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4765-24-01

General provisions.

NEW

No institution shall provide firefighting, fire safety inspector, hazard recognition, or instructor training courses required for state certification without possessing the appropriate charter classification issued by the executive director pursuant to section 4765.55 of the Revised Code and Chapter 4765-24 of the Administrative Code.

4765-24-02Classification of firefighter, fire safety inspector, and instructor training courses.

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-25-02 of the Administrative Code.]

(A) The executive director, with the advice and counsel of the committee, shall issue a charter to a training institution that meets the requirements of rule 4765-24-03 of the Administrative Code. Classifications are issued, permitting chartered training institutions to teach specific courses, in accordance with the following:

(1) The executive director may authorize chartered programs to teach post-secondary training courses at one or more of the following classifications:

(a) Volunteer firefighter;

(b) Firefighter I;

(c) Firefighter II;

(d) Fire safety inspector;

(e) Hazard recognition officer;

(f) Fire instructor;

(g) Fire safety inspector instructor;

(h) Live fire instructor.

(2) In order to hold a hazard recognition officer classification, a chartered program shall hold a fire safety inspector classification.

(3) In order to hold a live fire instructor classification, a chartered program shall hold a fire instructor classification.

(4) The executive director may authorize chartered programs holding a firefighter II classification to teach the firefighter I course or the firefighter I and II course as set forth in rules 4765-24-11 and 4765-24-13 of the Administrative Code in secondary school public safety training programs provided that all of the following are met:

(a) The delivery of a firefighter I course or firefighter I and II course in a secondary school public safety training program was included in the approved "Fire Charter Application" submitted by the charter, or was approved by the executive director, subsequent to a written request;

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- (b) The firefighter I course or firefighter I and II course meets all requirements as set forth in rule 4765-24-03 of the Administrative Code;
- (c) The firefighter I course or firefighter I and II course curriculum is as set forth in rule 4765-24-11 or rule 4765-24-13 of the Administrative Code, as applicable;
- (d) The program utilizes individuals who hold a current and valid certificate to teach in accordance with Chapter 4765-21 of the Administrative Code in accordance with the following:
  - (i) Instructors for the firefighter I course shall hold a certificate to teach at or above the firefighter I classification level.
  - (ii) Instructors for the firefighter I and II course shall hold a certificate to teach at the firefighter II classification level.
- (e) The delivery of a firefighter I course or firefighter I and II course has been authorized by the chartered program's authorizing official.
- (5) In order to apply for an additional classification during the charter cycle, a chartered program shall submit a written request to the executive director.
  - (a) The request shall include documentation required to support the additional classification.
  - (b) Additional classifications issued by the executive director shall expire on the chartered program's current expiration date.
- (B) The executive director shall grant a volunteer firefighter classification to a chartered program that:
  - (1) Meets all requirements as set forth in rule 4765-24-03 of the Administrative Code;
  - (2) Provides the curriculum as set forth in rule 4765-24-09 of the Administrative Code;
  - (3) Utilizes individuals who hold a current and valid certificate to teach in accordance with Chapter 4765-21 of the Administrative Code at or above the volunteer firefighter classification level;
  - (4) Has authorization from its authorizing official to provide a firefighter training course at the volunteer firefighter classification level.

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(C) The executive director shall grant a firefighter I classification to a chartered program that:

- (1) Meets all requirements as set forth in rule 4765-24-03 of the Administrative Code;
- (2) Provides the curriculum as set forth in rule 4765-24-11 of the Administrative Code;
- (3) Utilizes individuals who hold a current and valid certificate to teach in accordance with Chapter 4765-21 of the Administrative Code at or above the firefighter I classification level;
- (4) Has authorization from its authorizing official to provide a firefighter training course at the firefighter I classification level.

(D) The executive director shall grant a firefighter II classification to a chartered program that:

- (1) Meets all requirements as set forth in rule 4765-24-03 of the Administrative Code;
- (2) Provides the curriculum as set forth in rule 4765-24-13 of the Administrative Code;
- (3) Utilizes individuals who hold a current and valid certificate to teach in accordance with Chapter 4765-21 of the Administrative Code at the firefighter II classification level;
- (4) Has authorization from its authorizing official to provide a firefighter training course at the firefighter II classification level.

(E) The executive director shall grant a fire safety inspector classification to a chartered program that:

- (1) Meets all requirements as set forth in rule 4765-24-03 of the Administrative Code;
- (2) Provides the curriculum as set forth in rule 4765-24-14 of the Administrative Code;
- (3) Utilizes individuals who hold a current and valid fire safety inspector instructor certificate in accordance with Chapter 4765-21 of the Administrative Code;
- (4) Has authorization from its authorizing official to provide a fire safety inspector training course.

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(F) The executive director shall grant a hazard recognition officer classification to a chartered program that:

(1) Meets all requirements as set forth in rule 4765-24-03 of the Administrative Code;

(2) Provides the curriculum as set forth in rule 4765-24-14 of the Administrative Code;

(3) Holds a fire safety inspector classification;

(4) Utilizes individuals, appointed by the program director, in accordance with the following:

(a) Each instructor shall hold a current and valid fire safety inspector certificate in accordance with Chapter 4765-20 of the Administrative Code.

(b) Each instructor shall hold a current and valid fire instructor or fire safety inspector instructor certificate in accordance with Chapter 4765-21 of the Administrative Code.

(c) Each hazard recognition officer course instructor shall be actively functioning as a fire safety inspector and instructor.

(5) Has authorization from its authorizing official to provide a hazard recognition officer training course.

(G) The executive director shall grant a fire instructor classification to teach fire instructor and assistant fire instructor training courses to a chartered program that:

(1) Meets all requirements as set forth in rule 4765-24-03 of the Administrative Code;

(2) Provides the curriculum as set forth in rule 4765-24-15 of the Administrative Code;

(3) Utilizes individuals who hold a current and valid fire instructor certificate in accordance with Chapter 4765-21 of the Administrative Code;

(4) Has authorization from its authorizing official to provide fire instructor and assistant fire instructor training courses within the fire instructor classification level;

(5) Utilizes individuals who hold a current and valid fire instructor certificate to teach in accordance with Chapter 4765-21 of the Administrative Code.

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(H) The executive director shall grant a live fire instructor classification to a chartered program that:

(1) Meets all requirements as set forth in rule 4765-24-03 of the Administrative Code;

(2) Provides the curriculum as set forth in rule 4765-24-15 of the Administrative Code;

(3) Holds a fire instructor classification;

(4) Utilizes instructors in accordance with the following:

(a) Each instructor shall hold a current and valid fire instructor or assistant fire instructor certificate in accordance with Chapter 4765-21 of the Administrative Code.

(b) Each instructor providing instruction in any live fire training evolutions shall meet the live fire instructor requirements set forth in paragraphs (C), (D), (E), and (F) of rule 4765-21-03 of the Administrative Code.

(c) Each instructor shall be appointed by the program director as a live fire instructor trainer.

(5) Has authorization from its authorizing official to provide live fire instructor training courses.

(I) The executive director shall grant a fire safety inspector instructor classification to a chartered program that:

(1) Meets all requirements as set forth in rule 4765-24-03 of the Administrative Code;

(2) Provides the curriculum as set forth in rule 4765-24-16 of the Administrative Code;

(3) Utilizes individuals who hold a current and valid fire safety inspector certificate in accordance with Chapter 4765-20 of the Administrative Code;

(4) Utilizes individuals who hold a current and valid fire safety inspector instructor certificate in accordance with Chapter 4765-21 of the Administrative Code;

(5) Has authorization from its authorizing official to provide an instructor training course at the fire safety inspector instructor classification level.

(J) A chartered program may voluntarily surrender its charter, or any classification by

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submitting a request to the executive director.

(1) Such request to surrender shall be in writing;

(2) Such surrender is subject to the executive director's approval;

(3) A surrender approved by the executive director becomes effective upon the date of approval.

(K) If a chartered program is under investigation by the division, acceptance of surrender is at the discretion of the executive director.

(L) A chartered program shall maintain all documentation required in rule 4765-24-03 for the duration of the current cycle and one previous charter cycle. Voluntary surrender does not alleviate a chartered program of this requirement.

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**Military provisions related to firefighter, fire safety inspector,  
and instructor certificates and application processing.**

(A) For the purpose of this rule, the following definitions shall apply:

- (1) "Active duty" means active duty pursuant to an executive order of the president of the United States, an act of congress of the United States, or section 5919.29 or 5923.21 of the Revised Code.
- (2) "Armed forces" shall have the same meaning as in section 5903.01 of the Revised Code.
- (3) "Certificate" means a certificate to practice or teach issued in accordance with section 4765.55 of the Revised Code and Chapter 4765-20 or 4765-21 of the Administrative Code.
- (4) "Completed application" means an application for a certificate that has been submitted to the division with the form filled out in its entirety and all relevant documentation attached. Relevant documentation includes:
  - (a) Military discharge and separation document "DD-214";
  - (b) Military identification card or other official military documentation approved by the executive director of the division;
  - (c) Transcript or training record received during military service;
  - (d) Training certificates received during military service;
  - (e) Marriage certificate;
  - (f) Other documentation as approved by the executive director.
- (5) "Division" means the division of emergency medical services within the Ohio department of public safety.
- (6) "Executive director" means the individual appointed by the director of public safety, pursuant to section 4765.03 of the Revised Code, to serve as the chief executive officer of the state board of emergency medical, fire, and transportation services and as the executive director of the division of emergency medical services.



