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4765-18-02

General provisions.

- (A) Each EMS training program shall be taught through an accredited institution and shall be taught by a certified EMS fire and emergency services instructor or assistant EMS instructor as provided in this chapter.
- (B) Each EMS continuing education program shall be taught through an accredited or approved institution and shall be taught by a certified EMS fire and emergency services instructor, assistant EMS instructor, or a continuing education instructor.
- (C) A person who serves as a guest lecturer in an EMS training program shall not be required to hold a certificate to teach provided an EMS a fire and emergency services instructor ~~or assistant EMS instructor~~ is present and monitoring the program. A guest lecturer may assist in the lab, skills and practicals of an EMS training program.
- (D) A person who serves as a guest lecturer in an EMS continuing education program shall not be required to hold a certificate to teach provided an EMS instructor, assistant EMS instructor, or continuing education instructor is present and monitoring the program. A guest lecturer may assist in the lab, skills and practicals of an EMS continuing education program.
- (E) An EMS A fire and emergency services instructor or assistant EMS instructor may teach an EMS training or EMS continuing education program at or below the level of the instructor's certificate or license to practice.
- (F) A continuing education instructor may teach an EMS continuing education program at or below the level of the instructor's certificate or license to practice.
- (G) An individual who chooses to voluntarily surrender, or not renew, their provider certification(s) may retain their certificate to teach but may only provide methodology instruction in fire and emergency services instructor courses.
- (H) ~~A person who holds a certificate to teach as an EMS instructor, assistant EMS instructor, or continuing education instructor shall maintain a current and valid certificate or license to practice as an EMS provider, registered nurse, physician assistant or physician. If an individual's certificate to practice or license is revoked, or is voluntarily surrendered, the certificate to teach shall be revoked or be voluntarily surrendered.~~
- (I) A certificate to teach shall be issued in accordance with rule 4765-8-06 of the Administrative Code.

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4765-18-03

EMS Fire and emergency services instructor training program requirements for an accredited institution.

- ~~(A) Prior to admission into an EMS instructor training program, an accredited institution shall ensure that an individual meets all of the following requirements:~~
- ~~(1) Possesses a current and valid certificate to practice as an EMS provider issued under section 4765.30 of the Revised Code or holds a current and valid Ohio license to practice as a registered nurse or a physician assistant;~~
- ~~(2) In the preceding seven years, has been certified or licensed for at least five years as an EMS provider, registered nurse or physician assistant.~~
- ~~(B) In addition to meeting the requirements set forth in paragraph (A) of this rule, the accredited institution shall ensure that the student, prior to receiving the eight hour instruction specific to emergency medical services as required in rule 4765-18-04 of the Administrative Code, has completed the following:~~
- ~~(1) Passes a knowledge examination that demonstrates a level of knowledge in emergency medical services that is consistent with the level of the individual's certificate to practice, within the preceding three years;~~
- ~~(a) If the individual is unable to pass the knowledge examination within three attempts, the applicant must wait for a time period of six months and complete a board approved course at the appropriate level before attempting the examination again;~~
- ~~(b) An individual who is a registered nurse or physician assistant must pass the knowledge examination at the paramedic level.~~
- ~~(2) Passes the practical examination for the individual's level of certification, within the preceding three years. The practical examination shall be administered under the auspices of an accredited institution. The program coordinator of the accredited institution sponsoring the EMS instructor training program may require the practical examination to be conducted by the sponsoring agency or may accept practical examinations performed by another accredited institution.~~
- (A) An applicant for a fire and emergency services instructor I certificate to teach shall meet all the following requirements:
- (1) In the preceding seven years, an applicant shall have been certified for at least five years as a firefighter, fire safety inspector, or EMS provider;
- (2) Possess a current and valid fire and/or EMS certificate to practice;
- (3) Complete a fire and emergency services instructor I training course meeting the requirements listed in the "Fire and Emergency Services Instructor Course

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Packet;"

- (4) Pass the fire and emergency services instructor I instructional methods examination;
 - (a) A passing score of at least seventy per cent on the instructional methods examination is required for certification;
 - (b) The instructional methods examination required for certification shall be passed within three attempts;
 - (c) If an applicant is unable to pass the instructional methods examination within one hundred eighty days of course completion, the applicant shall complete a new fire and emergency services instructor training course as set forth in rule 4765-24 of the Administrative Code and meet all criteria for a fire and emergency services instructor as set forth in this rule.
- (5) Submit a completed "Fire and Emergency Services Instructor, or Live Fire Instructor Initial Application" no later than ninety days after course completion.

(B) An applicant for a fire and emergency services instructor II certificate to teach shall meet all the following requirements:

- (1) In the preceding seven years, an applicant shall have been certified for at least five years as a firefighter, fire safety inspector, or EMS provider;
- (2) Possess a current and valid firefighter and fire and emergency services instructor I certificate, unless completing a fire and emergency services instructor I & II course;
- (3) Complete a fire and emergency services instructor II training course meeting the requirements listed in the "Fire and Emergency Services Instructor Course Packet;"
- (4) Pass the fire and emergency services instructor II instructional methods examination;
 - (a) A passing score of at least seventy per cent on the instructional methods examination is required for certification;
 - (b) The instructional methods examination required for certification shall be passed within three attempts;
 - (c) If an applicant is unable to pass the instructional methods examination within one hundred eighty days of course completion, the applicant

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shall complete a new fire and emergency services instructor training course as set forth in rule 4765-24 of the Administrative Code and meet all criteria for a fire and emergency services instructor as set forth in this rule..

(5) Submit a completed "Fire and Emergency Services Instructor, or Live Fire Instructor Initial Application" no later than ninety days after course completion.

(C) Once certified, instructor applicants must be designated as subject matter instructors by a program director based on the provider certification(s) held, knowledge expertise, experience, and any other program criteria.

~~(C)~~(D) An accredited institution shall maintain documentation of compliance with this chapter.

~~(D)~~(E) The division shall consider relevant education, training, or service completed by the holder of a certificate to practice as a member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, or the national guard of any other state or a reserve component of the armed forces of the United States; in determining whether the holder of a certificate to practice has met the experience and educational requirements for a certificate to teach as set forth in this chapter.

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4765-18-04

EMS Fire and emergency services instructor training program curriculum.

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]

~~(A) An EMS instructor training program shall consist of a minimum of sixty hours and shall be allocated as follows:~~

- ~~(1) Forty hours in instruction of adult students and basic teaching techniques as set forth in the "Ohio Fire and EMS Instructor Curriculum";~~
- ~~(2) Eight hours in instruction specific to the field of emergency medical services;~~
- ~~(3) Ten hours of supervised teaching in the presence of an EMS instructor and under the auspices of an accredited institution. The supervised teaching may not occur until the student has received the forty hours of instruction as required in this rule;~~
- ~~(4) The accredited institution may grant two hours credit towards the total program hours when the student successfully passes the instructional methods examination.~~

(A) A training course for fire and emergency services instructor I & II shall be competency-based, be taught by an instructor trainer under the auspices of a chartered or accredited program, and meet the course objectives as set forth in the "Fire and Emergency Services Instructor Course Packet."

