

4765-11-03

Chartering of training programs.

(A) The executive director, with advice and counsel of the committee, may issue a charter to a fire service training program to provide fire service training courses according to the following classifications:

- (1) Volunteer firefighter;
- (2) Firefighter I;
- (3) Firefighter II;
- (4) Fire safety inspector;
- (5) Fire service instructor;
- (6) Fire safety inspector instructor;

(B) In order to receive a charter, a training program shall meet or exceed the following requirements:

- (1) Possesses a good reputation, as defined in rule 4765-11-01 of the Administrative Code;
- (2) Has an authorizing official with a good reputation, as defined in rule 4765-11-01 of the Administrative Code who assumes ultimate responsibility for the following:
 - (a) Serves as program director or designates another person with good reputation, as defined 4765-11-01 of the Administrative Code, to serve as program director;
 - (b) Administers and operates the fire service training program;
 - (c) Complies with all rules and laws applicable to fire training;
 - (d) Performs ongoing review and maintains written evaluation of the program content, instructors, and student performance;
 - (e) Assigns faculty responsibilities and scheduling of program courses;
 - (f) Prepares or approves all documents required to be submitted for chartering;
 - (g) Assures the adequacy of the curriculum and all program training materials;
 - (h) Assures the integrity and security of testing materials and procedures.

- (3) Offers fire training courses that satisfy the curriculum requirements as set forth in this chapter;
- (4) Establishes and advisory committee that will meet at least one time each calendar year and includes among its members the program director, fire chiefs, certified instructors, and others from the fire community;
- (5) Has current and valid written agreements allowing for the use of equipment, supplies, and other apparatus that meet the performance objectives for levels one and two of NFPA standard 1001;
- (6) Has a sufficient number of certified instructors to assure that the ratio of students to instructors does not exceed fire to one during all practical skills instruction and testing;
- (7) Possesses, or has access to, equipment and supplies that are comprehensive, current, and sufficient for the number of students and instructors participating in the program;
- (8) Has sufficient classroom and laboratory facilities to accommodate the number of students participating in the program;
- (9) Requires each student enrolled in a firefighter training program to have course materials that meet NFPA standard 1001;
- (10) Requires each student enrolled in a fire safety inspector training program to have course materials that meet NFPA standard 1031;
- (11) Has informational resources available to students and faculty that contain comprehensive, current publications, media resources, electronic resources relating to fire services and that includes the minimum curriculum for fire service training programs as established under section 4765.55 of the Revised Code and this chapter;
- (12) Has and maintains one fixed geographic location in which a fire service training program operates and where training is conducted, and at least one office in a fixed geographic location where records are maintained:
 - (a) The fixed geographic location of the training program and office shall not consist of a house trailer, tent, temporary stand, post office box, rooming house, or apartment;
 - (b) The fixed geographic location of the training program and office shall not be within a residence or in a room in a hotel or motel.
- (13) Provides classroom environments that are safe, sanitary, and conducive to

learning:

- (14) Provides regular evaluations of student performance and achievement throughout each course including performance objective check-off sheets as approved by the executive director with advice and counsel of the committee;
- (15) Requires that each student pass one or more written and practical examinations that test knowledge, skills, and ability to provide fire services, including passing, in not more than three attempts, a written certification examination approved by the executive director and the committee in order to issue a certificate of completion;
- (16) Issues a document of course completion to each student who successfully completes the training course and passes all examinations administered by the program;
- (17) Admits only those individuals who are at least eighteen years of age, except that a fire service training program may admit a student who is seventeen years old provided that the student has graduated or is enrolled in the twelfth or final grade in a secondary school program.
- (18) Requires certification as a volunteer firefighter for admission to a firefighter I transition course.
- (19) Requires certification as a firefighter I for admission to a firefighter II transition course.
- (20) Requires certification as a firefighter for admission to a fire safety inspector course.
- (21) Has written policies approved by its advisory committee that are made available to students identifying 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 full training program;
 - (d) Grounds for dismissal from the program;
 - (e) Disciplinary and grievance procedures including mechanism for appeals;
 - (f) Procedures for voluntary student withdrawals from the program;
 - (g) Procedures for refunding tuition payments;