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- (7) "Veteran" shall have the same meaning as in section 5903.01 of the Revised Code.

(B) Eligibility for a certificate issued in accordance with this rule.

In accordance with section 5903.03 of the Revised Code and rule 4765-20-11 and/or rule 4765-21-12 of the Administrative Code, the division shall consider substantially equivalent military experience, education, and training when determining whether an applicant who is a veteran or member of the armed forces has met all or part of the requirements for a certificate. An applicant who is a veteran or member of the armed forces shall provide all relevant documentation demonstrating his or her military experience, education, and training to assist the division in its determination.

(C) Renewal of a certificate in accordance with this rule.

- (1) In accordance with section 5903.10 of the Revised Code, the holder of an expired certificate shall be granted renewal of the expired certificate if the following conditions are met:
- (a) The holder presents the division with satisfactory evidence that the holder or the holder's spouse, as applicable, was honorably discharged or separated from the military under honorable conditions, and either of the following applies:
    - (i) The certificate was not renewed because of the holder's service in the armed forces.
    - (ii) The certificate was not renewed because the holder's spouse's service in the the armed forces resulted in the holder's absence from this state.
  - (b) The certificate renewal application and military discharge evidence is submitted to the division within six months of the holder's or holder's spouse's discharge, as applicable, from the armed forces.
  - (c) The certificate holder meets the requirements for renewal of a certificate as set forth in Chapter 4765-20 and/or Chapter 4765-21 of the Administrative Code.
- (2) A veteran or spouse of a veteran who meets the conditions in this paragraph

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shall not be assessed a penalty for submitting a late renewal application.

(D) Continuing education and instructional renewal requirements.

- (1) In accordance with section 5903.12 of the Revised Code and Chapter 4765-20 and/or Chapter 4765-21 of the Administrative Code, a certificate holder who has served on active duty during the current or prior certification cycle may request an extension of time to complete the current continuing education or instructional renewal requirement, if both of the following conditions are met:
  - (a) The certificate holder submits documentation to the division stating that the certificate holder requires the extension of the current certification cycle because the certificate holder has served on active duty during the current or prior certification cycle.
  - (b) The documentation submitted certifies the active duty service and the length of that active duty service as a period in excess of thirty-one days during the current or prior continuing education or instructional renewal certification cycle.
- (2) Upon the division's receipt of satisfactory evidence of service, in accordance with section 5903.12 of the Revised Code, the division shall extend the current continuing education or instructional renewal certification cycle by an amount of time equal to the total number of months that the certificate holder spent on active duty service during the current certification cycle. Any portion of a month served shall be considered one full month.
- (3) The division shall consider relevant education, training, or service completed by the certificate holder as a member of the armed forces in determining whether the certificate holder has fulfilled required continuing education.
- (4) All provisions of this paragraph shall apply to any certificate holder who is the spouse of a person who has served on active duty when that service resulted in the certificate holder's absence from this state.

(E) Processing of completed armed forces applications.

- (1) The division shall track and monitor each application for a certificate that has been received from an applicant who is a:
  - (a) Veteran;

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- (b) Member of the armed forces;
  - (c) Spouse of a veteran or member of the armed forces; or
  - (d) Surviving spouse of a veteran or member of the armed forces.
- (2) The division shall prioritize and expedite each completed initial application and renewal application received from an applicant who is a:
- (a) Veteran;
  - (b) Member of the armed forces;
  - (c) Spouse of a veteran or member of the armed forces; or
  - (d) Surviving spouse of a veteran or member of the armed forces.
- (3) In order to expedite the processing of completed applications and renewals, especially for individuals facing imminent deployment, the division shall accept necessary information in support of the application by electronic and other appropriate means.

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**Qualifications for a fire charter.**

NEW

[Comment: For dates and availability of material incorporated by reference in this rule this rule see rule 4765-25-02 of the Administrative Code.]

(A) The executive director, with advice and counsel of the committee, shall issue a charter to provide firefighter, fire safety inspector, hazard recognition officer, and instructor courses, in accordance with the classifications set forth in rule 4765-24-02 of the Administrative Code, to a training institution that satisfies all the following requirements:

- (1) Submits a completed "Fire Charter Application" to the division;
- (2) Possesses a good reputation, as defined in rule 4765-25-01 of the Administrative Code;
- (3) Has an authorizing official with a good reputation who assumes ultimate responsibility for all aspects of the program;
- (4) Offers firefighter, fire safety inspector, hazard recognition officer, and instructor courses that satisfy the curriculum requirements as set forth in this chapter;
- (5) Establishes an advisory committee that shall meet at least one time each year based on the charter cycle and includes a minimum of five individuals consisting of the program director, fire chiefs, instructors, and others from the fire community;
- (6) Utilizes individuals who hold a valid and current certificate to teach in accordance with Chapter 4765-21 of the Administrative Code;
  - (a) Instructors shall be employed or contracted by the chartered program; and
  - (b) Instructors shall only teach courses at or below the level of an instructor's fire training certificate.
- (7) Has a sufficient number of fire instructors to ensure that the ratio of students to instructors does not exceed five to one during all practical skills instruction or evaluation;
- (8) For all approved classifications, possesses, or has access through current and valid affiliation agreements, to equipment, apparatus, burn facilities, props, and supplies that are necessary to instruct and test all course performance objectives, meet current standards, and are in a sufficient quantity for the number of students and instructors participating in each course;
  - (a) Equipment, burn facilities and apparatus shall be inspected and maintained in accordance with manufacturers recommendations;

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- (b) Equipment, burn facilities and apparatus shall be in compliance with applicable NFPA standards, including but not limited to:
- (i) Personal protective clothing shall be inspected, maintained, and tested in accordance with applicable requirements of "NFPA 1851";
  - (ii) Self-contained breathing apparatus shall be inspected, maintained, and tested in accordance with applicable requirements of "NFPA 1852";
  - (iii) Fire apparatus, fire pumps, and aerial devices shall be inspected, maintained, and tested in accordance with applicable requirements of "NFPA 1911";
  - (iv) Live burn facilities shall be constructed, inspected, and maintained in accordance with applicable requirements of "NFPA 1403";
  - (v) Fire hose shall be inspected and tested in accordance with applicable requirements of "NFPA 1962";
  - (vi) Fire extinguishers shall be inspected and tested in accordance with applicable requirements of "NFPA 10";
  - (vii) Ground ladders shall be inspected and service tested in accordance with applicable requirements of "NFPA 1932";
- (9) Has sufficient classroom and laboratory facilities to accommodate the number of students participating in each course;
- (10) Has a computer lab, or has access to a computer lab through an affiliation agreement, that meets the requirements as set forth in rule 4765-24-20 of the Administrative Code;
- (11) Has comprehensive current publications, media resources, and electronic resources relating to fire services, as well as the minimum curriculum for firefighter, fire safety inspector, hazard recognition officer, and instructor courses as established under section 4765.55 of the Revised Code and this chapter;
- (12) Has and maintains one fixed geographic location within the boundaries of the state of Ohio where a chartered program is operated and where training is conducted, including an office in a fixed geographic location where records are maintained. Such location shall not consist of a house trailer, residence, tent, temporary stand, rooming house, apartment, post office box, or in a room in a hotel or motel;

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- (13) Provides classroom environments that are safe, sanitary, and conducive to learning;
- (14) Possesses financial resources that are sufficient for the operation of the program in the manner set forth in the application for a charter;
- (15) Has written policies approved by its advisory committee that include all of the following:
  - (a) Methodology used in determining grades;
  - (b) Methodology used to document missed hours and record makeup procedures for completing all course hours;
  - (c) Criteria for successful completion of the training course;
  - (d) Grounds for dismissal from the course;
  - (e) Disciplinary and grievance procedures including mechanism for appeals;
  - (f) Procedures for voluntary student withdrawals from the course;
  - (g) Procedures for refunding tuition payments;
  - (h) Admission requirements;
  - (i) Requirements or restrictions regarding student attire;
  - (j) Costs associated with the training course, including tuition, materials, and fees;
  - (k) Information regarding course schedules, content, and objectives;
  - (l) Prohibition against discrimination towards students on the basis of race, color, religion, gender, sexual orientation, age, or national origin;
  - (m) Prohibition against students being assigned emergency response duties during scheduled classroom instruction or practical training during firefighter, fire safety inspector, hazard recognition officer, or instructor training;
  - (n) Procedures for reporting accidents and injuries sustained during a course;
  - delete  
space (o) Procedures for conducting live fire training that meet the current edition of "NFPA 1403";
  - (p) Procedures to follow during extreme weather conditions;

