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TO: Program Directors, Ohio Chartered Fire Training Institutions

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

REF: Examination Request Approval Requirements

As of February 9, 2015 all written certification examination requests must be submitted through the EMS Course Administration and Examination System. Per page 37 of the current EMS Course Administration and Examination System Manual, "Examinations must be requested a minimum of seven days prior to the desired date of the written examination."

The Division understands extenuating circumstances may sometimes occur that are out of the program's control. In those cases, contact the Division for guidance. Otherwise, failure to comply may result in denial of examination 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.