- (h) Admission requirements;
 - (i) Requirements or restrictions regarding student attire;
 - (j) Costs associated with the training program, 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, sex, or national origin;
 - (m) Prohibition against students being assigned emergency response duties during scheduled classroom or practical training during initial training;
 - (n) Procedures for reporting accidents and injuries sustained during a course;
 - (o) Procedures for conducting live fire training that meets NFPA standard 1403.
- (22) Requires that all instructors are certified pursuant to Chapter 4765-21 of the Administrative Code;
- (23) Possesses financial resources that are sufficient for the operation of the program in the manner set forth in the application for a charter;
- (24) Requires all students are notified of the process for obtaining a certificate to practice under 4765.55 of the Revised Code and Chapter 4765-20 of the Administrative Code, and that an Ohio certificate to practice must not be granted if the individual fails to meet the requirements.
- (C) Any chartered program, or applicant for a charter under section 4765.55 of the Revised Code and this chapter, shall comply with the following:
 - (1) Allow access by the division to students' fire service training records to verify successful completion of all certification requirements as set forth in this chapter and all fire instructor records to verify compliance with Chapter 4765-21 of the Administrative Code;
 - (2) Allow the division to review program materials and monitor the testing process utilized by the program;
 - (3) Require attendance in all fire training courses. Any absences from a scheduled class shall be documented. Any absences from a scheduled class shall be made up and accurately documented in a manner approved by the program director;

- (4) Allow site inspection by the division. The following written or electronic documentation must appear in the files on each class for the current and the previous charter cycle:
- (a) Lesson plans and course schedules;
 - (b) Evaluations of instructors and student performance;
 - (c) Attendance records for each fire training course conducted by the charter showing completion of required hours;
 - (d) Accident and injury reports;
 - (e) Objective check-off sheets;
 - (f) Documentation of fire instructor certification and current and valid certificate to practice;
 - (g) Written agreements as outlined in this rule;
 - (h) Documentation of compliance with certification admission requirements as set forth in this rule;
 - (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.
- (5) Each certified instructor shall keep accurate attendance records for each course in a manner acceptable to the program director. Following the completion of each course, the certified instructor shall give such records to the program director, who then shall maintain the records in the course file.
- (6) Insure that certified the fire instructor instructing students in a fire service training program is currently certified at a level equal to or above the level of the classification the person is instructing.
- (D) A chartered program shall require its students to submit written documentation of successful completion of the following training courses prior to being issued a document of course completion of a fire service training program:
- (1) National incident management system course IS-700 and incident command system course IS-100, both of which can be accessed at the federal emergency management agency web site (<http://training.fema.gov/emiweb/IS/crslist.asp> for online courses or http://www.fema.gov/emergency//nims/nims_compliance.shtm (March 1, 2004) for materials and information on instructor lead classroom-based

courses). These courses are also listed on the division of place EMS web site (<http://www.ems.ohio.gov>). Completion of the above topics is mandated by the department of homeland security pursuant to homeland security presidential directives five (HSPD-5, February 28, 2003) and eight (HSPD-8, December 17, 2003) and approved by the executive director as being necessary for initial training.

- (E) Notwithstanding any other provisions of this chapter, the admission criteria for programs established in accordance with sections 3319.90 to 3313.99 of the Revised Code shall be those set forth by the state board of education.
- (F) 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 4765-11-05 of the Administrative Code.
- (G) A charter issued under section 4765.55 of the Revised Code and this chapter prior to the effective date of this rule shall be valid until the date on which they would otherwise expire and may be renewed according to guidelines established in rule 4765-11-05 of the Administrative Code.
- (H) A chartered program shall maintain all documentation required in this rule for the duration of the current cycle and one previous charter cycle.

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CERTIFIED ELECTRONICALLY

Certification

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