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- (q) Requirements that equipment, apparatus, burn facilities, props, and supplies meet the current editions of NFPA as required in paragraph (A)(8) of this rule;
  - (r) Security parameters that protect the students' financial and personal information in accordance with state and federal laws;
  - (s) Healthcare services available to students by or through the chartered program.
- (B) In addition to the requirements set forth in paragraph (A) of this rule, a training institution issued a charter under section 4765.55 of the Revised Code and this chapter shall:
- (1) Conduct at least one course at each authorized classification level per cycle.
    - (a) Conducting a firefighter course at the highest approved classification level fulfills the requirement to teach firefighter courses at lower classification levels.
    - (b) Conducting a fire safety inspector course fulfills the requirement to teach a hazard recognition officer course.
  - (2) Submit each course request to the division for approval at least seven days prior to the start of each course to include the following: course type, start date, location, lead instructor, skills coordinator, and class schedule with topics and student contact hours;
  - (3) Assure compliance with examination administration requirements as specified in rules 4765-24-20 and 4765-24-21 of the Administrative Code;
  - (4) Require each student enrolled in a firefighter, fire safety inspector, hazard recognition officer, fire instructor, fire safety inspector instructor, or live fire instructor course to have course materials that meet the course objectives as set forth in Chapter ~~4756~~4765-24 of the Administrative Code;
  - (5) Require student attendance in accordance with the following:
    - (a) Attendance is required in all firefighter, fire safety inspector, hazard recognition officer, and instructor courses;
    - (b) All absences from a scheduled class shall be documented;
    - (c) Any absences from a scheduled class shall be made up and accurately documented in a manner approved by the program director.

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- (6) Keep accurate attendance records for each course in a manner acceptable to the program director;
- (7) Provide regular evaluations of student performance and achievement throughout each course including written and practical skills examinations as set forth in rules 4765-24-20 and 4765-24-21 of the Administrative Code and performance objective check-off sheets as approved by the executive director;
- (8) Issue a certificate of course completion to each student who successfully passes all course components and completes the training course administered by the chartered program;
- (9) Following the completion of each course, the instructor shall give all course records as set forth in this rule to the program director, who shall review the records to ensure each student meets all course requirements prior to issuance of a certificate of course completion;
- (10) Require that all students are notified of the process for obtaining a firefighter, fire safety inspector, hazard recognition officer, or instructor certificate issued by the executive director pursuant to section 4765.55 of the Revised Code and Chapters 4765-20 and 4765-21 of the Administrative Code;
- (11) Require each student to conduct written evaluations of instructor performance for each course;
- (12) Require the program director to conduct written evaluations of each instructor's performance for at least one course per charter cycle within each classification taught;
- (13) Conduct written evaluations of the courses including content of each course;
- (14) Allow access by the division to student firefighter, fire safety inspector, hazard recognition officer, and instructor training records to verify successful completion of all certification requirements as set forth in Chapters 4765-20, 4765-21, and 4765-24 of the Administrative Code;
- (15) Allow the division to review instructor records in order to verify compliance in accordance with Chapter 4765-21 of the Administrative Code;
- (16) Allow the division to review program materials and monitor the testing processes utilized by the chartered program;
- (17) Allow site inspections by the division;
- (18) Maintain written or electronic documentation of compliance with this chapter, for all courses required for state certification including, but not limited to,



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firefighter, fire safety inspector, hazard recognition officer, and instructor. The following information for each class, as appropriate per classification, shall appear for the previous and current charter cycle:

(a) Lesson plans, course schedules, course locations, and policies in compliance with this chapter;

(b) Evaluations of instructors' and students' performance;

(c) Attendance records for each course conducted by the chartered program showing completion of required hours and course objectives;

(d) Accident and injury reports;

(e) Objective check-off sheets;

(f) Documentation of current and valid student and instructor certificates including, but not limited to, firefighter, fire safety inspector, hazard recognition officer, and instructor certificates, as applicable;

(g) Affiliation agreements as set forth in this rule;

(h) Documentation of compliance with admission requirements for all courses required for state certification including, but not limited to, firefighter, fire safety inspector, hazard recognition officer, and instructor courses;

(i) The minutes of advisory committee meetings including an agenda, discussion of issues, and attendance record for each meeting that is conducted in accordance with this rule;

(j) Documentation of compliance with "NFPA 1403" on live fire training to include, but not limited to:

(i) Burn facility inspection records;

(ii) Burn facility maintenance records;

(iii) Burn building floor plans;

(iv) Burn facility site plans;

(v) Pre-burn and post-burn procedures;

(vi) Student prerequisites;

(vii) Instructor, student, support personnel, and apparatus assignments, to include rest and rehabilitation, for each evolution;

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- (viii) Written learning objectives for all evolutions;
  - (ix) Temperature monitoring of all live burn evolutions;
  - (x) Instructor to student ratio.
  - (k) Documentation of student completion of "National Incident Management System Course IS-700" and "National Incident Management System Course ICS-100" or the online equivalent;
  - (l) Documentation of student completion of an approved emergency vehicle operations ~~operator~~ course;
  - (m) Documentation of student completion of an approved hazardous materials awareness and operations course;
  - (n) Documentation of completion of "Courage to be Safe: Sixteen Life Safety Initiatives Course";
  - (o) Documentation of student completion of minimum emergency medical care performance capabilities as required by "NFPA 1001," chapter 4;
  - (p) State knowledge and practical skills examination documentation for each student;
  - (q) Compliance with all written policies and procedures.
- (C) In addition to the requirements set forth in paragraphs (A) and (B) of this rule, a training institution issued a charter under section 4765.55 of the Revised Code and this chapter, during the charter cycle for each classification held, shall meet one of the following:
- (1) At least eighty percent of the training program's students who take the written portion of the initial certification examination shall receive a passing score; or
  - (2) At least sixty-five percent of the training program's students who take the written portion of the initial certification examination shall receive a passing score on their first attempt to pass the examination.
- (D) Every twenty-four months the executive director shall review the passing percentage requirement established in this rule to determine whether the requirement needs to be amended.
- (E) Secondary school public safety programs shall complete all curricula requirements for firefighter I or firefighter I and II as set forth in rules 4765-24-11 and 4765-24-13 of the Administrative Code, as applicable.

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- (F) The authorizing official of a training institution shall serve as the program director unless the authorizing official designates a program director with a good reputation who assumes responsibility for program oversight.
- (1) The program director shall ensure compliance with this chapter and all rules and laws applicable to the administration of all firefighter, fire safety inspector, hazard recognition officer, and instructor courses;
- (2) The designation of a program director does not alleviate the authorizing official of the responsibility for compliance with this chapter and all rules and laws applicable to the administration of all firefighter, fire safety inspector, hazard recognition officer, and instructor courses.
- (G) In the event of charter or classification expiration, voluntary surrender, or revocation, the chartered program shall maintain all documentation required in this rule for the cycle in which the classification expired, was surrendered, or revoked, plus the previous cycle.
- (H) A charter issued under section 4765.55 of the Revised Code and this chapter shall be valid for three years and may be renewed according to guidelines established in rule 4765-24-05 of the Administrative Code.
- (I) A chartered program shall maintain all documentation required in this rule for the duration of the current cycle and one previous charter cycle. Revocation or voluntary surrender does not alleviate a chartered program of this requirement.
- (J) If a chartered program is utilizing a location outside of the state of Ohio, the chartered program shall comply with Chapter 4765-24 of the Administrative Code and any applicable law, rules, or regulations in that state.

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4765-24-04**Application for a fire charter.****NEW**

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-11-0125-02 of the Administrative Code.]

(A) An applicant for a charter to provide firefighter, fire safety inspector, hazard recognition officer, or instructor courses, issued pursuant to section 4765.55 of the Revised Code and this chapter, shall submit a completed "Fire Charter Application" to the division.

(B) There shall be no application fee for a fire charter issued under this chapter.

(C) An application that is not filled out in the manner specified may be deemed incomplete by the executive director. Incomplete applications will not be considered by the executive director.

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**Renewal of a fire charter.****NEW**

[Comment: For dates and availability of material incorporated by reference in this rule this rule see see rule 4765-25-02 of the Administrative Code.]

(A) The executive director shall make the "Fire Charter Application" available to each chartered program seeking renewal.

(1) The application shall be made available no later than ninety days prior to the current charter's expiration date.

(2) The application for renewal shall clearly indicate the date by which it shall be completed and received by the division.

(B) An application to renew a charter shall be received by the division no later than the thirtieth day prior to the expiration date of the current charter cycle.

(C) A chartered fire training institution may continue to conduct courses within approved classifications beyond the expiration date of the charter if the charter has submitted a completed "Fire Charter Application" to the division no later than the thirtieth day prior to the expiration date. Approval to continue to conduct courses is dependent on the program remaining in good standing and may continue until the charter renewal process is complete.

