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TO: Program Directors, Ohio Chartered Fire Training Institutions

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

REF: Instructor Knowledge Examination Eligibility

TIME FRAME

The purpose of the knowledge examination required for certification as a Fire Instructor, Assistant Fire Instructor, or Fire Safety Inspector Instructor is to ensure instructors have the appropriate knowledge necessary to successfully deliver firefighter and fire safety inspector training.

In accordance with Ohio Administrative Code 4765-21-03 **fire instructor applicants** shall pass the fire instructor knowledge examination as set forth in rule 4765-21-05 of the Administrative Code **within one year prior to the start date of a fire instructor course.**

In accordance with Ohio Administrative Code 4765-21-03 **fire safety inspector instructor applicants** shall pass the fire safety inspector instructor knowledge examination as set forth in rule 4765-21-05 **within one year prior to the start date of a fire safety inspector instructor course.**

The time frame to complete all Ohio Administrative Code requirements for a Fire Instructor or Fire Safety Inspector Instructor certificate to teach, from successful completion of the instructor knowledge examination, instructor training course, training module(s), supervised teaching, and instructional methods examination, through submission of an application **shall not exceed two years.**

In accordance with Ohio Administrative Code 4765-21-03 **assistant fire instructor applicants** shall pass the fire instructor knowledge examination as set forth in rule 4765-21-05 **within one year prior to completing the requirements for a certificate to teach, including (1) completion of the four-hour Fire Service Training Module, (2) completion of the four-hour Live Fire Training Awareness Module, (3) completion of ten hours of supervised teaching, and (4) submission of an application.**

NUMBER OF ATTEMPTS LIMITATION

Instructor applicants shall pass the knowledge examination in a maximum of three attempts. In accordance with Ohio Administrative Code 4765-21-05 an applicant unable to pass the knowledge examination within three attempts must wait for a time period of six months from the date of the third failed attempt and complete a new Firefighter I and II training course as set forth in rule 4765-24-13 of the Administrative Code before attempting the examination again.

Since students may have taken a knowledge examination at any of the state's chartered fire training programs, program directors shall check the state database to ascertain the number of times the knowledge examination has been attempted before approving an applicant for testing.

Applicants exceeding the number of permitted examination attempts will be denied certification. Programs approving an applicant for testing that exceeds the three-attempt maximum will be subject to disciplinary action.

RESOURCES

Program directors should familiarize themselves with Ohio Administrative Code 4765-21-03 and Ohio Administrative Code 4765-21-05 to ensure program compliance. The rules may be found at:

<http://codes.ohio.gov/oac/4765-21>

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