(B) The program director shall ensure that the fire and emergency services instructor trainer meets all of the following:

- (1) Holds a valid fire and emergency services instructor II certificate, that is in good standing, issued under rule 4765-21 of the Administrative Code;
- (2) Has at least three years of educational experience that includes demonstrable ability in teaching, developing lesson plans and course materials, managing classroom resources, and managing and evaluating students;
- (3) Demonstrates effective oral and written communication skills;
- (4) Has completed an orientation by the program director.

(C) A training course for Fire and emergency services instructor I & II shall meet the objectives set forth in the "Fire and Emergency Services Instructor Course Packet," and be taught under the auspices of a chartered or accredited training program:

- (1) Shall be taught by a fire and emergency services instructor II designated by the program director as an instructor trainer;

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(2) A chartered or accredited training program shall admit into a "Fire and Emergency Services Instructor Course" only those individuals who meet the admission requirements as set forth in the "Fire and Emergency Services Instructor Course Packet".

(D) Applicants seeking only fire and emergency services instructor I certification shall:

(1) Complete all course requirements for fire and emergency services instructor I as set forth in the "Fire and Emergency Services Instructor Course Packet;"

(2) Pass the fire and emergency services instructor I certification exam.

(E) A person seeking certification as a fire and emergency services instructor who holds at least a baccalaureate degree in education may be granted credit for the course if they:

(1) Submit a written request to the division;

(2) Provide copy of their diploma and transcript;

(3) Receive written approval to test from the division;

(4) Submit copy of approval letter to program director prior to testing;

(5) Pass the fire and emergency services instructor II certification exam within three attempts and within 90 days of approval.

(F) The division shall consider relevant education, training, or service completed by the holder of a certificate to practice as a member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, or the national guard of any other state or a reserve component of the armed forces of the United States; in determining whether the holder of a certificate to practice has met the experience and educational requirements for a certificate to teach as a fire and emergency services instructor set forth in paragraphs (C) or (D) of this rule.

~~(B) A person seeking certification as an EMS instructor who holds at least a baccalaureate degree in education may receive credit for the forty hours of instruction required in paragraph (A)(1) of this rule.~~

~~(C)(G) An EMS A fire and emrgency services instructor training program shall be taught by an EMS instructor trainer, appointed by the program director, under the auspices of an accredited institution.~~

(H) The division may consider relevant education, training, or instructional experience obtained by an individual holding a valid national EMS instructor certification or licensure.

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- (1) Such documentation will be used to determine whether the individual has fulfilled the required educational competencies for an instructor certificate as outlined in this chapter.
 - (2) Upon completion of review, if the division determines the previous training is substantially similar to Ohio requirements, a letter advising applicant of approval status will be issued.
 - (3) The program director may evaluate and grant credit for relevant previous training, education, or experience toward the completion of current program requirements.
- (I) This authority shall be exercised in accordance with established guidelines and criteria that ensure the previous training, education, or experience is of a nature and quality consistent with the competency-based objectives and standards of the program.
- (1) The program director shall document the evaluation process and justification for any credit granted, ensuring transparency and adherence to the program's educational standards.
 - (2) Such credits may be applied to fulfill specific portions of the program, provided they do not compromise the integrity and outcomes of the educational objectives set forth by the division.
 - (3) Applicants granted such credit must still complete the testing requirements as set forth in the "Fire and Emergency Services Instructor Course Packet."
- ~~(D) In lieu of the requirement set forth in paragraph (A)(1) of this rule, an accredited institution may utilize a mentorship program that covers the objectives of the forty hours of instruction required in paragraph (A)(1) of this rule.~~
- ~~(1) The mentorship program may only be utilized with a certified assistant EMS instructor;~~
 - ~~(2) The accredited institution shall maintain documentation that all of the objectives of the forty hours of instruction are met;~~
 - ~~(3) The mentorship must be instructed by certified EMS instructors under the auspices of an accredited institution.~~
- ~~(E) The division shall consider relevant education, training, or service completed by the holder of a certificate to practice as a member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, or the national guard of any other state or a reserve component of the armed forces of the United States; in determining whether the holder of a certificate to practice has met the experience and educational requirements for a certificate to teach as an~~

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4765-18-04

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~~EMS instructor set forth in paragraph (A) of this rule.~~

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4765-18-05

~~Qualifications for a certificate to teach as an EMS instructor.~~

~~[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]~~

~~(A) An applicant for a certificate to teach as an EMS instructor shall satisfy the following requirements:~~

- ~~(1) Submits a completed "EMS Instructor Initial Application";~~
- ~~(2) In the preceding seven years, has been certified or licensed for at least five years as an EMS provider, registered nurse or physician assistant;~~
- ~~(3) Possesses a current and valid certificate to practice as an EMS provider or holds a current and valid Ohio license to practice as a registered nurse or a physician assistant;~~
- ~~(4) Has passed the knowledge examination at the level of the individual's certificate to practice as an EMS provider, within the preceding three years;~~
- ~~(5) Has passed the practical examination for the individual's level of certification, within the preceding three years;~~
- ~~(6) Has successfully completed an EMS instructor training program as set forth in this chapter;~~
- ~~(7) Has passed the instructional methods examination established by the board pursuant to section 4765.11 of the Revised Code within one year of completion of all of the other components of the EMS instructor training program, except as provided in rule 4765-18-13 of the Administrative Code. Failure to pass this examination within three attempts will require completion of a new EMS instructor training program;~~
- ~~(8) Is in compliance with the requirements for a certificate to practice as set forth in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Administrative Code.~~

~~(B) The division shall consider relevant education, training, or service completed by the holder of a certificate to practice as a member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, or the national guard of any other state or a reserve component of the armed forces of the United States; in determining whether the holder of a certificate to practice has met the experience and educational requirements for a certificate to teach as an EMS instructor set forth in paragraph (A) of this rule.~~

~~(C) There shall be no fee for an "EMS Instructor Initial Application."~~

~~(D) Failure to meet any of the requirements in paragraph (A) of this rule may lead to board action under rule 4765-10-03 of the Administrative Code.~~

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4765-18-06

Renewal of a certificate to teach as an EMS instructor.

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]

- ~~(A) No later than sixty days prior to the expiration of a certificate to teach, the division shall notify each certificate holder of the certificate's scheduled expiration date and a mechanism for renewal.~~
- ~~(B) An applicant for renewal of a certificate to teach as an EMS instructor must meet the following criteria:~~
- ~~(1) Submits a completed "EMS Instructor Renewal Application" on or before the expiration date of the current certificate;~~
 - ~~(2) Continues to meet all standards for a certificate to teach as set forth in this chapter;~~
 - ~~(3) Possesses a current and valid certificate to practice as an EMS provider or holds a current and valid Ohio license to practice as a registered nurse or a physician assistant;~~
 - ~~(4) Satisfies the requirements for a certificate to practice as set forth in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Administrative Code;~~
 - ~~(5) During the preceding certification cycle, has provided not less than twenty-four hours of instruction of an EMS training or continuing education program offered by an accredited institution, approved institution or while serving on active duty in the armed forces of the United States, including the Ohio national guard or the national guard of any other state;~~
 - ~~(6) Satisfies one of the following:~~
 - ~~(a) During the preceding certification cycle, has completed six hours of continuing education related to the "Ohio Fire and EMS Instructor Curriculum" objectives; or~~
 - ~~(b) Successfully passes an instructional methods examination, as set forth in rule 4765-18-05 of the Administrative Code.~~
 - ~~(7) Unless otherwise waived by the board, attends any mandatory instructor meetings held by the board.~~
- (A) The board shall renew a fire and emergency services instructor certificate to teach, at the I or II level, issued under section 4765.23 and/or 4765.55 of the Revised Code and this chapter, to an applicant who meets the following criteria:
- (1) Possesses a current and valid fire or EMS certificate to practice that is in good

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standing:

(2) Complies with the requirements for an EMS provider and/or a firefighter certificate as set forth in this chapter or chapter 4765-20 of the Administrative Code;

(3) Satisfies one of the following:

(a) Obtains six hours of continuing education related to instructional methodology as approved by:

(i) The applicant's fire chief; or

(ii) A program director of:

(a) A chartered program, as defined in rule 4765-25-01 of the Administrative Code;

(b) An EMS accredited training program, as defined in rule 4765-25-01 of the Administrative Code; or

(b) Passes a fire and emergency services instructional methods examination at their level of certification.