(D) The executive director shall renew a fire charter that meets the following requirements:

(1) Submits a completed "Fire Charter Application" to the division no later than the thirtieth day prior to the expiration date of the current charter cycle.

(2) Demonstrates compliance with the requirements as set forth in section 4765.55 of the Revised Code and rule 4765-24-03 of the Administrative Code;

(3) Has conducted at least one course at each authorized classification level in the most recent charter cycle.

(a) Conducting a firefighter course at the highest approved classification level fulfills the requirement to teach firefighter courses at lower classification levels.

(b) Conducting a fire safety inspector course fulfills the requirement to teach a hazard recognition officer course.

(4) During the charter cycle, for each classification held, the training program met one of the following:

(a) Not less than sixty-five percent of the training program's students who took the written portion of the initial certification examination received

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a passing score on their first attempt to pass the examination; or

(b) Not less than eighty percent of the training program's students who took the written portion of the initial certification examination received a passing score within three attempts.

(E) Failure to submit an application by the expiration date of the charter shall result in expiration of the charter. An institution with an expired charter:

(1) Shall not conduct firefighter, fire safety inspector, hazard recognition officer, or instructor courses;

(2) Shall maintain written or electronic documentation of compliance with this chapter, for all firefighter, fire safety inspector, hazard recognition officer, and instructor training courses for six years from the date of expiration.

(F) An institution with an expired charter that wishes to conduct firefighter, fire safety inspector, hazard recognition officer, or instructor courses shall reinstate as set forth in rule 4765-24-07 of the Administrative Code.

(G) The division may conduct site inspections in order to determine whether a chartered program remains in compliance with the requirements of this chapter.

4765-24-06Notification to executive director.

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-25-02 of the Administrative Code.]

(A) Each chartered program shall provide written notice to the executive director no later than ten days after a change in any of the following:

(1) Mailing address;

(2) Program director or contact information;

(3) Authorizing official or contact information;

(4) Test proctors;

(5) Email address;

(6) Instructor trainers;

(7) Textbook publisher or version for each course.

(B) Prior to implementation, each chartered program shall submit a written request to and receive approval from the executive director of proposed changes in any of the following:

(1) Fixed geographic location where the chartered program is operated and training is conducted, including the office where records are maintained;

(2) Live fire training facilities;

(3) Offsite locations;

(4) Affiliation agreements;

(5) "Written Testing Agreement," when it involves a change in location, facilities, program director, or authorizing official;

(6) Program-specific course objectives or check-off sheets;

(7) Program name;

(8) Volunteer firefighter course curriculum.

4765-24-07

**Reinstatement of an expired or voluntarily surrendered fire charter or classification.**

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-25-02 of the Administrative Code.]

(A) A fire charter or classification that has expired or was voluntarily surrendered shall be reinstated by the executive director, if all of the following apply:

(1) A completed "Fire Charter Application" is submitted to the division no later than three years after the charter expired or was voluntarily surrendered;

(2) The applicant is in compliance with the requirements of section 4765.55 of the Revised Code and rules 4765-24-02 to 4765-24-03 of the Administrative Code;

(3) At the time the charter or classification expired or was voluntarily surrendered, the charter was in compliance with the requirements of section 4765.55 of the Revised Code and rules 4765-24-02 to 4765-24-03 of the Administrative Code, was in good standing, and was not under investigation or disciplinary action for any violations of this chapter.

(B) The division shall review all records and documents related to the cycle in which the charter expired or was voluntarily surrendered and the previous charter cycle. Failure to permit access to requested records and documents may result in denial of the application.

(C) An applicant whose charter or classification expired or was voluntarily surrendered within the time period for reinstatement is not eligible for a new certificate under rule 4765-24-02 of the Administrative Code.



4765-24-08**Reinstatement of a revoked fire charter or classification.**

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-25-02 of the Administrative Code.]

(A) In accordance with the parameters set forth in this rule, the executive director may reinstate a charter or classification that has previously been revoked, if the applicant's charter or classification has been revoked for at least one year, but no more than three years from the date the executive director's revocation order was journalized.

(B) In order to be eligible for reinstatement, the applicant shall:

(1) Submit a completed "Fire Charter Application" to the division;

(2) Have previously held a charter or classification at the level of reinstatement sought;

(3) Have maintained all chartered program records required by rule 4765-24-03 for the cycle in which the charter was revoked and one previous charter cycle for review by the division;

(4) Meet all requirements for the issuance of a charter as set forth in rule 4765-24-03 of the Administrative Code;

(5) Meet all requirements for the provision of a classification as set forth in rule 4765-24-02 of the Administrative Code.

(C) In addition to meeting the requirements for a charter and classification as set forth in this chapter, the executive director may take into consideration other relevant factors when determining whether to grant a request for reinstatement. These factors include, but are not limited to the following:

(1) The nature and severity of the acts that resulted in the revocation of the applicant's charter or classification;

(2) The time that has elapsed since the revocation;

(3) Evidence of additional violations occurring after the revocation;

(4) Compliance with previous executive director orders or consent agreements.

(D) The executive director shall not reinstate a charter or classification if any of the following apply:

(1) The applicant's charter or classification was permanently revoked by the executive director;

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- (2) The applicant's charter or classification has not been revoked for at least one year from the date the executive director's revocation order was journalized.
- (3) The applicant's charter or classification has been revoked for more than three years. Such applicant shall apply for a new charter or classification in accordance with rules 4765-24-02 and 4765-24-03 of the Administrative Code.

4765-24-09**Volunteer firefighter course.**

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-25-02 of the Administrative Code.]

(A) A training course for a volunteer firefighter certification shall consist of thirty-six hours of training:

(1) The course shall meet the volunteer firefighter course objectives approved by the executive director, with advice and counsel of the committee as provided in "Volunteer Firefighter Certification Requirements."

(2) The volunteer firefighter course shall be approved by the executive director prior to delivery.

(B) A chartered fire training program shall use the "Volunteer Firefighter Course Objectives Check-Off Sheet" and "Volunteer Firefighter Practical Skills Sheets" approved by the executive director with advice and counsel of the committee, when conducting a volunteer firefighter training course.

(C) A chartered program shall admit only those individuals who meet the following requirements into a volunteer firefighter course:

(1) Individuals shall be at least eighteen years of age, except that a chartered program may admit a student who is seventeen years old into a post-secondary volunteer firefighter course provided that the student has graduated or is enrolled in the twelfth or final grade in a secondary school program:

(2) Individuals shall meet all admission requirements established by the chartered program.

(D) Volunteer firefighter course instructors shall be appointed by the program director in accordance with the following:

(1) Each instructor shall hold a current and valid firefighter certificate in accordance with Chapter 4765-20 of the Administrative Code.

(2) Each instructor shall hold a current and valid fire or assistant fire instructor certificate in accordance with Chapter 4765-21 of the Administrative Code.

(E) The training requirements listed in paragraph (A) of this rule shall commence and end within a consecutive twelve month period.

(F) A chartered program shall not allow students enrolled in a volunteer firefighter training course to participate in any training involving immediately dangerous to life and health (IDLH) environments to include any live fire training.

4765-24-10

**Firefighter I transition course.**

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-25-02 of the Administrative Code.]

(A) A training course to transition a certified volunteer firefighter to the firefighter I certification level shall consist of at least one hundred twenty-four hours and shall include all of the following:

(1) A minimum of ninety-six hours that meets the general knowledge requirements, general skill requirements, and the job performance requirements specified in "NFPA 1001" for firefighter I, as set forth in the firefighter I course objectives approved by the executive director, with advice and counsel of the committee as provided in ~~"Firefighter I Certification Requirements":~~

**"Firefighter I Transition Certification Requirements"**

(2) A minimum of twenty-four hours of hazardous materials awareness and operations level training that meets the mission-specific competencies specified in "NFPA 1072" as required by "NFPA 1001," and the objectives as set forth in the "Hazardous Materials Awareness and Operations Course Objectives" approved by the executive director, with advice and counsel of the committee;

(3) "Courage to be Safe: Sixteen Life Safety Initiatives Course" totaling at least four hours.

**"Firefighter Training Course Objectives & Recommended Hours Guide"**

(B) The ~~"Recommended Instructional Hour Guide for Fire Training Courses,"~~ approved by the executive director, with advice and counsel of the committee, shall be used as a guide when delivering firefighter I transition courses.

(C) A chartered fire training program may reorganize or add to the program-specific course objectives and objective check-off sheets to align with the program's course schedule.

(1) All program-specific course objectives and objective check-off sheets shall meet all of the requirements as outlined in the firefighter I course objectives provided in "Firefighter I Certification Requirements":

(2) Program-specific course objectives and objective check-off sheets shall be approved by the executive director prior to implementation;

(3) A chartered program that chooses to reorganize or add to the program-specific course objectives and objective check-off sheets shall provide a cross reference to the firefighter I course objectives provided in "Firefighter I Certification Requirements" to assist with program review.

