

4765-11-03

**Chartering of training programs.**

(A) To receive a charter pursuant to section 4765.55 of the Revised Code and this chapter as a chartered fire service training program, a training program shall meet or exceed the following requirements:

- (1) Has a program director who assumes general responsibility for the following:
  - (a) Administration and operation of the training program;
  - (b) Compliance with all rules and laws applicable to fire training;
  - (c) Ongoing review and evaluation of the program content, instructors, and student performance;
  - (d) Assignment of faculty responsibilities and scheduling of program courses;
  - (e) Preparation or approval of all documents required to be submitted for chartering;
  - (f) Assuring the adequacy of the curriculum and all program training materials;
  - (g) Assuring the integrity and security of testing materials.
- (2) Offers sufficient courses to satisfy the curriculum requirements for firefighters and fire safety inspectors as set forth in this chapter;
- (3) Has established an advisory committee that meets not less than two times each year and includes among its members the program director, fire chiefs, assistant and certified instructors, and firefighters;
- (4) Has written agreements allowing for the use of equipment and other apparatus that meet minimum safety standards established by the executive director, with the advice and counsel of the committee, and that are necessary to meet the performance objectives for levels one and two of NFPA standard 1001 as set forth in the "NFPA 1001 Standard for Fire Fighter Professional Qualifications (2002 edition)," which is available at [www.nfpa.org](http://www.nfpa.org);
- (5) Has a sufficient number of certified instructors and assistant instructors to assure that the ratio of students to instructors does not exceed five to one during all practical skills instruction and testing;

- (6) 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;
- (7) Has sufficient classroom and laboratory facilities to accommodate the number of students participating in the program;
- (8) Requires each student enrolled in a firefighter training program to have course materials that meet NFPA standard 1001 as set forth in the "NFPA 1001 Standard for Fire Fighter Professional Qualifications (2002 edition)," which is available at [www.nfpa.org](http://www.nfpa.org);
- (9) Requires each student enrolled in a fire safety inspector training program to have course materials that meet NFPA standard 1031 as set forth in the "NFPA 1031 Standard for Professional Qualifications for Fire Inspector and Plan Examiner (1998 edition)," which is available at [www.nfpa.org](http://www.nfpa.org);
- (10) Has a library available to students and faculty that contains comprehensive, current publications relating to fire services and that includes the minimum curriculum for firefighter and fire safety inspector programs as established under section 4765.55 of the Revised Code and this chapter;
- (11) Provides classroom environments that are conducive to learning;
- (12) Has an established office area for use by program instructors;
- (13) Provides regular evaluations of student performance and achievement throughout the course of the program including performance objective check-off sheets;
- (14) Requires that each student pass one or more written and practical examinations that test knowledge, understanding, and ability to provide firefighter services, including passing, in not more than three attempts, a written final examination approved by the executive director and the committee;
- (15) Issues a certificate of completion to each student who successfully completes the training program, passes all examinations administered by the program, and is eighteen years of age;
- (16) Admits only those individuals who satisfy the following requirements:

- (a) Are at least eighteen years of age and are not attending high school, except that a fire service training program may admit a student who is seventeen years old provided that the student is enrolled in the twelfth or final grade in a secondary school program;
  - (b) Have not been convicted of, pled guilty to, or had a judicial finding of guilt for any of the following:
    - (i) Fraud or material deception in applying for, or obtaining, a certificate issued in accordance with this chapter;
    - (ii) A felony;
    - (iii) A misdemeanor involving moral turpitude;
    - (iv) A violation of any federal, state, county, or municipal narcotics law;
    - (v) Any act committed in another state, that, if committed in Ohio, would constitute a violation set forth in this paragraph;
- (17) In addition to the requirements of paragraph (A)(16) of this rule, the admission requirements for a fire safety inspector training program shall include the following:
- (a) The applicant is employed by one of the following:
    - (i) The office of the state fire marshal;
    - (ii) A firefighting agency as defined in division (A)(3) of section 9.60 of the Revised Code;
    - (iii) 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;
  - (b) The applicant submits a letter of recommendation from an employer referenced in paragraph (A)(17)(a) of this rule;

- (c) The applicant holds a current fire firefighter certificate issued under section 4765.55 or former section 3303.07 of the Revised Code.
- (18) Conditions admission to programs at levels beyond basic fire training upon the applicant's satisfactory completion of all lower level prerequisite programs;
- (19) Has a written policy prohibiting discrimination in acceptance of students on the basis of race, color, religion, sex, or national origin;
- (20) 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) Criteria for successful completion of each component of the curriculum;
  - (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) Policy regarding refund of 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;
- (21) Has a written policy to ensure that students are not assigned emergency response duties during scheduled classroom or practical training;
- (22) Requires that all certified instructors meet minimum qualifications as set forth

in rule 4765-11-08 of the Administrative Code.

(B) 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 of emergency medical services to students' fire service training records to verify successful completion of all certification requirements and all fire instructor records to verify compliance with rule 4765-11-08 of the Administrative Code;
- (2) Allow the division of emergency medical services 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 made up in a manner approved by the program director;
- (4) Allow site inspection by the division;
- (5) The certified instructor will be responsible for keeping accurate attendance records for each course. Following the completion of each course, the certified instructor shall give such records to the program director, who then assumes responsibility for maintaining the records in a manner acceptable to the executive director.
- (6) Insure that any person instructing students in a program is currently certified at a level equal to, or higher than, the level of the program he is instructing, or is otherwise qualified to instruct the program.
- (7) Require students to submit documentation of successful completion of the following training courses prior to the issuance of a certificate of completion of a fire service training program:
  - (a) 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.shtml](http://www.fema.gov/emergency/nims/nims_compliance.shtml) (March 1, 2004) for materials and information on instructor lead classroom-based courses). These courses are also listed on the division of 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.

- (C) Notwithstanding any other provisions of this chapter, the admission criteria for programs established in accordance with sections 3313.90 to 3313.99 of the Revised Code shall be those set forth by the state board of education.
- (D) 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.

Effective:

R.C. 119.032 review dates: 09/29/2009

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Certification

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Date

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