(4) Submits a completed "Fire and Emergency Services Instructor Renewal Application" on or before the expiration date of the current certificate.

(5) An applicant who chooses not to renew their provider certification(s) may retain their certificate to teach but may only provide methodology instruction in fire and emergency services instructor courses, as approved by the program director.

~~(E)~~(B) There shall be no fee for ~~an~~ a "EMS Fire and Emergency Services Instructor Renewal Application."

~~(E)~~(C) Failure to meet any of the requirements in paragraph ~~(B)~~(A) of this rule may lead to board action under rule 4765-10-03 of the Administrative Code.

~~(E)~~(D) An applicant for renewal must maintain records relating to the requirements set forth in ~~paragraphs (B)(5) and (B)(6) of~~ this rule for the current and previous certification cycle. Such records are subject to audit by the division, as directed by the board and in accordance with rule 4765-9-02 of the Administrative Code.

~~(E)~~(E) A renewed certificate to teach as ~~an EMS~~ a fire and emergency services instructor does not become effective until the expiration of the current certificate.

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4765-18-07

Extension and exemption from continuing education and/or instructional requirements for an individual holding a certificate to teach.

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]

- (A) The holder of a certificate to teach may be granted an extension of time to comply with the continuing education and/or instructional requirements required for renewal of the certificate to teach.
- (B) A ninety-day functioning extension may be granted by the division, as delegated by the board, to the holder of a certificate to teach that submits a "Request for Extension of EMS Certificates," if either of the following conditions are met:
 - (1) The request is received prior to the expiration date of the certificate to ~~practice~~teach;
 - (2) The request is received no more than ninety days after the expiration date of the certificate to ~~practice~~teach and there are extenuating circumstances, deemed acceptable by the board, that prevented the submission of the request for an extension prior to the expiration of the certificate to ~~practice~~teach.
- (C) The board may grant an extension for a period of greater than ninety days if it determines there are extenuating circumstances affecting the ability of the certificate holder to comply with the continuing education and/or instructional requirements within ninety days of the expiration of the certificate to teach. The board shall have full discretion in determining the length of the extension and whether, or to what extent, the holder of the lapsed certificate may engage in activities for which a certificate to teach is otherwise required.
- (D) The holder of a certificate to teach seeking an extension for a period of greater than ninety days shall submit a written request to the division which shall include all of the following:
 - (1) Verification of a current and valid certificate to practice as an EMS or fire service provider or a current and valid Ohio license to practice as a registered nurse or a physician assistant;
 - (2) Length of extension requested;
 - (3) Justification for the extension;

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- (4) The amount of continuing education and/or instructional requirements needed to comply with the requirement for renewal of the certificate to teach;
 - (5) A specific plan for completion of requirements within the length of time requested;
 - (6) Signature of the certificate holder.
- (E) The holder of a certificate to teach that is granted an extension pursuant to this rule shall complete the continuing education and/or instructional requirements and submit ~~an a~~ a "EMS Fire and Emergency Services Instructor Renewal Application" no later than the expiration date of the granted extension.
- (F) The board shall grant an extension, in accordance with 5903.12 of the Revised Code, upon receipt of a "Request for Extension of EMS Certificates," for one of the following:
- (1) The holder of an expired certificate failed to meet the continuing education and/or instructional requirements because the holder served on active duty, as a member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, the national guard of any other state or a reserve component of the armed forces of the United States; or
 - (2) The holder of an expired certificate failed to meet the continuing education and/or instructional requirements because the holder's spouse served on active duty, as a member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, the national guard of any other state or a reserve component of the armed forces of the United States which resulted in the holder's absence from this state.
- (G) The board may grant a complete or partial exemption from compliance with the continuing education and/or instructional requirements. The board may grant a complete or partial exemption for reasons including, but not limited to, the following:
- (1) The applicant, or applicant's spouse, served on active duty, as a member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, the national guard of any other state or a reserve component of the armed forces of the United States, for a period in excess of thirty-one days;

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- (a) The applicant shall submit a completed "Exemption Request for Continuing Education for EMS Certificates." The request shall include the following:
 - (i) The continuing education and/or instructional requirements for which an exemption is sought;
 - (ii) Justification for the exemption;
 - (iii) Signature of the certificate holder;
 - (iv) Proof of active military service during the certification period for which the exemption is requested.
 - (b) A request for military exemption shall be submitted no later than six months from discharge of active service.
- (2) The applicant has a medical hardship or unusual circumstances that impact the applicant's ability to comply with the continuing education and/or instructional requirements for renewal of the certificate to teach.
- (a) The applicant shall submit a completed "Exemption Request for Continuing Education for EMS Certificates." The request shall include the following:
 - (i) The continuing education and/or instructional requirements for which an exemption is sought;
 - (ii) Justification for the exemption;
 - (iii) Signature of the certificate holder.
 - (b) A request for exemption shall be submitted to the division prior to the expiration date of the certificate to practice.
- (H) If a request for exemption is received after the expiration date of the certificate to teach, the board may consider the request if the board determines there are extenuating circumstances affecting either the submission of the request for exemption prior to the expiration of the certificate, or the ability of the certificate holder to comply with the continuing education and/or instructional requirements.

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- (I) The board has full discretion in determining whether to grant a request for exemption from the continuing education and/or instructional requirement.
- (J) As delegated by the board, the division may grant a functioning extension, not to exceed ninety days, to an applicant that submitted a request for an exemption prior to the expiration date of the certificate to teach.

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4765-18-08

Reinstatement of a certificate to teach as an EMS instructor.