(D) A chartered fire training program shall use the firefighter I practical skills sheets approved by the executive director, with advice and counsel of the committee, when conducting practical skills testing for state certification.

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(E) A chartered program shall admit only those individuals who meet the following requirements into a firefighter I transition course:

- (1) Individuals shall be at least eighteen years of age;
- (2) Individuals shall hold a current and valid volunteer firefighter certificate, in good standing;
- (3) Individuals shall meet "NFPA 1001" chapter 4 entrance requirements;
- (4) Individuals shall meet all admission requirements established by the chartered program.

(F) Firefighter I transition course instructors shall be appointed by the program director in accordance with the following:

- (1) Each instructor shall hold a current and valid firefighter I or firefighter II certificate in accordance with Chapter 4765-20 of the Administrative Code.
- (2) Each instructor shall hold a current and valid fire instructor or assistant fire instructor certificate in accordance with Chapter 4765-21 of the Ohio Administrative Code.

(G) The training requirements listed in paragraph (A) of this rule shall commence and end within a consecutive twelve-month period.

(H) Prior to being permitted to participate in live fire training evolutions, students shall meet the minimum student prerequisites to participate in live fire training evolutions in accordance with "NFPA 1403" chapter 4.

4765-24-11

**Firefighter I course.**

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[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-25-02 of the Administrative Code.]

(A) A training course for a firefighter I certificate shall consist of at least one hundred sixty hours and shall include all of the following:

(1) A minimum of one hundred thirty-two hours of firefighter training that meets the general knowledge requirements, general skill requirements, and the job performance requirements specified in "NFPA 1001" for firefighter I, as set forth in the firefighter I course objectives approved by the executive director, with advice and counsel of the committee as provided in "Firefighter I Certification Requirements";

(2) A minimum of twenty-four hours of hazardous materials awareness and operations level training that meets the mission-specific competencies specified in "NFPA 1072" as required by "NFPA 1001," and the objectives as set forth in the "Hazardous Materials Awareness and Operations Course Objectives" approved by the executive director, with advice and counsel of the committee;

(3) "Courage to be Safe: Sixteen Life Safety Initiatives Course" totaling at least four hours.

**"Firefighter Training Course Objectives & Recommended Hours Guide"**

(B) The ~~"Recommended Instructional Hour Guide for Fire Training Courses,"~~ approved by the executive director, with advice and counsel of the committee, shall be used as a guide when delivering firefighter I courses.

(C) A chartered fire training program may reorganize or add to the program-specific course objectives and objective check-off sheets to align with the program's course schedule.

(1) All program-specific course objectives and objective check-off sheets shall meet all of the requirements as outlined in the firefighter I course objectives provided in "Firefighter I Certification Requirements";

(2) Program-specific course objectives and objective check-off sheets shall be approved by the executive director prior to implementation;

(3) A chartered program that chooses to reorganize or add to the program-specific course objectives and objective check-off sheets shall provide a cross reference to the firefighter I course objectives provided in "Firefighter I Certification Requirements" to assist with program review.

(D) A chartered fire training program shall use the firefighter I practical skills sheets approved by the executive director when conducting practical skills testing for state certification.

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(E) A chartered program shall admit only those individuals who meet the following requirements into a firefighter I course:

(1) Individuals shall be at least eighteen years of age, except as permitted in paragraphs (G) and (H) of this rule;

(2) Individuals shall meet "NFPA 1001" chapter 4 entrance requirements;

(3) Individuals shall demonstrate a pre-determined level of cognitive proficiency by one of the following methods:

(a) Through successful completion of a cognitive-based pre-admission assessment or test such as the ACT, SAT, Work Keys, Compass, Accuplacer, TABE, or equivalent;

(b) Through achievement of a minimum high school or college GPA as determined by the charter program to be an appropriate indicator for successful completion of the program.

(4) Individuals shall meet all admission requirements established by the chartered program;

(F) A chartered program shall determine the appropriate level of academic or cognitive performance that it deems an appropriate indicator for successful completion of the program. At the discretion of the chartered program, applicants who do not meet the minimum cognitive assessment score or academic performance level, as required in paragraph (E) of this rule, may be granted admission to a firefighter I course subsequent to completion of remediation.

(G) A chartered program may admit a student who is seventeen years old into a secondary or post-secondary firefighter I course provided that the student has graduated or is enrolled in the twelfth or final grade in a secondary school program.

(H) A chartered program may admit a student into a secondary school firefighter I course who is sixteen years old provided that the student is enrolled in the eleventh grade or twelfth grade in a secondary school public safety program. In the eleventh grade:

(1) Participation shall be limited to classroom and practical skills activities associated with firefighter I course objectives;

(2) The student is prohibited from participation in any training involving immediately dangerous to life and health (IDLH) environments to include any live fire training.

(I) Firefighter I course instructors shall be appointed by the program director in accordance with the following:

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- (1) Each instructor shall hold a current and valid firefighter I or firefighter II certificate in accordance with Chapter 4765-20 of the Administrative Code.
- (2) Each instructor shall hold a current and valid fire instructor or assistant fire instructor certificate in accordance with Chapter 4765-21 of the Ohio Administrative Code.
- (J) The training requirements listed in paragraph (A) of this rule shall commence and end within a consecutive twelve-month period.
- (K) Prior to being permitted to participate in live fire training evolutions, students shall meet the minimum student prerequisites to participate in live fire training evolutions in accordance with "NFPA 1403" chapter 4.



4765-24-12**Firefighter II transition course.**

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-25-02 of the Administrative Code.]

- (A) A training course to transition a certified firefighter I to the firefighter II certification level shall consist of a minimum of eighty-four hours that meets the general knowledge requirements, general skill requirements, and the job performance requirements specified in "NFPA 1001" for firefighter II, as set forth in the firefighter II course objectives approved by the executive director, with advice and counsel of the committee as provided in "Firefighter II Transition Certification Requirements"; **"Firefighter Training Course Objectives & Recommended Hours Guide"**
- (B) The ~~"Recommended Instructional Hour Guide for Fire Training Courses,"~~ approved by the executive director, with advice and counsel of the committee, shall be used as a guide when delivering firefighter II transition courses.
- (C) A chartered fire training program may reorganize or add to the program-specific course objectives and objective check-off sheets to align with the program's course schedule.
- (1) All program-specific course objectives and objective check-off sheets shall meet all of the requirements as outlined in the firefighter II course objectives provided in "Firefighter II Transition Certification Requirements";
- (2) Program-specific course objectives and objective check-off sheets shall be approved by the executive director prior to implementation;
- (3) A chartered program that chooses to reorganize or add to the program-specific course objectives and objective check-off sheets shall provide a cross reference to the firefighter II course objectives provided in "Firefighter II Transition Certification Requirements" to assist with program review.
- (D) (D) A chartered fire training program shall use the firefighter II practical skills sheets approved by the executive director when conducting practical skills testing for state certification.
- (E) A chartered program shall admit only those individuals who meet the following requirements into a firefighter II transition course:
- (1) Individuals shall be at least eighteen years of age;
- (2) Individuals shall hold a current and valid firefighter I certificate, in good standing, for admission to a firefighter II transition course.
- (3) Individuals shall have successfully completed a hazardous materials awareness and operations course.

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- (4) "Courage to be Safe: Sixteen Life Safety Initiatives Course" totaling at least four hours.
- (5) Individuals shall meet "NFPA 1001" chapter 4 entrance requirements;
- (6) Individuals shall meet all admission requirements established by the chartered program.
- (F) Firefighter II course instructors shall be appointed by the program director in accordance with the following:
  - (1) Each instructor shall hold a current and valid firefighter II certificate in accordance with Chapter 4765-20 of the Administrative Code.
  - (2) Each instructor shall hold a current and valid fire instructor or assistant fire instructor certificate in accordance with Chapter 4765-21 of the Ohio Administrative Code.
- (G) The training requirements listed in paragraph (A) of this rule shall commence and end within a consecutive twelve-month period.
- (H) Prior to being permitted to participate in live fire training evolutions, students shall meet the minimum student prerequisites to participate in live fire training evolutions in accordance with "NFPA 1403" chapter 4.

4765-24-13**Firefighter I and II course.**

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-25-02 of the Administrative Code.]

(A) A training course for a firefighter I and II certificate shall consist of at least two hundred forty-four hours and shall include all of the following:

(1) A minimum of two hundred sixteen hours that meets the general knowledge requirements, general skill requirements, and the job performance requirements specified in "NFPA 1001" for firefighter I and firefighter II, as set forth in the firefighter I and II course objectives approved by the executive director, with advice and counsel of the committee as provided in "Firefighter I and II Certification Requirements";

(2) A minimum of twenty-four hours of hazardous materials awareness and operations level training that meets the mission-specific competencies specified in "NFPA 1072" as required by "NFPA 1001," and the objectives as set forth in the "Hazardous Materials Awareness and Operations Course Objectives" approved by the executive director, with advice and counsel of the committee;

(3) "Courage to Be Safe.: Sixteen Life Safety Initiatives Course" totaling at least four hours.

