

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



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TO: Program Directors, Ohio Chartered Fire Training Institutions

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

REF: Adding and Removing Students on the EMS Course and
Examination Administration System Course Dashboard

Adding Students

All students must be added to the course dashboard in the EMS Course and Examination Administration System no later than fourteen (14) calendar days from the start date of the course.

Removing Students

During the first fourteen (14) calendar days of a course, students who drop the course may be removed from the course dashboard. After the first fourteen (14) calendar days, students who drop the course or who are removed from a course for non-compliance with charter rules or requirements must remain on the course dashboard. Documentation should be kept in the student file showing that they dropped or have been dropped from the course.

After the first fourteen (14) days the program director will be required to contact the Division of EMS to add/remove students from a course.

In an effort to assist with compliance with this policy, the program director will receive an email reminder seven (7) days after the course start date identified in the course request.