~~[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]~~

- ~~(A) A certificate to teach as an EMS instructor will expire on its expiration date if the applicant fails to either renew such certificate or request an extension prior to the expiration date, as provided in this chapter.~~
- ~~(B) The board may reinstate a certificate to teach as an EMS instructor that has expired, or become invalid due to a voluntary surrender, for no more than six months as follows:~~
- ~~(1) If the certificate holder has completed, prior to the expiration date of the certificate to teach as an EMS instructor, all renewal requirements as set forth in paragraphs (B)(5) and (B)(6) of rule 4765-18-06 of the Administrative Code, the applicant must comply with all of the following requirements:~~
- ~~(a) Submits a completed "EMS Instructor Reinstatement Application";~~
- ~~(b) Submits an application fee of seventy five dollars;~~
- ~~(c) Provides the division with documentation of successful completion of all the renewal requirements set forth in paragraphs (B)(5) and (B)(6) of rule 4765-18-06 of the Administrative Code for the last certification cycle;~~
- ~~(d) In the preceding seven years, has been certified or licensed for at least five years as an EMS provider, registered nurse or physician assistant;~~
- ~~(e) Possesses a current and valid certificate to practice as an EMS provider or holds a current and valid Ohio license to practice as a registered nurse or a physician assistant;~~
- ~~(f) Is in compliance with the requirements for a certificate to practice as set forth in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Administrative Code;~~
- ~~(g) Has previously held a certificate to teach as an EMS instructor, and such certificate was in good standing at the time the certificate expired.~~
- ~~(2) If the certificate holder as an EMS instructor has not completed, prior to the expiration date of the certificate to teach, all renewal requirements as set forth in paragraphs (B)(5) and (B)(6) of rule 4765-18-06 of the Administrative Code, the applicant must comply with all of the following requirements:~~
- ~~(a) Submits a completed "EMS Instructor Reinstatement Application";~~

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- (b) Submits an application fee of seventy-five dollars;
 - (c) Successfully completes an instructional methods examination within three attempts. If an applicant is unable to pass the examination within three attempts, the applicant must complete a new EMS instructor training program and meet all criteria for a certificate to teach;
 - (d) Is in compliance with the requirements for a certificate to practice as set forth in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Administrative Code;
 - (e) Has previously held a certificate to teach, and such certificate was in good standing at the time the certificate expired.
- (C) The board may reinstate a certificate to teach as an EMS instructor that has expired, or become invalid due to a voluntary surrender, for more than six months, but not more than one year, if all of the following occur within such time period:
- (1) Meets all the requirements in paragraph (B)(1) or (B)(2) of this rule;
 - (2) Completes ten hours of supervised teaching under the direct supervision of an EMS instructor and under the auspices of an EMS accredited institution.
- (D) The board may reinstate a certificate to teach as an EMS instructor that has expired, or become invalid due to a voluntary surrender, for more than one year but less than two years if the applicant meets the following requirements:
- (1) Meets all requirements set forth in paragraph (C) of this rule;
 - (2) Successfully completes a new eight hour module in instruction specific to the field of emergency medical services as outlined in rule 4765-18-04 of the Administrative Code.
- (E) If a certificate to teach as an EMS instructor has been expired, or become invalid due to voluntary surrender, for two years or more, the applicant must complete a new EMS instructor training program and meet all the requirements for a certificate to teach as an EMS instructor outlined in rule 4765-18-05 of the Administrative Code.
- (F) In order for a certificate to teach as an EMS instructor to be reinstated, the EMS instructor training program completed by the applicant must be significantly similar to the current curriculum requirements. If such training is not significantly similar to the current curriculum, the applicant must complete additional course work in the areas of deficiency through an institution accredited by the board.
- (A) A fire and emergency services instructor certificate to teach shall expire on its expiration date, if the applicant fails to renew such certificate on or before the

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expiration date of the certificate.

- (B) The board shall reinstate a fire and emergency services instructor certificate to teach that has expired, or becomes invalid due to a voluntary surrender, in accordance with the parameters set forth in this rule.
- (C) An EMS assistant instructor that either voluntarily surrenders or fails to renew the certificate by the expiration date is not eligible for reinstatement.
- (D) In order to be eligible to reinstate a fire and emergency services instructor certificate to teach that has expired, or becomes invalid due to a voluntary surrender, an applicant, in addition to the requirements set forth in paragraphs (E) to (F) of this rule, as applicable, shall meet all of the following requirements:
- (1) In the preceding seven years, has been certified for at least five years as a firefighter or EMS provider;
- (2) Possesses a current and valid fire or EMS certificate to practice that is in good standing and:
- (a) Shall not have been convicted of any of the following:
- (i) Any felony;
- (ii) A misdemeanor committed in the course of practice;
- (iii) A misdemeanor involving moral turpitude.
- (b) Shall not have committed fraud, misrepresentation, or material deception in applying for, or obtaining a certificate issued under section 4765.23 or 4765.55 of the Revised Code and this chapter.
- (3) Previously held a fire and emergency services instructor training certificate that was in good standing at the time the certificate expired or was voluntarily surrendered;
- (4) Submits a completed "Fire and Emergency Services Instructor Reinstatement Application."
- (E) The board shall reinstate a fire and emergency services instructor certificate to teach that has expired, or become invalid due to a voluntary surrender, for no later than one hundred eighty days from the expiration date or date of surrender, if the applicant meets all requirements as set forth in paragraph (D) of this rule and all of the following requirements:
- (1) Provides documentation to the division that all continuing education and instructional requirements as set forth in rule 4765-18 of the Administrative

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Code were met for the last certification cycle prior to the certificate's expiration date or date of surrender. If the continuing education and instructional requirements were not completed prior to expiration date or date of surrender, the applicant is not eligible for reinstatement under this paragraph:

- (2) Submits an application fee of seventy-five dollars;
- (3) Submits a completed "Fire and Emergency Services Instructor Reinstatement Application."

(F) The board shall reinstate a fire and emergency services instructor certificate to teach that has expired, or become invalid due to a voluntary surrender, for more than one hundred eighty days, but no later than twenty-four months from the expiration date or date of surrender, if the applicant meets all requirements as set forth in paragraph (E) of this rule and all of the following requirements:

- (1) Provides documentation to the division that all continuing education and instructional requirements as set forth in rule 4765-18 of the Administrative Code were met. The education may have been completed after the certificate holder's expiration date;
- (2) Passes the fire and emergency services instructor web-based certification examination at their level of certification;
- (3) Submits an application fee of seventy-five dollars;
- (4) Submits a completed "Fire and Emergency Services Instructor Reinstatement Application."

(G) If a certificate to teach has been expired, or becomes invalid due to voluntary surrender, for two years or more from the expiration date or date of surrender, the applicant shall complete a new fire and emergency services instructor course and meet all requirements for a fire and emergency services certificate to teach as outlined in this rule.

(H) If an applicant's certification cycle was less than thirty-six months, the applicant shall complete the pro-rated renewal requirements as set forth in rule 4765-18-06 of the Administrative Code.

~~(I)~~(I) The board shall reinstate a certificate to teach as an EMSa fire and emergency services instructor, in accordance with section 5903.10 of the Revised Code, upon receipt of an "Exemption Request for Continuing Education for EMS Certificates," for one of the following:

- (1) The holder of an expired certificate failed to meet the continuing education

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requirements because the holder served on active duty, as a member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, the national guard of any other state or a reserve component of the armed forces of the United States; or

- (2) The holder of an expired certificate failed to meet the continuing education requirements because the holder's spouse served on active duty, as a member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, the national guard of any other state or a reserve component of the armed forces of the United States which resulted in the holder's absence from this state.

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4765-18-09

Qualifications for a physician to be certified as ~~an~~ a physician EMS instructor or an individual holding a certificate of training to be certified as a continuing education instructor.

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]

(A) A physician may be certified by the board as ~~an~~ EMS a physician EMS instructor if the physician meets the following criteria:

- (1) Is an active medical director with an EMS agency, who meets the requirements set forth in rule 4765-3-05 of the Administrative Code, or is recommended by the local RPAB, or is recommended by the program director or program medical director of an accredited or approved training institution;
- (2) Submits a completed "Physician EMS Instructor or Physician Continuing Education Instructor Initial Application";
- (3) Holds a current and valid Ohio license to practice medicine and surgery or osteopathic medicine and surgery that is in good standing;
- (4) Is in compliance with the requirements set forth in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Administrative Code.

