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- **Emergency Medical Services**
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January 14, 2019

TO: Program Directors, Ohio Chartered Fire Training Institutions

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

REF: Course Request Requirements

As of February 9, 2015 all course requests must be submitted through the EMS Course Administration and Examination System, operated by the Ohio Department of Public Safety, for review and approval by Division of EMS Education Section staff. In accordance with 4765-24-03 of the Ohio Administrative Code, the course requests shall be submitted ***at least*** fourteen (14) days prior to the start of a course, allowing Division of EMS Education Section staff adequate time to review the documents and communicate with charter programs, if needed, to ensure compliance with Ohio Administrative Code requirements.

The course requests shall be accompanied by a class schedule/syllabus showing topic hours and total course hours; information necessary to facilitate course approval. The information may be submitted by email attachment or faxed to Division of EMS Fire Education staff.

Failure to comply with the course request requirements may result in denial of course and/or 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.