



**OHIO DEPARTMENT  
OF PUBLIC SAFETY**  
SAFETY • SERVICE • PROTECTION

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



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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: Examination Request Requirements**

As of February 9, 2015 all written certification examination requests must be submitted through the EMS Course Administration and Examination System operated by the Ohio Department of Public Safety. Examinations shall be requested a minimum of seven days prior to the desired date of the written examination.

The Division of EMS 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](mailto:FireEducation@dps.ohio.gov) or (614) 466-9447 with questions or concerns.