(B) An individual who holds a certificate of training as a physician, issued in accordance with section 4731.291 of the Revised Code, may be certified by the board as a continuing education instructor if the individual meets the following:

- (1) Is recommended by the local RPAB, or is recommended by the program director or program medical director of an accredited or approved training institution;
- (2) Submits a completed "Physician EMS Instructor or Physician Continuing Education Instructor Initial Application";
- (3) Holds a current and valid training certificate as a physician that is in good standing;
- (4) Is in compliance with the requirements set forth in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Administrative Code.

(C) An individual certified under this section may renew their certificate to teach if the individual submits a "Physician EMS Instructor or Physician Continuing Education

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Instructor Renewal Application." The individual is not required to complete the renewal requirements set forth in paragraphs (B)(5) to (B)(6) of rule 4765-18-06 or paragraphs (B)(4) to (B)(5) of rule 4765-18-16 of the Administrative Code, as applicable.

- (D) A physician who chooses to enroll in ~~an EMS~~ a fire and emergency services instructor training program is exempt from meeting the requirements set forth in rule 4765-18-03 of the Administrative Code.
- (E) A continuing education instructor certified under this rule, can only provide instruction as a continuing education instructor in accordance with the internship, residency, or fellowship program as set forth in rule 4731-6-30 of the Administrative Code.

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4765-18-11

~~Reciprocity qualifications for a certificate to teach as an EMS instructor.~~

~~[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]~~

- (A) An individual who has completed a course of instruction in teaching methodology in another state, the district of Columbia, a United States territory, as a member of the armed forces of the United States military, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, the national guard of any other state or a reserve component of the armed forces of the United States, or the United States coast guard, may be issued a certificate to teach as an EMS instructor, if all of the following are met:
- (1) Has successfully completed a course of instruction that is substantially similar to the curriculum requirements set forth in rule 4765-18-04 of the Administrative Code;
 - (2) Submits a completed "EMS Instructor Reciprocity Application";
 - (3) Possesses a current and valid Ohio certificate to practice as an EMS provider or holds a current and valid Ohio license to practice as a registered nurse or a physician assistant;
 - (4) In the preceding seven years, has been certified or licensed for at least five years as an EMS provider, registered nurse or physician assistant in this state or another state;
 - (5) Has passed the knowledge examination consistent with the certificate to practice as an EMS provider, within the preceding three years. An individual who is a registered nurse or physician assistant must pass the knowledge examination at the paramedic level;
 - (6) Has passed the practical examination for the individual's level of certification, within the preceding three years. The practical examination shall be administered by an accredited institution. The program coordinator of the accredited institution sponsoring the EMS instructor training program may require the practical examination to be conducted by the sponsoring agency or may accept practical examinations performed by another accredited institution. An individual who is a registered nurse or physician assistant must pass the practical exam at the paramedic level;
 - (7) Has successfully completed the following requirements for an EMS instructor training program set forth in rule 4765-18-04 of the Administrative Code:
 - (a) Eight hours in instruction specific to the field of emergency medical services;

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- (b) ~~Ten hours of supervised teaching in the presence of an EMS instructor under the auspices of an accredited institution;~~
- (c) ~~Has passed the instructional methods examination within one year from the completion of the eight hours in instruction and ten hours of supervised teaching as set forth in paragraphs (A)(7)(a) and (A)(7)(b) of this rule. Failure to pass this examination within three attempts will require completion of a new EMS instructor training program.~~
- (8) ~~Is in compliance with the requirements for a certificate to practice as set forth in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Administrative Code.~~
- (9) ~~An applicant who has not resided in the state of Ohio for five years immediately preceding the date of application shall provide the division with a criminal records check of the applicant in accordance with section 109.572 of the Revised Code obtained from the superintendent of the bureau of criminal identification and investigation and including information from the federal bureau of investigation. An applicant's failure to submit this documentation renders the application for reciprocity incomplete.~~
- (B) ~~Notwithstanding the requirements set forth in other sections of this rule, the division shall consider relevant education, training, or service completed by the holder of a certificate to practice as a member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, the national guard of any other state or a reserve component of the armed forces of the United States; in determining whether the holder of a certificate to practice has fulfilled the certificate qualifications.~~
- (C) ~~A person who has previously held a certificate to teach as an EMS instructor in Ohio or another state, which was previously revoked by the board or licensing agency of this state or another state, is not eligible for reciprocity.~~
- (D) ~~If a person is eligible for reinstatement as set forth in rule 4765-18-08 of the Administrative Code, then that person is not eligible to be issued a certificate under this rule.~~

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4765-18-11

Reciprocity qualifications for a certificate to teach.

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]

(A) For purposes of granting reciprocity, the board shall issue a certificate to teach to an applicant if either of the following conditions apply:

- (1) The applicant has a substantially similar out-of-state occupational license or certificate and has held the out-of-state licensure or certification for at least one year prior to application and has been actively engaged in the practice of that occupation for one of the five years immediately preceding the date of application, or
- (2) The applicant has been actively engaged in the same occupational activity in the military, or a state or territory that does not issue a license or certificate, for at least three of the five years immediately preceding the date of application.

(B) An applicant shall provide all relevant documentation demonstrating his or her experience, education, and training to assist the division in its determination.

(C) To be eligible to receive a fire and emergency services instructor I or II certificate through reciprocity pursuant to section 4765.23 of the Revised Code and this chapter, an applicant who meets the requirements of paragraph (A) of this rule shall also meet all of the following qualifications:

- (1) The applicant successfully completed a structured instructor course in another state, the District of Columbia, a United States territory, department of defense, or any branch of the United States military, or other instructor training program approved by the board that is substantially similar to the training standards and curriculum as set forth in this chapter;
- (2) The applicant shall possess a current fire or EMS certificate to practice issued under section 4765.55 of the Revised Code and rule 4765-20-02, or 4765.11 of the Revised Code and rule 4765-8-01 of the Administrative Code that is in good standing;
- (3) In the preceding seven years, the applicant has at least five years of experience as a certified fire or EMS provider. Experience as a certified fire or EMS provider in another state, the District of Columbia, a United States territory, the department of defense, or any branch of the United States military may be used to fulfill this requirement;
- (4) The applicant for a fire and emergency services instructor I or II requesting certification through reciprocity shall submit a completed "Fire and Emergency Services Instructor Reciprocity Packet" including documentation that all requirements as specified in this rule have been met;

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(5) If an applicant fails to provide a complete reciprocity packet, including all required documentation, within ninety days from original receipt of the packet, the packet will be considered incomplete and it will be returned to the applicant;

(6) If an applicant still wishes to request to receive certification by reciprocity, they must then complete and submit a new "Fire and Emergency Services Instructor Reciprocity Packet" for review by the Division.

(D) The board may waive one or both of the following requirements:

(1) The applicant has held the out-of-state certification for at least one year prior to the application;

(2) The applicant has been actively engaged in the practice of the occupation for one of the five years preceding the date of application.

(E) Upon compliance with all requirements for certification in paragraphs (A) through (C) of this rule, the applicant will be issued a letter of authorization to test by the division, if required.

