

**January 14, 2019**

**TO: Program Directors, Ohio Chartered Fire Training Institutions**

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

**REF: Fire Instructor, FSI Instructor, and Assistant Fire Instructor Course Entrance Requirements**

Please ensure compliance with entrance requirements as set forth in the Ohio Revised Code and Ohio Administrative Code when enrolling students in instructor courses.

**Program Directors shall ensure the following:**

1. **Prior to admission into a fire instructor course** an individual shall meet *all* of the following requirements:
  - a. Possess a current Ohio firefighter certificate that is in good standing;
  - b. In the preceding seven years, have at least five years of experience as a certified firefighter; and
  - c. Successfully pass the firefighter II knowledge examination within one year prior to the start date of a fire instructor course;
2. **Prior to admission into a fire safety inspector instructor course** an individual shall meet *all* of the following requirements:
  - a. Possess a current Ohio firefighter certificate that is in good standing;
  - b. Possess a current Ohio fire safety inspector certificate that is in good standing;
  - c. In the preceding seven years, have at least five years of experience as a certified fire safety inspector; and
  - d. Successfully pass the fire safety inspector knowledge examination within one year prior to admission into a fire safety inspector instructor course;
3. **There are no course requirements for certification as an assistant fire instructor.** An applicant for assistant fire instructor shall meet the following requirements prior to completing certification requirements (training modules, supervised teaching, and application submission):
  - a. Possess a current Ohio firefighter certificate that is in good standing;
  - b. In the preceding seven years, have at least five years of experience as a certified firefighter; and
  - c. Successfully pass the firefighter I knowledge examination within one year prior to completing assistant fire instructor certification requirements.

**A Chartered Fire Training Institution's Program Director cannot allow any candidate to start an instructor training course without first verifying the candidate has successfully met the requirements set forth in Chapter 4765-21 of the Ohio Administrative Code.**

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