (3) The chartered program submits a written request to the executive director.
- (B) Files and records of students enrolled in a fire training course conducted offsite may be maintained in a secure area at the offsite location until the course is completed, at which time all student files and records shall be maintained at the site of the chartered institution. The records shall be surrendered to the chartered program no later than ninety days after the final day of the course.
- (C) The chartered program shall maintain a current and valid charter in order to offer courses at an offsite location.
- (D) If a chartered program is under disciplinary action by the executive director, such institution shall obtain approval from the executive director before offering courses at a new offsite location.
- (E) If a chartered program is utilizing a location outside of the state of Ohio, the chartered program shall comply with Chapter 4765-11 of the Administrative Code and any applicable law, rules, or regulations in that state.

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TO BE RESCINDED

4765-11-18 **Online education and distance learning for fire safety inspector and instructor training courses offered through a chartered program.**

- (A) The executive director, with the advice and counsel of the committee, shall approve a chartered program to provide fire safety inspector and instructor training courses online or through distance learning, as defined in rule 4765-11-01 of the Administrative Code, if the chartered program meets the following requirements:
- (1) Submits a written request to the division to offer online education or distance learning. Such request shall indicate the level or levels of fire safety inspector or instructor training proposed to be offered and shall include documentation of how the chartered program meets the requirements set forth in this rule;
 - (2) Continues to meet all requirements for a fire charter as set forth in rule 4765-11-03 of the Administrative Code and currently possesses a charter at the classification level of fire safety inspector, fire instructor, or fire safety inspector instructor, for which the chartered program seeks to provide the online education or distance learning;
 - (3) Has maintained a charter at the classification level for which the chartered program seeks to provide online education or distance learning, for at least the preceding three full years from the date of application;
 - (4) Has completed at least one fire safety inspector or instructor training course in the traditional classroom setting at the classification level for which the chartered program seeks to provide the online education or distance learning;
 - (5) The chartered program is in good standing as defined in rule 4765-11-01 of the Administrative Code;
 - (6) Has written policies that will be made available to each student, regarding all of the following:
 - (a) Admission requirements;
 - (b) Minimum requirements for technological needs for students enrolling in fire safety inspector and instructor training courses utilizing online education or distance learning including, but not limited to, hardware, software, and internet connection speed;

- (c) Technological support to be provided by the chartered program to include at a minimum the hours of support and the method(s) in which the support will be provided;
 - (d) A schedule identifying weekly access to the instructors while the fire safety inspector or instructor training course is in session to allow for direct communication between instructor and students. This should include, but is not limited to, telephone numbers, email addresses and office hours;
 - (e) Security parameters protecting students' financial and personal information in accordance with state and federal laws;
 - (f) Online procedures for course administration and completion;
 - (g) Method to transition from online education and distance learning to the classroom version of the same course in order to complete the required training. This policy shall include a reasonable time frame in which the transition process must be completed.
- (7) Develops and maintains the following for all fire safety inspector and instructor training courses utilizing online education and distance learning:
- (a) A technology infrastructure that facilitates secure access, including user authentication and authorization procedures and technologies;
 - (b) Access control procedures and technology that supports the courses utilizing online education systems;
 - (c) Technological support to meet student needs;
 - (d) An appropriate security solution to ensure course and systems integrity, especially financial and personal information;
 - (e) A risk management plan to include identification of foreseen risks, continuity, disaster recovery, and incidence response;
 - (f) Assurance that course data is readily, securely and reliably available by electronic or printed means to the division and the division's authorized recipients;
 - (g) A means to access student and program information to facilitate state audits to verify compliance with rules approved by the executive director. If the technical support, application server host, or data storage facilities are located outside of the state of Ohio, the chartered program shall

submit, upon request of the division, a report encompassing the rules of this chapter to meet the audit requirements. The chartered program shall provide the division with an audit amendment describing any significant system changes within thirty days of enabling those changes. An enterprise shall make student records available to the division online, in a password protected environment upon request.

- (8) Creates and maintains a complete student course data file to demonstrate student activity and ensure that the following information, at a minimum, is collected and retained:
 - (a) Student's name;
 - (b) Dates and times of student activity in the training course and verification of the amount of total time spent utilizing the online education portion of the course;
 - (c) The reason a student was suspended or failed to complete the online education portion of the fire safety inspector or instructor training course;
 - (d) Name or identity number of a chartered program staff member accessing or entering student records.
- (9) Ensures that the fire safety inspector and instructor training course final examinations are administered and scored in a traditional classroom setting;
- (10) Ensures that each initial fire safety inspector and instructor training course utilizing online education or distance learning meets all of the following:
 - (a) Obtains prior written approval of the fire safety inspector and instructor training course content from the program director;
 - (b) Possesses written documentation of clear objectives, course content and method of delivery that meets all curricula requirements as set for in Chapter 4765-11 of the Administrative Code;
 - (c) Obtains prior approval from the program director in order to utilize online education or distance learning for instruction;
 - (d) Is developed or approved by an instructor under the auspices of a chartered program;