(F) An applicant required to test shall pass the instructional methodology examination at their level of certification with a maximum of three attempts in a twelve month period after the applicant is approved for testing and the division issues a letter of authorization to test.

(G) An applicant that fails to complete the requirements set forth in paragraph (F) of this rule within the twelve-month time frame shall complete a new course of instruction.

(H) After completing the requirements set forth in paragraph (F) of this rule, the applicant shall submit a completed "Fire and Emergency Services Instructor Reciprocity Application" within ninety days. An applicant that fails to submit a completed "Fire and Emergency Services Instructor Reciprocity Application" within ninety days shall complete a new course of instruction.

(I) The board may waive the requirement to test if one of the following conditions apply:

(1) The out-of-state training was completed within thirty-six months prior to submitting application; or

(2) The out-of-state certificate or license is current and the applicant has maintained continuing education requirements substantially similar to Ohio requirements.

(J) Upon receiving a testing waiver, the applicant will be issued a letter by the division notifying them to submit a completed "Fire and Emergency Services Instructor Reciprocity Application" within ninety days. An applicant that fails to submit a

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completed "Fire and Emergency Services Instructor Reciprocity Application" within ninety days shall complete a new course of instruction.

(K) In addition to the requirements set forth in paragraphs (A) to (H) of this rule, the applicant:

(1) Shall not have been convicted of any of the following:

(a) Any felony;

(b) A misdemeanor committed in the course of practice;

(c) A misdemeanor involving moral turpitude.

(2) Shall not have committed fraud, misrepresentation, or material deception in applying for or obtaining a certificate issued under section 4765.55, 4765.11, or 4765.23 of the Revised Code and this chapter.

(3) Shall not have been previously revoked or denied a certificate by the board or the licensing organization in another state.

(4) An applicant who has not resided in the state of Ohio for five years immediately preceding the date of application shall provide the division with a criminal records check of the applicant in accordance with section 109.572 of the Revised Code obtained from the superintendent of the bureau of criminal identification and investigation and including information from the federal bureau of investigation. An applicant's failure to submit this documentation renders the application for reciprocity incomplete.

(L) An applicant who has previously held a certificate to teach as a fire and emergency services instructor in Ohio or another state, the District of Columbia, a United States territory, the department of defense, or any branch of the United States military, which was previously revoked by the board or licensing agency of this state or another state, the District of Columbia, a United States territory, the department of defense, or any branch of the United States military, is not eligible for reciprocity.

(M) If an applicant is eligible for reinstatement as set forth in this chapter, then that applicant is not eligible to be issued a certificate under this rule.

(N) For an application to be considered complete:

(1) The application shall be filled out in the manner as specified;

(2) All required documentation shall be provided;

(3) The application shall be submitted within ninety days of completion of the

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requirements set forth in paragraph (F) of this rule.

(O) A fire and emergency services instructor certificate to teach issued pursuant to this rule shall be issued in accordance with the certification cycles and pro-rated renewal requirements set forth in rule 4765-8-06 of the Administrative Code.

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4765-18-12

EMS Fire and emergency services instructor trainer qualifications.

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]

- (A) **An EMS A fire and emergency services instructor training program outlined in rule 4765-18-04 of the Administrative Code shall be provided under the auspice of an accredited or chartered institution and must be taught by an EMS a fire and emergency services instructor trainer appointed by the program director of the accredited or chartered institution.**
- (B) An accredited or chartered institution shall ensure that an EMS a fire and emergency services instructor trainer meets the following criteria:
 - (1) Holds a valid certificate to teach as an EMS a fire and emergency services instructor;
 - (2) Has held a certificate to teach, as either an EMS a fire and emergency services instructor or fire instructor for at least three years;
 - (3) Demonstrates effective oral and written communication skills;
 - (4) Has completed an instructor orientation by the program director, consisting of objectives set forth in the "Ohio Fire and EMS Instructor Curriculum."
- (C) The program director of an accredited institution assumes the responsibility to select an instructor trainer based upon documented evaluation of acceptable performance review standards and compliance with this rule.
- (D) The program director of an accredited institution who is an instructor trainer must have the documented evaluation of acceptable performance review standards conducted by the program director's supervisor.
- (E) The accredited institution shall maintain written or electronic documentation of compliance with this rule.

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4765-18-13

~~Fire service instructor seeking certificate to teach as EMS instructor.~~

~~[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]~~

- ~~(A) The board may issue a certificate to teach as an EMS instructor to an applicant who meets all of the following:~~
- ~~(1) Possesses a current and valid fire service instructor certificate issued under rule 4765-21-03 of the Administrative Code;~~
- ~~(2) Submits a completed "EMS Instructor Initial Application";~~
- ~~(3) In the preceding seven years, has been certified or licensed for at least five years as an EMS provider, registered nurse or physician assistant;~~
- ~~(4) Possesses a current and valid certificate to practice as an EMS provider or holds a current and valid Ohio license to practice as a registered nurse or a physician assistant;~~
- ~~(5) Has passed the knowledge examination at the level of the individual's certificate to practice as an EMS provider, within the preceding three years. An individual who is a registered nurse or physician assistant must pass the knowledge examination at the paramedic level;~~
- ~~(6) Has passed the practical examination for the individual's level of certification, within the preceding three years. The practical examination shall be administered by an accredited institution. The program coordinator of the accredited institution sponsoring the EMS instructor training program may require the practical examination to be conducted by the sponsoring agency or may accept practical examinations performed by another accredited institution. An individual who is a registered nurse or physician assistant must pass the practical exam at the paramedic level;~~
- ~~(7) Successfully completes the eight hours of instruction specific to the field of emergency medical services;~~
- ~~(8) Is in compliance with the requirements for a certificate to practice as set forth in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Administrative Code.~~
- ~~(B) An individual must pass the knowledge and practical examinations prior to successfully completing the eight hours of instruction specific to the field of emergency medical services.~~

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4765-18-14

Applications for certificate to teach.

- (A) An application that is not filled out in the manner as specified on the application will be deemed incomplete. Incomplete applications will not be considered and will be returned to the applicant with the notation that the application is incomplete.
- (B) An applicant who has pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment and/or intervention in lieu of conviction for any offense listed in rule 4765-8-01 of the Administrative Code must, at the applicant's expense, submit with the application a certified copy of the judgment entry from the court in which the conviction occurred, a civilian background check from the bureau of criminal identification and investigation (BCI&I), and a certified copy of the police report or law enforcement agency report, if applicable. Subject to the discretion of the division, failure to submit this documentation will render the application incomplete.

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4765-18-15

Qualifications for a certificate to teach as a continuing education instructor.

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]

(A) An applicant for a certificate to teach as a continuing education instructor must meet all of the following requirements:

- (1) Submits a completed "EMS Continuing Education Instructor Initial Application";
 - (2) In the preceding five years, has been certified or licensed for at least three years as an EMS provider, registered nurse, or physician assistant;
 - (3) Satisfies the requirements for a certificate to practice as set forth in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Administrative Code;
 - (4) Possesses a current and valid certificate to practice as an EMS provider or holds a current and valid Ohio license to practice as a registered nurse or a physician assistant;
 - (5) Provides a signature from the program director verifying that the applicant has provided written documentation of qualifications to teach continuing education.
- (B) The division shall consider relevant education, training, or service completed by the holder of a certificate to practice as a member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, or the national guard of any other state or a reserve component of the armed forces of the United States; in determining whether the holder of a certificate to practice has met the experience and educational requirements for a certificate to teach as a continuing education instructor set forth in paragraph (A) of this rule.
- (C) There shall be no fee for a "EMS Continuing Education Instructor Initial Application."
- (D) Failure to meet any of the requirements in paragraph (A) of this rule may lead to board action under rule 4765-10-03 of the Administrative Code.