**"Firefighter Training Course Objectives & Recommended Hours Guide"**

(B) The ~~"Recommended Instructional Hour Guide for Fire Training Courses,"~~ approved by the executive director, with advice and counsel of the committee, shall be used as a guide when delivering firefighter I and II courses.

(C) A chartered fire training program may reorganize or add to the program-specific course objectives and objective check-off sheets to align with the program's course schedule.

(1) All program-specific course objectives and objective check-off sheets shall meet all of the requirements as outlined in the firefighter I and II course objectives provided in "Firefighter I and II Certification Requirements";

(2) Program-specific course objectives and objective check-off sheets shall be approved by the executive director prior to implementation;

(3) A chartered program that chooses to recognize or add to the program-specific course objectives and objective check-off sheets shall provide a cross reference to the firefighter I and II course objectives provided in "Firefighter I and II Certification Requirements" to assist with program review.

(D) A chartered fire training program shall use the firefighter I and II practical skills sheets approved by the executive director when conducting practical skills testing for state certification.

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(E) A chartered program shall admit only those individuals who meet the following requirements into a firefighter I and II course:

(1) Individuals shall be at least eighteen years of age, except as permitted in paragraphs (G) and (H) of this rule;

(2) Individuals shall meet "NFPA 1001" chapter 4 entrance requirements;

(3) Individuals shall demonstrate a pre-determined level of cognitive proficiency by one of the following methods:

(a) Through successful completion of a cognitive-based pre-admission assessment or test such as the ACT, SAT, Work Keys, Compass, Accuplacer, TABE, or equivalent;

(b) Through achievement of a minimum high school or college GPA as determined by the charter program to be an appropriate indicator for successful completion of the program.

(4) Individuals shall meet all admission requirements established by the chartered program.

(F) A chartered program shall determine the appropriate level of academic or cognitive performance that it deems an appropriate indicator for successful completion of the program. At the discretion of the chartered program, applicants who do not meet the minimum cognitive assessment score or academic performance level, as required in paragraph (E) of this rule, may be granted admission to a firefighter I and II course subsequent to completion of remediation.

(G) A chartered program may admit a student who is seventeen years old into a secondary or post-secondary firefighter I and II course provided that the student has graduated or is enrolled in the twelfth or final grade in a secondary school program.

(H) A chartered program may admit a student into a secondary school firefighter I and II course who is sixteen years old provided that the student is enrolled in the eleventh grade in a secondary school public safety program. In the eleventh grade:

(1) Participation shall be limited to classroom and practical skills activities associated with firefighter I course objectives;

(2) The student is prohibited from participation in any training involving immediately dangerous to life and health (IDLH) environments to include any live fire training.

(I) Firefighter I and II course instructors shall be appointed by the program director in accordance with the following:

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- (1) Each instructor shall hold a current and valid firefighter II certificate in accordance with Chapter 4765-20 of the Administrative Code.
- (2) Each instructor shall hold a current and valid fire instructor or assistant fire instructor certificate in accordance with Chapter 4765-21 of the Ohio Administrative Code.
- (J) Except as permitted in paragraph (I) of this rule, the training requirements listed in paragraph (A) of this rule shall commence and end within a consecutive twelve-month period.
- (K) A firefighter I and II course provided in a secondary school public safety program shall commence and end within an eighteen month period.
- (L) Prior to being permitted to participate in live fire training evolutions, students shall meet the minimum student prerequisites to participate in live fire training evolutions in accordance with "NFPA 1403" chapter 4.

4765-24-14**Fire safety inspector and hazard recognition officer courses.**

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-25-02 of the Administrative Code.]

(A) A training course for fire safety inspector certification shall consist of a minimum of eighty hours and shall meet both of the following training requirements:

(1) Shall meet the "Fire Safety Inspector Course Objectives" as set forth by the executive director, with advice and counsel of the committee;

(2) Shall meet the performance objectives set forth in "NFPA 1031" for fire inspector I and II.

(B) A training course for hazard recognition officer certification shall consist of a minimum of forty hours and shall meet both of the following training requirements:

(1) Shall meet the hazard recognition officer course objectives set forth in the "Hazard Recognition Officer Certification Requirements" approved by the executive director, with advice and counsel of the committee;

(2) Shall meet the performance objectives set forth in "NFPA 1031" for fire inspector I.

(C) A chartered program shall admit only those individuals who meet the following requirements into a fire safety inspector or hazard recognition officer course:

(1) Individuals shall be at least eighteen years of age;

(2) Individuals shall hold a current and valid firefighter certificate issued pursuant to Chapter 4765-20 of the Administrative Code;

(3) Individuals shall meet all admission requirements established by the chartered program.

(D) In addition to the requirements for admission as set forth in paragraph (C) of this rule, the chartered program shall require each student to be employed by one of the the following in order to be eligible for admission into a fire safety inspector course:

(1) The office of the state fire marshal;

(2) A firefighting agency as defined in division (A)(3) of section 9.60 of the Revised Code;

(3) A private fire company as defined in division (A)(5) of section 9.60 of the Revised Code that is providing fire protection in accordance with division (B), (C), or (D) of section 9.60 of the Revised Code.

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(E) The training requirements listed in paragraphs (A) and (B) of this rule shall commence and end within a consecutive twelve-month period.

4765-24-15**Fire instructor, assistant fire instructor, and live fire instructor courses.**

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-25-02 of the Administrative Code.]

(A) A fire instructor course shall consist of a minimum of sixty hours and shall include all of the following training requirements:

(1) Forty hours in instruction of adult students and basic teaching techniques as set forth in the "Ohio Fire and EMS Instructor Curriculum";

(2) Completion of the four hour fire ~~instructor supplemental~~ <sup>service</sup> training module incorporated in the "Ohio Fire and EMS Instructor Curriculum";

(3) Completion of the four hour ~~"Live Fire Training Awareness Course";~~

live fire training awareness module incorporated in the "Ohio Fire and EMS Instructor Curriculum";

(4) Ten hours of supervised teaching in the presence of a fire instructor and under the auspices of a chartered program. A minimum of six hours of the required teaching time must be classroom lecture. Up to four hours of teaching time may be practical skills instruction.

(5) The final two hours shall be credited toward successful completion of the instructional methods examination.

(B) The forty hours in instruction of adult students as set forth in paragraph (A)(1) of this rule shall be completed prior to the requirements as set forth in paragraph (A)(2) to (A)(5) of this rule.

(C) A fire instructor course shall be taught by a certified instructor, appointed by the program director, under the auspices of a chartered program.

(1) The instructional methodology portion of the course may be taught by either a fire or EMS instructor.

(2) The fire service training module and live fire training awareness module incorporated in the "Ohio Fire and EMS Instructor Curriculum" shall be taught by a certified fire instructor.

(D) A person seeking certification as a fire instructor who holds at least a baccalaureate degree in education may be granted credit by the program director for the forty hours of instruction required in paragraph (A)(1) of this rule. The program director shall maintain documentation.

(E) An assistant fire instructor course shall be taught by a fire instructor trainer appointed by the program director under the auspices of a chartered program, and shall consist of the requirements as set forth in paragraphs (A)(2) to (A)(4) of this rule.



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(F) A chartered program shall admit only those individuals who meet the following requirements into a fire instructor course:

- (1) Individuals shall be at least eighteen years of age;
- (2) Individuals shall possess a current and valid firefighter certificate issued under section 4765.55 of the Revised Code and rule 4765-20-02 of the Administrative Code that is in good standing;
- (3) In the preceding seven years, individuals shall have at least five years of experience as a certified firefighter. Experience as a firefighter in another state, the District of Columbia, a United States territory, or any branch of the United States military may be used to fulfill this requirement, as approved by the executive director;
- (4) Individuals shall have passed the knowledge examination as set forth in rule 4765-21-05 of the Administrative Code at the firefighter II level;
- (5) Individuals shall meet all admission requirements established by the chartered program.

(G) A chartered program shall admit only those individuals who meet the following requirements into an assistant fire instructor course:

- (1) Individuals shall be at least eighteen years of age;
- (2) Individuals shall possess a current and valid firefighter certificate issued under section 4765.55 of the Revised Code and rule 4765-20-02 of the Administrative Code that is in good standing;
- (3) In the preceding seven years, individuals shall have at least five years of experience as a certified firefighter. Experience as a firefighter in another state, the District of Columbia, a United States territory, or any branch of the United States military may be used to fulfill this requirement, as approved by the executive director;
- (4) Individuals shall have passed the knowledge examination as set forth in rule 4765-21-05 of the Administrative Code at the firefighter I or firefighter II level;
- (5) Individuals shall meet all admission requirements established by the chartered program.

(H) A course for live fire instructor training shall be a minimum of twenty-four hours and shall meet the course objectives as set forth in the "Live Fire Training Operations Course."

