

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 fire service training program, an applicant or 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) Ongoing review and evaluation of the program content, instructors, and student performance;
  - (c) Assignment of faculty responsibilities and scheduling of program courses;
  - (d) Preparation or approval of all documents required to be submitted for chartering;
  - (e) Assuring the adequacy of the curriculum and all program training materials;
  - (f) 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 ~~subcommittee~~ **committee**, and that are necessary to meet the performance objectives for levels one and two of NFPA firefighter standards;
- (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 the most current NFPA standards;
- (9) Requires each student enrolled in a fire safety inspector training program to have course materials that meet the most current NFPA standards;
- (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 ~~subcommittee~~ committee;
- (15) Issues a certificate of completion to each student who successfully completes the training program and passes all examinations administered by the program;
- (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;
  - (c) Have not been adjudicated mentally incompetent by a court of law;
  - (d) At the time of admission, are not under indictment for a felony or a misdemeanor involving moral turpitude;
  - (e) Do not currently engage in the illegal use of controlled substances, chemical substances, or other habit-forming drugs; or engage in the use of alcohol to an extent that it impairs the ability to perform the duties of a firefighter or fire safety inspector.
- (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 ~~fire-fighting~~ firefighting agency as defined in division ~~(A)(1)~~ (A)(3) of section 9.60 of the Revised Code;
    - (iii) A private fire company as defined in division ~~(A)(2)~~ (A)(5) of section 9.60 of the Revised Code that is providing ~~fireprotection~~ 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) Range and availability of student health care services;
  - (i) Admission requirements;
  - (j) Requirements or restrictions regarding student attire;
  - (k) Costs associated with the training program, including tuition, materials, and fees;

- (l) 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 laboratory hours;
  - (22) Requires that all instructors meet minimum standards established by the executive director, complete no fewer than six hours of continuing education each year, and attend any regional or statewide meetings designated as mandatory by the executive director.
- (B) Any program that is issued 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;
  - (2) Allow the division of emergency medical services to review program materials and monitor the testing process utilized by the program;
  - (3) 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.
- (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 individual program or~~ 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.

Effective:

R.C. 119.032 review dates: 07/31/2004

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Certification

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Date

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