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Emergency Medical Services  
1970 West Broad Street  
P.O. Box 182073  
Columbus, Ohio 43218-2073  
(614) 466-9447 • (800) 233-0785  
[www.ems.ohio.gov](http://www.ems.ohio.gov)

**January 14, 2019**

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

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

**REF: Instructor Course—Ten Hour Supervised Teaching Clarification**

Per the Ohio Administrative Code all instructor candidates (Fire Instructor, Assistant Fire Instructor and Fire Safety Inspector Instructor) are required to complete ten hours of supervised teaching in order to be eligible for certification.

Clarification: The ten hours of supervised teaching shall be conducted under the auspices of a chartered fire training program in accordance with the following:

- In the presence of a fire instructor trainer
- Shall include a minimum of six hours of classroom lecture and a maximum of four hours of practical skills instruction
- Shall be conducted after all course and module requirements have been met, but prior to submitting an application

This information should be spelled out in charter program policy and be available to students prior to starting an instructor course.

NOTE: Nothing in this rule indicates that the ten hours of supervised teaching must be under the auspices of the fire charter that is conducting the fire instructor course. However, the program director of the fire charter that is conducting the fire instructor course must approve and attest to the completion of all course requirements by the instructor candidate. This will require coordination with, and documentation from, the charter in which the supervised teaching is conducted.

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.