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- (I) live fire instructor course shall be taught by a live fire instructor trainer, appointed by the program director, who meets the minimum instructor requirements as set forth in the course curriculum.
- (J) A chartered program shall admit into a "Live Fire Training Operations Course" only those individuals who meet the admission requirements as set forth in the course curriculum.
- (K) The executive director 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 paragraph (A) of this rule.

4765-24-16**Fire safety inspector instructor course.**

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-25-02 of the Administrative Code.]

(A) A fire safety inspector instructor training course shall consist of a minimum of sixty hours and shall include all of the following:

(1) Forty hours in instruction of adult students and basic teaching techniques as set forth in "Ohio Fire and EMS Instructor Curriculum";

(2) Completion of the eight hour fire safety inspector instructor supplemental training module incorporated in the "Ohio Fire and EMS Instructor Curriculum";

(3) Ten hours of supervised classroom teaching:

(a) In the presence of a fire instructor and under the auspices of a chartered program; and

(b) Including a minimum of six hours of classroom lecture and a maximum of four hours of practical skills instruction.

(4) The final two hours are credited toward successful completion of the instructional methods examination.

(B) The forty hours in instruction of adult students as set forth in paragraph (A)(1) of this rule shall be completed prior to the requirements as set forth in paragraphs (A)(2) to (A)(4) of this rule.

(C) A fire safety inspector instructor training course shall be taught by a fire safety inspector instructor trainer, appointed by the program director, under the auspices of a chartered program.

(D) A person seeking certification as a fire safety inspector instructor who holds at least a baccalaureate degree in education may be granted credit by the program director for the forty hours of instruction required in paragraph (A)(1) of this rule. The program director shall maintain documentation.

(E) A chartered program shall admit only those individuals who meet the following requirements into a fire safety inspector instructor course:

(1) Individuals shall be at least eighteen years of age;

(2) Individuals shall possess a current fire safety inspector certificate issued under section 4765.55 of the Revised Code and rule 4765-20-04 of the Administrative Code that is in good standing;

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- (3) In the preceding seven years, individuals shall have at least five years of experience as a certified fire safety inspector;
- (4) Individuals shall have passed the knowledge examination as set forth in rule 4765-21-05 of the Administrative Code for fire safety inspector;
- (5) Individuals shall meet all admission requirements established by the chartered program.

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**Fire instructor, live fire instructor, and fire safety inspector instructor trainers.**

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-25-02 of the Administrative Code.]

(A) Fire instructor, live fire instructor, and fire safety inspector instructor courses, as set forth in rules 4765-24-15 and 4765-24-16 of the Administrative Code, shall be provided under the auspices of a chartered program and shall be taught by an instructor trainer appointed by the program director in accordance with this rule.

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

(1) Holds a valid fire instructor certificate, that is in good standing, issued under rule 4765-21-03 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 instructor trainer orientation.

(C) The program director shall ensure that the live fire instructor trainer meets all of the prerequisite requirements as set forth in the "Live Fire Training Operations Course."

(D) The program director shall ensure that the fire safety inspector instructor trainer meets all of the following:

(1) Holds a valid fire safety inspector instructor certificate, that is in good standing, issued under rule 4765-21-03 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; and

(4) Has completed an instructor trainer orientation.

(E) The program director assumes responsibility to select and maintain instructor trainers based upon documented evaluation of acceptable performance review.

(F) The program director who is also an instructor trainer shall have documented evaluation of acceptable performance review conducted by the program director's

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supervisor.

(G) The chartered program shall notify the division, in writing, whenever there is any change in instructor trainers.

(H) The chartered program shall maintain written or electronic documentation of compliance with this rule.

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**Fire charter offsite locations.**

- (A) The executive director, with advice and counsel of the committee, shall allow a chartered program to offer courses at different locations from the location listed in the application for chartering provided that all of the following apply:
- (1) The chartered program continues to operate at the location identified in the application for a charter;
  - (2) The location of the chartered program shall be located within the boundaries of the state of Ohio and the majority of the training shall be delivered within the state of Ohio.
  - (3) Each offsite location where the program is offered, meets the minimum standards for chartering as set forth in rule 4765-24-03 of the Administrative Code;
  - (4) The instructors and practical skills evaluators are employed or contracted by the chartered program;
  - (5) The chartered program submits a written request to the executive director and receives approval prior to the start of the course.
- (B) Files and records of students enrolled in a fire training course conducted offsite may be maintained in a secure area at the offsite location until the course is completed, at which time all student files and records shall be maintained at the site of the chartered institution. The records shall be surrendered to the chartered program no later than thirty days after the final day of the course.
- (C) All equipment, apparatus, burn facilities, props, and supplies that are necessary to instruct and test all course performance objectives, including those at offsite locations, shall be inspected and maintained in accordance with manufacturers' recommendations and in compliance with all applicable NFPA standards as set forth in paragraph (A)(8) of rule 4765-24-03 of the Administrative Code.
- (D) All annual inspection and maintenance records for all equipment, and apparatus of all offsite locations shall be maintained at the offsite location.
- (E) All annual inspection and maintenance records for all offsite burn facilities shall be maintained at the location of the chartered institution.
- (F) The division reserves the right to conduct site visit inspections of offsite locations to ensure compliance with rule 4765-24-02 and rule 4765-24-03 of the Administrative Code.
- (G) The chartered program shall maintain a current and valid charter in order to offer courses at an offsite location.

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(H) Chartered programs may elect to utilize offsite locations outside the boundaries of the state of Ohio on a limited basis if:

- (1) There is a documented lack of required resources within that region of the state of Ohio; and
- (2) The majority of the training takes place within the boundaries of the state of Ohio; and
- (3) The offsite location complies with this chapter of the Administrative Code, all applicable NFPA standards, and any applicable laws, rules, and regulations in that state.



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**Online education and distance learning for fire safety inspector and instructor training courses offered through a chartered program.**

(A) The executive director, with the advice and counsel of the committee, shall approve a chartered program to provide fire safety inspector and instructor training courses online or through distance learning, as defined in rule 4765-25-01 of the Administrative Code, if the chartered program meets the following requirements:

- (1) Submits a written request to the division to offer online education or distance learning. Such request shall indicate the level or levels of fire safety inspector or instructor training proposed to be offered and shall include documentation of how the chartered program meets the requirements set forth in this rule;
- (2) Continues to meet all requirements for a fire charter as set forth in rule 4765-24-03 of the Administrative Code and currently possesses a charter at the classification level of fire safety inspector, fire instructor, or fire safety inspector instructor, for which the chartered program seeks to provide the online education or distance learning;
- (3) Has maintained a charter at the classification level for which the chartered program seeks to provide online education or distance learning, for at least the preceding three full years from the date of application;
- (4) Has completed at least one fire safety inspector or instructor training course in the traditional classroom setting at the classification level for which the chartered program seeks to provide the online education or distance learning;
- (5) The chartered program is in good standing as defined in rule 4765-25-01 of the Administrative Code;
- (6) Has written policies that will be made available to each student, regarding all of the following:
  - (a) Admission requirements;
  - (b) Minimum requirements for technological needs for students enrolling in fire safety inspector and instructor training courses utilizing online education or distance learning including, but not limited to, hardware, software, and internet connection speed;
  - (c) Technological support to be provided by the chartered program to include at a minimum the hours of support and the method(s) in which the support will be provided;
  - (d) A schedule identifying weekly access to the instructors while the fire safety inspector or instructor training course is in session to allow for direct communication between instructor and students. This should

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include, but is not limited to, telephone numbers, email addresses, and office hours;

(e) Security parameters protecting students' financial and personal information in accordance with state and federal laws;

(f) Online procedures for course administration and completion;

(g) Method to transition from online education and distance learning to the classroom version of the same course in order to complete the required training. This policy shall include a reasonable time frame in which the transition process must be completed.

(7) Develops and maintains the following for all fire safety inspector and instructor training courses utilizing online education and distance learning:

(a) A technology infrastructure that facilitates secure access, including user authentication and authorization procedures and technologies;

(b) Access control procedures and technology that supports the courses utilizing online education systems;

(c) Technological support to meet student needs;

(d) An appropriate security solution to ensure course and systems integrity, especially financial and personal information;

(e) A risk management plan to include identification of foreseen risks, continuity, disaster recovery, and incidence response;

(f) Assurance that course data is readily, securely, and reliably available by electronic or printed means to the division and the division's authorized recipients;

(g) A means to access student and program information to facilitate state audits to verify compliance with rules approved by the executive director. If the technical support, application server host, or data storage facilities are located outside of the state of Ohio, the chartered program shall submit, upon request of the division, a report encompassing the rules of this chapter to meet the audit requirements. The chartered program shall provide the division with an audit amendment describing any significant system changes within thirty days of enabling those changes. An enterprise shall make student records available to the division online, in a password protected environment upon request.