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4765-18-16

Renewal requirements for a certificate to teach continuing education.

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]

- (A) No later than sixty days prior to the expiration of a certificate to teach, the division shall notify each certificate holder of the certificate's scheduled expiration date and a mechanism for renewal.
- (B) An applicant for renewal of a certificate to teach continuing education must meet the following requirements:
 - (1) Submits a completed "EMS Continuing Education Instructor Renewal Application", on or before the expiration date of the current certificate;
 - (2) Continues to meet the requirements for a certificate to teach as a continuing education instructor as set forth in this chapter;
 - (3) Satisfies the requirements for a certificate to practice as set forth in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Administrative Code;
 - (4) During the preceding certification cycle, has provided not less than six hours of instruction of an EMS continuing education program offered by an accredited institution, approved institution or while on active duty in the armed forces of the United States, including the Ohio national guard or the national guard of any other state;
 - (5) During the preceding certification cycle, has completed two hours of instructional continuing education related to the "Ohio Fire and EMS Instructor Curriculum" objectives;
 - (6) Unless waived by the board, attends any mandatory meetings for continuing education instructors held by the board.
- (C) There shall be no fee for an "EMS Continuing Education Instructor Renewal Application."
- (D) Failure to meet any of the requirements in paragraph (B) of this rule may lead to board action under rule 4765-10-03 of the Administrative Code.
- (E) An applicant for renewal must maintain records relating to the requirements set forth in paragraphs (B)(5) and (B)(6) of this rule for the current and previous certification

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cycle. Such records are subject to audit by the division, as directed by the board and in accordance with rule 4765-9-02 of the Administrative Code.

(F) A renewed certificate to teach continuing education does not become effective until the expiration of the current certificate.

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4765-18-17

Reinstatement of a certificate to teach as a continuing education instructor.

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]

- (A) A certificate to teach as a continuing education instructor will expire on its expiration date if the applicant fails to either renew such certificate or request an extension prior to the expiration date, as provided in this chapter.
- (B) The board may reinstate a certificate to teach as a continuing education instructor that has expired, or become invalid due to a voluntary surrender, for no more than two years, as follows if the holder of the expired certificate:
 - (1) Submits a completed "EMS Continuing Education Instructor Reinstate Application";
 - (2) Submits an application fee of twenty-five dollars;
 - (3) Meets all qualifications for a certificate to teach as outlined in rule 4765-18-15 of the Administrative Code and this chapter;
 - (4) Is in compliance with the requirements for a certificate to practice as set forth in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Administrative Code;
 - (5) Has previously held a certificate to teach as a continuing education instructor, and such certificate was in good standing at the time the certificate expired;
 - (6) Provides the division with documentation of successful completion of all the renewal requirements set forth in paragraphs (B)(4) to (B)(5) of rule 4765-18-16 of the Administrative Code for the last certification cycle. If the applicant has not completed the continuing education requirements, the applicant must complete all requirements prior to submitting an application. The applicant shall complete the hours of instruction of an EMS continuing education program under the auspices of an EMS instructor through an accredited or approved institution.
- (C) If a certificate to teach as a continuing education instructor has been expired, or become invalid due to voluntary surrender, for more than two years, the applicant must meet all the requirements for a certificate to teach as a continuing education instructor outlined in rule 4765-18-15 of the Administrative Code.
- (D) If the individual previously held a certificate to teach as a continuing education

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instructor in the preceding two years, the applicant must utilize the reinstatement process set forth in this rule.

(E) The board shall reinstate a certificate to teach, in accordance with section 5903.10 of the Revised Code, upon receipt of an "Exemption Request for Continuing Education for EMS Certificates," for one of the following:

- (1) The holder of an expired certificate failed to meet the continuing education requirements because the holder served on active duty, as a member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, the national guard of any other state or a reserve component of the armed forces of the United States; or
- (2) The holder of an expired certificate failed to meet the continuing education requirements because the holder's spouse served on active duty, as a member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, the national guard of any other state or a reserve component of the armed forces of the United States which resulted in the holder's absence from this state.

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4765-18-18

~~Qualifications for a certificate to teach as an assistant EMS instructor.~~

~~[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]~~

~~(A) An applicant for a certificate to teach as an assistant EMS instructor must meet all of the following requirements:~~

- ~~(1) Submits a completed "Assistant EMS Instructor Initial Application";~~
 - ~~(2) In the preceding five years, has been certified or licensed for at least three years as an EMS provider, registered nurse or physician assistant;~~
 - ~~(3) Possesses a current and valid certificate to practice as an EMS provider or holds a current and valid Ohio license to practice as a registered nurse or a physician assistant;~~
 - ~~(4) Has passed the knowledge examination at the level of the individual's certificate to practice as an EMS provider, within the preceding three years. An individual who is a registered nurse or physician assistant must pass the knowledge exam at the paramedic level;~~
 - ~~(5) Has passed the practical examination for the individual's level of certification, within the preceding three years. An individual who is a registered nurse or physician assistant must pass the practical exam at the paramedic level;~~
 - ~~(6) Completes the eight hours in instruction specific to the field of emergency medical services as outlined in rule 4765-18-04 of the Administrative Code;~~
 - ~~(7) Completes ten hours of supervised teaching in the presence of an EMS instructor, under the auspices of an accredited institution;~~
 - ~~(8) Is in compliance with the requirements for a certificate to practice as set forth in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Administrative Code.~~
- ~~(B) The division shall consider relevant education, training, or service completed by the holder of a certificate to practice as a member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, or the national guard of any other state or a reserve component of the armed forces of the United States in determining whether the holder of a certificate to practice has met the experience and educational requirements for a certificate to teach as an assistant EMS instructor set forth in paragraph (A) of this rule.~~
- ~~(C) There shall be no fee for an "Assistant EMS Instructor Initial Application."~~
- ~~(D) Failure to meet any of the requirements in paragraph (A) of this rule may lead to board action under rule 4765-10-03 of the Administrative Code.~~

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4765-18-19

Renewal of a certificate to teach as an assistant EMS instructor.

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]

- (A) No later than sixty days prior to the expiration of a certificate to teach, the division shall notify each certificate holder of the certificate's scheduled expiration date and a mechanism for renewal.
- (B) An applicant for renewal of a certificate to teach as an assistant EMS instructor must meet the following criteria:
 - (1) Submit a completed "Assistant EMS Instructor Renewal Application" on or before the expiration date of the current certificate;
 - (2) Continues to meet the requirements for a certificate to teach as an assistant EMS instructor as set forth in this chapter;
 - (3) Possesses a current and valid certificate to practice as an EMS provider or holds a current and valid Ohio license to practice as a registered nurse or a physician assistant;
 - (4) Satisfies the requirements for a certificate to practice a set forth in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Administrative Code;
 - (5) During the preceding certification cycle, has provided not less than sixteen hours of instruction of an EMS training or continuing education program offered by an accredited institution, approved institution or while on active duty in the armed forces of the United States, including the Ohio national guard or the national guard of any other state;
 - (6) During the preceding certification cycle, has completed six hours of instructional continuing education related to the "Ohio Fire and EMS Emergency Services Instructor Curriculum Course Packet" objectives;
 - (7) Unless otherwise waived by the board, attends any mandatory instructor meetings held by the board.
- (C) There shall be no fee for an "Assistant EMS Instructor Renewal Application."
- (D) Failure to meet any of the requirements in paragraph (B) of this rule may lead to board action under rule 4765-10-03 of the Administrative Code.