- (e) Ensures that the lecture portions of each fire safety inspector and instructor training course shall be taught utilizing online education, distance learning or in the traditional classroom setting;
 - (f) Ensures that instruction, practice and testing in the practical skills portion of each fire safety inspector and instructor training course shall not be provided through online education or distance learning.
- (11) Requires written evaluations, completed by each student, of each fire safety inspector and instructor training course offered through online education or distance learning. The evaluation shall include, but is not limited to, the following:
- (a) Clarity of written policies associated with the chartered program;
 - (b) Course content;
 - (c) Means of delivery and systems availability;
 - (d) Availability of certified instructors.
- (B) A chartered program approved to utilize online education or distance learning may do so in conjunction with traditional classroom-based instruction.
- (C) A chartered program approved to utilize online education or distance learning shall annually provide the division with information, statistics, and data specific to the fire safety inspector and instructor training courses offered through online education or distance learning as set forth in rule 4765-11-03 of the Administrative Code.
- (D) Approval by the executive director to conduct fire safety inspector and instructor training courses utilizing online education or distance learning shall be specific to the level of training and type of delivery system requested.
- (E) A chartered program approved to utilize online education or distance learning shall maintain documentation that demonstrates compliance with the hours and curricula requirements set forth in Chapter 4765-11 of the Administrative Code.
- (F) A chartered program approved to utilize online education or distance learning shall ensure contact hours in the fire safety inspector and instructor training courses are equal to or exceeds the hours in the same courses conducted in a traditional classroom environment.

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TO BE RESCINDED

4765-11-19 **Written examination administration requirements.**

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (CC) in rule 4765-11-01 of the Administrative Code.]

- (A) A chartered program shall be permitted to administer the state certification examination, if the chartered program meets or exceeds the following requirements:
- (1) Has a current and valid charter;
 - (2) Has a designated computer lab;
 - (3) Has a signed "Written Testing Agreement" with the executive director;
 - (4) Meets all requirements set forth in rule 4765-11-03 of the Administrative Code.
- (B) The program director of the chartered program shall ensure the integrity and security of all written examinations.
- (C) The program director shall ensure each proctor has received directions in the state examination process and is familiar with all registration, security, and access procedures for testing, as set forth by the division.
- (D) The program director shall ensure that only qualified candidates sit for the examinations.
- (E) The program director shall immediately report to the executive director any potential compromise of the examination process.
- (F) The program director, or his or her designee, shall proctor the written examination.
- (G) The program director, or his or her designated proctor, shall be present in the examination room for the duration of the examination.
- (H) When administering state certification examinations, the chartered program shall meet all of the following:
- (1) Ensure that the examination room is conducive for testing, including but not limited to, adequate heating, cooling, ventilation, lighting, and is free from excessive noise and distraction;
 - (2) Ensure that the examination room has adequate restroom facilities and adequate parking within reasonable distance to the examination site;

- (3) Ensure that the examination room will be set up and ready for use prior to the scheduled examination time;
 - (4) Shall not permit anyone other than the proctor and students in the examination room.
- (I) No personal computers or personal laptops are to be used for administering the examination.
- (J) No firefighter, instructor, or EMS instructor shall proctor or be present during the examination unless the individual is sitting for the examination as part of the course requirements.
- (K) No unauthorized electronic devices including, but not limited to, personal laptops, cell phones, flash drives, and tablets shall be permitted in the examination room or used during the examination process.
- (L) The executive director reserves the right to immediately suspend a chartered program's examination rights, if any of the following occur:
- (1) There is an allegation of an examination or security compromise;
 - (2) There is a known examination or security compromise;
 - (3) There is a potential violation of this rule.

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4765-11-20

Practical examination administration requirements.

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (CC) in rule 4765-11-01 of the Administrative Code.]

- (A) A chartered program shall be permitted to administer the state practical testing examination for firefighter certification, if the chartered program meets or exceeds the following requirements:
- (1) Has a current and valid charter;
 - (2) Meets all requirements set forth in rule 4765-11-03 of the Administrative Code.
- (B) When administering state certification examinations, the chartered program shall meet all of the following:
- (1) The program director of the chartered program shall ensure the integrity and security of all practical examinations;
 - (2) The program director, or his or her designated skills coordinator, shall supervise the practical examinations;
 - (3) The program director, or his or her designated skills coordinator, shall be responsible for the administration and set up of the practical skills examination;
 - (4) The program director, or his or her designated skills coordinator, shall ensure practical skills stations are set up prior to the scheduled examination time;
 - (5) The program director shall allow only instructors who have completed the "Practical Skills Evaluator Training Course" to evaluate students during practical skill examinations. Instructors shall not be permitted to evaluate practical skill examinations that are above the level of the instructor's firefighter certificate;
 - (6) The program director or his or her designated skills coordinator, shall not permit lead instructors in the fire training course to evaluate any student on the specific skills examination that were taught by the instructor;
 - (7) The program director shall ensure the safety of the students by providing equipment, supplies, and apparatus that meets the performance objectives for firefighter I and firefighter II of the NFPA 1001 for all practical examinations.

- (C) The program director or the program director's designated skills coordinator and skill evaluators shall ensure a candidate is not permitted to directly observe another candidate during the practical skills examination.
- (D) The program director shall immediately report to the executive director any potential compromise of the examination process.
- (E) The executive director reserves the right to immediately suspend a chartered program's examination rights, if any of the following occur:
 - (1) There is an allegation of an examination or security compromise;
 - (2) There is a known examination or security compromise;
 - (3) There is a potential violation of this rule.

Effective:

Five Year Review (FYR) Dates: 9/21/2017

Certification

Date

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