(8) Creates and maintains a complete student course data file to demonstrate student activity and ensure that the following information, at a minimum, is

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collected and retained:

(a) Student's name;

(b) Dates and times of student activity in the training course and verification of the amount of total time spent utilizing the online education portion of the course;

(c) The reason a student was suspended or failed to complete the online education portion of the fire safety inspector or instructor training course;

(d) Name or identity number of a chartered program staff member accessing or entering student records.

(9) Ensures that the fire safety inspector and instructor training course final examinations are administered and scored in a traditional classroom setting;

(10) Ensures that each initial fire safety inspector and instructor training course utilizing online education or distance learning meets all of the following:

(a) Obtains prior written approval of the fire safety inspector and instructor training course content from the program director;

(b) Possesses written documentation of clear objectives, course content, and method of delivery that meets all curricula requirements as set for in Chapter 4765-24 of the Administrative Code;

(c) Obtains prior approval from the program director in order to utilize online education or distance learning for instruction;

(d) Is developed or approved by an instructor under the auspices of a chartered program;

(e) Ensures that the lecture portions of each fire safety inspector and instructor training course shall be taught utilizing online education, distance learning, or in the traditional classroom setting;

(f) Ensures that instruction, practice, and testing in the practical skills portion of each fire safety inspector and instructor training course shall not be provided through online education or distance learning.

(11) Requires written evaluations, completed by each student, of each fire safety inspector and instructor training course offered through online education or distance learning. The evaluation shall include, but is not limited to, the following:

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(a) Clarity of written policies associated with the chartered program;

(b) Course content;

(c) Means of delivery and systems availability;

(d) Availability of certified instructors.

(B) A chartered program approved to utilize online education or distance learning may do so in conjunction with traditional classroom-based instruction.

(C) A chartered program approved to utilize online education or distance learning shall annually provide the division with information, statistics, and data specific to the fire safety inspector and instructor training courses offered through online education or distance learning as set forth in this rule and rule 4765-24-03 of the Administrative Code.

(D) Approval by the executive director to conduct fire safety inspector and instructor training courses utilizing online education or distance learning shall be specific to the level of training and type of delivery system requested.

(E) A chartered program approved to utilize online education or distance learning shall maintain documentation that demonstrates compliance with the hours and curricula requirements set forth in Chapter 4765-24 of the Administrative Code.

(F) A chartered program approved to utilize online education or distance learning shall ensure contact hours in the fire safety inspector and instructor training courses are equal to or exceeds the hours in the same courses conducted in a traditional classroom environment.

(G) Online and distance learning delivery of firefighter and hazard recognition officer certification courses listed in Chapter 4765-24 of the Administrative Code is not permitted.

4765-24-20Written examination administration requirements.

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-25-02 of the Administrative Code.]

(A) A chartered program shall be permitted to administer the state certification examination, if the chartered program meets or exceeds the following requirements:

(1) Has a current and valid charter;

(2) Has a designated computer lab;

(3) Has a signed "Written Testing Agreement" with the executive director that meets both of the following:

(a) The agreement shall be for the current charter cycle;

(b) Any changes in the content or signature authority shall require a newly executed ~~written testing agreement.~~ "Written Testing Agreement."

(4) Meets all requirements set forth in rule 4765-24-03 of the Administrative Code.

(B) Examination proctor requirements:

(1) The program director designee shall proctor the written examination;

(2) The proctor shall not hold a firefighter, fire safety inspector, hazard recognition officer, fire instructor, EMS provider, or EMS instructor certification. If the program director holds a firefighter, fire safety inspector, hazard recognition officer, fire instructor, EMS provider, or EMS instructor certification then the program director shall designate a non-certificate holder to proctor the examination, and the program director shall not be present in the examination room.

(3) The proctor shall be present in the examination room for the entire duration of the examination.

(C) The program director:

(1) Shall ensure the integrity and security of all written examinations;

(2) Shall ensure each proctor has received training in the state examination process and is familiar with all registration, security, and access procedures for testing and test operation, as set forth by the division;

(3) Shall ensure that only qualified candidates who have completed all certification eligibility requirements are permitted to sit for the examinations;

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- (4) Shall immediately report to the executive director any potential compromise or threat of compromise of the examination process;
  - (5) Shall ensure that a proctor is present in the examination room for the duration of the examination;
  - (6) Shall ensure that the examination room is conducive for testing, including but not limited to, adequate heating, cooling, ventilation, lighting, and is free from excessive noise and distraction;
  - (7) Shall ensure that the examination facility has adequate restroom facilities and adequate parking within reasonable distance to the facility;
  - (8) Shall ensure that the examination room will be set up and ready for use prior to the scheduled examination time;
  - (9) Shall not permit anyone other than the proctor and students in the examination room;
  - (10) Shall ensure that no personal electronic devices including, but not limited to, computers, tablets, or laptops are used for administering the examination;
  - (11) Shall ensure that a firefighter, fire safety inspector, fire instructor, hazard recognition officer, fire safety inspector instructor, EMS provider, or EMS instructor is not present during the examination unless the individual is sitting for the examination as part of the course requirements;
  - (12) Shall ensure that no unauthorized electronic devices including, but not limited to, personal laptops, cell phones, flash drives, and tablets are permitted in the examination room or used during the examination process;
  - (13) Shall ensure each student is advised of the examination appeal process.
- (D) A certification examination appeal shall be filed by the student to the executive director within five days of the examination date. The appeal shall be in writing and shall include:
- (1) Name of examinee;
  - (2) Contact information;
  - (3) Specific examination taken;
  - (4) Date, time, and location of examination;
  - (5) Basis for the appeal;

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(6) Signature of the examinee.

(E) The state certification examination shall not be used by the chartered program as the final examination for a course.

(F) The executive director reserves the right to immediately suspend a chartered program's examination rights, if any of the following occur:

(1) There is an allegation of an examination or security compromise;

(2) There is a known examination or security compromise;

(3) There is a potential violation of this rule;

(4) Egregious violations of this chapter of the Administrative Code that warrant a suspension of examination rights.

4765-24-21**Practical skills examination administration requirements.**

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-25-02 of the Administrative Code.]

(A) A chartered program shall be permitted to administer the state practical skills testing examination for firefighter and fire safety inspector certification, if the chartered program meets or exceeds the following requirements:

(1) Has a current and valid charter;

(2) Meets all requirements set forth in rule 4765-24-03 of the Administrative Code.

(B) When administering state certification examinations, the chartered program shall meet all of the following:

(1) The program director of the chartered program shall ensure the integrity and security of all practical skills examinations;

(2) The program director or designated skills coordinator shall supervise the practical skills examinations;

(3) The program director or designated skills coordinator shall be responsible for the administration and set up of the practical skills examination;

(4) The program director or his or designated skills coordinator shall ensure practical skills stations are set up prior to the scheduled examination time;

(5) The program director shall immediately report to the executive director any potential compromise of the examination process;

(6) The program director shall allow only fire instructors who have completed the "Practical Skills Evaluator Training Course" to evaluate students during firefighter practical skills examinations. Instructors shall not be permitted to evaluate practical skills examinations that are above the level of the instructor's certificate to practice;

(7) The program director shall allow only fire safety inspector instructors who have completed the "Practical Skills Evaluator Training Course" to evaluate students during fire safety inspector practical skills examinations. If fire safety inspector instructors are not available, fire instructors trained as practical skills evaluators, who are also fire safety inspectors, may be used as fire safety inspector practical skills evaluators, provided that the fire instructor has a minimum of three years active experience as a fire safety inspector;

(8) The program director shall ensure that all practical skills evaluators receive annual practical skills evaluator refresher training;



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- (9) The program director or designated skills coordinator shall not permit lead instructors in the firefighter or fire safety inspector training course to evaluate any student on the specific skills examinations that were taught by the instructor;
- (10) The program director shall ensure the safety of the students by providing equipment, supplies, apparatus, and facilities that meet the performance objectives for firefighter I and firefighter II of the "NFPA 1001" for all practical skills examinations;
- (11) The program director shall ensure the safety of the students by providing equipment, supplies, and apparatus that meet the performance objectives for fire safety inspector of the "NFPA 1031" for all practical skills examinations;
- (12) The program director shall ensure each student is advised of the examination appeal process.
- (C) The program director, or designated skills coordinator, and skill evaluators shall ensure a candidate is not permitted to directly observe another candidate during the practical skills examination.
- (D) A state certification examination appeal shall be filed by the student to the program director within five days of the examination date. The appeal shall be in writing and shall include:
- (1) Name of examinee;
  - (2) Contact information;
  - (3) Specific examination taken;
  - (4) Date, time, and location of examination;
  - (5) Basis for the appeal;
  - (6) Signature of the examinee.
- (E) The program director shall report all appeals of the state certification examination to the executive director within five days of receipt.
- (F) The executive director reserves the right to immediately suspend a chartered program's examination rights, if any of the following occur:
- (1) There is an allegation of an examination or security compromise;
  - (2) There is a known examination or security compromise;

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(3) There is a potential violation of this rule:

(4) Egregious violations of this chapter of the Administrative Code that warrant a suspension of examination rights.