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(E) Failure to renew a certificate to teach as an assistant EMS instructor in the timeline specified in this rule will result in expiration of the certificate and the applicant shall not be eligible for reinstatement.

~~(E)~~(F) An applicant for renewal must maintain records relating to the requirements set forth in paragraphs (B)(5) and (B)(6) of this rule for the current and previous certification cycle. Such records are subject to audit by the division, as directed by the board and in accordance with rule 4765-9-02 of the Administrative Code.

~~(E)~~(G) A renewed certificate to teach as an assistant EMS instructor does not become effective until the expiration of the current certificate.

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4765-18-20

~~Reinstatement of a certificate to teach as an assistant EMS instructor.~~

~~[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]~~

- ~~(A) A certificate to teach as an assistant EMS instructor will expire on its expiration date if the applicant fails to either renew such certificate or request an extension prior to the expiration date, as provided in this chapter.~~
- ~~(B) The board may reinstate a certificate to teach as an assistant EMS instructor that has expired, or become invalid due to a voluntary surrender, for no more than six months if the holder of the expired certificate:~~
- ~~(1) Submits a completed "Assistant EMS Instructor Reinstatement Application";~~
 - ~~(2) Submits an application fee of seventy five dollars;~~
 - ~~(3) Meets all qualifications for a certificate to teach as outlined in rule 4765-18-18 of the Administrative Code and this chapter;~~
 - ~~(4) Is in compliance with the requirements for a certificate to practice as set forth in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Administrative Code;~~
 - ~~(5) Has previously held a certificate to teach as an assistant EMS instructor, and such certificate was in good standing at the time the certificate expired;~~
 - ~~(6) Provides the division with documentation of successful completion of the renewal requirements set forth in paragraphs (B)(5) to (B)(6) of rule 4765-18-19 of the Administrative Code for the last certification cycle. If the applicant has not completed the continuing education requirements, the applicant must complete all requirements prior to submitting an application. The applicant shall complete the sixteen hours of instruction under the auspices of an EMS instructor through an accredited or approved institution.~~
- ~~(C) If a certificate to teach as an assistant EMS instructor has been expired, or become invalid due to voluntary surrender, for more than six months but not more than two years, the applicant must meet all the requirements for a certificate to teach as an assistant EMS instructor outlined in rule 4765-18-18 of the Administrative Code.~~
- ~~(D) If the individual previously held a certificate to teach as an assistant EMS instructor in the preceding two years, the applicant must utilize the reinstatement process set forth in this rule.~~
- ~~(E) The board shall reinstate a certificate to teach as an assistant EMS instructor, in accordance with 5903.10 of the Revised Code, upon receipt of an "Exemption Request for Continuing Education for EMS Certificates," for one of the following:~~

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- (1) ~~The holder of an expired certificate failed to meet the continuing education requirements because the holder served on active duty, as a member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, the national guard of any other state or a reserve component of the armed forces of the United States; or~~
- (2) ~~The holder of an expired certificate failed to meet the continuing education requirements because the holder's spouse served on active duty, as a member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, the national guard of any other state or a reserve component of the armed forces of the United States which resulted in the holder's absence from this state.~~

4765-18-21

~~Upgrade process for certificate to teach as assistant EMS instructor to EMS instructor.~~

~~[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]~~

- ~~(A) An individual holding a current and valid certificate to teach as an assistant EMS instructor who wants to upgrade to an EMS instructor must meet all of the following:~~
- ~~(1) Submits a completed "EMS Instructor Initial Application";~~
 - ~~(2) Must complete the forty hours in instruction of adult students and basic teaching techniques or must complete the mentorship program, as required in rule 4765-18-04 of the Administrative Code;~~
 - ~~(3) Satisfies the requirements for a certificate to practice a set forth in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Administrative Code;~~
 - ~~(4) Possesses a current and valid certificate to practice as an EMS provider or holds a current and valid Ohio license to practice as a registered nurse or a physician assistant;~~
 - ~~(5) Has passed the knowledge examination at the level of the individual's certificate to practice as an EMS provider, within the preceding three years. However, if the individual passed the knowledge examination in order to become certified as an assistant EMS instructor, regardless of time elapsed since passing the test, the individual is not required to pass another knowledge examination.~~
 - ~~(6) Has passed the instructional methods examination. Failure to pass this examination within three attempts within one year from completion of the instructor training program will require a completion of new EMS instructor training program.~~
- ~~(B) The division shall consider relevant education, training, or service completed by the holder of a certificate to practice as a member of the armed forces of the United States, the Ohio national guard, the Ohio military reserve, the Ohio naval militia, or the national guard of any other state or a reserve component of the armed forces of the United States; in determining whether the holder of a certificate to practice has met the experience and educational requirements for a certificate to teach as an EMS instructor set forth in paragraph (A) of this rule.~~
- ~~(C) All requirements for the upgrade must have been completed within the preceding three years.~~

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4765-18-22

Reinstatement of a revoked certificate to teach.

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]

- (A) The board is not obligated to reinstate or issue a new certificate to teach to an applicant whose certificate to teach has been previously revoked.
- (B) The board shall not reinstate or issue a new a certificate to teach to an applicant whose certificate to teach has been permanently revoked.
- (C) The board shall not reinstate or issue a new certificate to teach to an applicant whose certificate to teach has been revoked for less than one year from the date on which the board order revoking such certificate is journalized with the board.
- (D) Any applicant whose certificate to teach has been revoked by the board must complete all requirements for a certificate to teach for the level sought, as set forth in this chapter, as if the applicant is applying as a new applicant. Additionally, the applicant must meet the following requirements:
 - (1) Submit a completed "EMS Fire and Emergency Services Instructor Reinstatement Application," "~~Assistant EMS Instructor Reinstatement Application~~," or an "EMS Continuing Education Instructor Reinstatement Application";
 - (2) Previously held a certificate to teach for the level sought;
 - ~~(3) The course of training completed by the applicant is significantly similar to the current curriculum requirements for the level of certification sought;~~
 - ~~(4)~~(3) Meets all qualifications for a certificate to practice as outlined in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Administrative Code.
- (E) In addition to having an applicant meet the requirements set forth in this rule, the board may also take into consideration other relevant factors, including but not limited to the following, when determining whether to grant a request for reinstatement:
 - (1) The nature and severity of the acts which resulted in revocation of the applicant's certificate;
 - (2) The time elapsed since the revocation;

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- (3) Additional convictions or violations of the Revised Code occurring after the revocation;
- (4) Any evidence of rehabilitation, including but not limited to appropriate treatment or counseling, which the applicant may submit to the board;
- (5) Evidence of additional education or training, which the applicant may submit to the board;
- (6) Compliance with previous board orders, board-approved consent agreements, or court ordered sentencing;
- (7) Employment history, including compliance with any departmental discipline, which the applicant may submit to the board.