

4765-7-02

**Accreditation of Ohio EMS training programs.**

(A) The board shall issue a certificate of accreditation pursuant to section 4765.17 of the Revised Code and this chapter, to any applicant who is of good reputation and demonstrates that the EMS training program for which the applicant seeks accreditation meets the following requirements:

- (1) Has submitted a complete application in a format approved by the board;
- (2) Has an authorizing official with good reputation who assumes responsibility for the following:
  - (a) Serves as program director or designates a person of good reputation to serve as program director;
  - (b) Administers and operates the EMS training program;
  - (c) Complies with all rules and laws applicable to EMS training and the EMS training program;
  - (d) Performs ongoing review and maintains written evaluation of the program content and instructors;
  - (e) Maintains written documentation of regular evaluations of student performance and achievement throughout the course;
  - (f) Assigns faculty responsibilities and scheduling of program courses;
  - (g) Defines the role and objectives of student preceptors;
  - (h) Assures courses offered within an EMS training program are developed under the direction of a physician who specializes in emergency medicine and each course that deals with trauma care is developed in consultation with a physician who specializes in trauma surgery;
  - (i) Prepares or approves all documents required to be submitted for accreditation;
  - (j) Issues a certificate of completion, pursuant to section 4765.24 of the Revised Code, to each student who successfully completes the EMS training program and passes the course final written and practical examinations. Such certificate shall include, but is not limited to the

following information:

- (i) Certificate of accreditation number;
  - (ii) Program director's signature;
  - (iii) Student's name;
  - (iv) Date course completed;
  - (v) Number of hours completed;
  - (vi) Course title.
- (k) Performs ongoing review and maintains written evaluation of clinical and prehospital internship sites.
- (3) Has a program medical director who assists in the development of the medical components of the training program;
- (4) Meets the curriculum requirements for certification as a first responder, EMT-basic, EMT-intermediate or EMT-paramedic as set forth in section 4765.16 of the Revised Code and Chapters 4765-12, 4765-15, 4765-16 and 4765-17 of the Administrative Code;
- (5) Utilizes ~~EMS instructors~~ individuals who hold a valid and current certificate to teach ~~and are certified or licensed at a level equal to or above the level of certification the person is instructing~~ in accordance with Chapter 4765-18 of the Administrative Code;
- (6) Utilizes holders of a certificate to teach that are instructing a course at or below the level of the certificate holder's certificate to practice;
- ~~(6)~~(7) Has a sufficient number of EMS instructors or assistant EMS instructors to ensure the ratio of instructors to students in all practical skills components of the EMS training program does not exceed one to ten;
- ~~(7)~~(8) Has established an advisory committee consisting of the program director, program medical director, clinical experience and prehospital internship preceptors, instructors, and EMS providers that meets at least once each year, based on the accreditation cycle;

- ~~(8)~~(9) Maintains financial resources adequate for the satisfactory delivery of the EMS training program as set forth in section 4765.16 of the Revised Code and Chapters 4765-12, 4765-15, 4765-16 and 4765-17 of the Administrative Code;
- ~~(9)~~(10) Has and maintains one fixed geographic location where an EMS accredited institution operates and where EMS training is conducted, and one office in a fixed geographic location where records are maintained except as provided in rule 4765-7-05 of the Administrative Code. 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;
- ~~(a)~~ The fixed geographic location of the EMS accredited institution 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 EMS accredited institution and office shall not be within a residence or in a room in a hotel or motel.
- ~~(10)~~(11) Has adequate classroom and laboratory facilities to accommodate the number of students participating in the program;
- ~~(11)~~(12) Provides classroom environments that are safe, sanitary and conducive to learning;
- ~~(12)~~(13) Possesses, or has affiliation agreements for use of, equipment to adequately train EMS students to meet the course requirements of section 4765.16 of the Revised Code and Chapters 4765-12, 4765-15, 4765-16 and 4765-17 of the Administrative Code;
- ~~(13)~~(14) Possesses current and valid written affiliation agreements with each organization that provides any EMS student a clinical experience and/or prehospital internship required by the EMS training program;
- ~~(14)~~(15) Possesses current and valid written affiliation agreements with clinical and/or prehospital organizations to assure sufficient training opportunities for EMS students to meet the course requirements of section 4765.16 of the Revised code and the curriculum requirements of Chapters 4765-12, 4765-15, 4765-16 and 4765-17 of the Administrative Code;
- ~~(15)~~(16) Utilizes a sufficient number of preceptors to provide appropriate supervision and written evaluation of students in both the clinical experience

and or prehospital internship components of the EMS training program;

- ~~(16)~~(17) Has an established office area for use by program faculty and instructors;
- ~~(17)~~(18) Has informational resources available to all students and faculty that contain comprehensive, current publications, media materials, and electronic resources relating to emergency medical services;
- ~~(18)~~(19) Requires a student to possess and maintain a current and valid Ohio certificate to practice as an EMT-basic, at a minimum, prior to the start of any an EMT-intermediate or EMT-paramedic training program;
- ~~(19)~~(20) Shall allow a student who is at least seventeen years old, who is enrolled in the twelfth or final grade in a secondary school program and who otherwise meets the requirements for admission into the EMS training program to be admitted and to complete the EMT basic training program;
- ~~(20)~~(21) Has written policies that are made available to students identifying all of the following:
- (a) Admission requirements;
  - (b) Prohibition of discrimination in acceptance of students on the basis of race, color, religion, sex, or national origin;
  - (c) Costs associated with the training program, including tuition, materials, fees;
  - (d) Refund of tuition payments;
  - (e) Information regarding course schedules, subject areas content, and objectives approved by the board;
  - (f) Criteria for successful completion of each component of the curriculum;
  - (g) Criteria for successful completion of the full training program;
  - (h) Methodology used in determining grades;
  - (i) Attendance requirements;

- (j) Requirements or restrictions regarding student attire;
- (k) Procedures for voluntary student withdraws from the program;
- (l) Grounds for dismissal from the program;
- (m) Disciplinary and grievance procedures including mechanism for appeals;
- (n) Health care services available to students by or through the accredited institution;
- (o) Requirement that students are not used to meet minimum staffing requirements or in substitution for essential personnel in a clinical experience or prehospital internship setting;
- (p) Requirement that all students are notified of the process for obtaining a certificate to practice under section 4765.30 of the Revised Code and Chapter 4765-8 of the Administrative Code, and that an Ohio certificate to practice may not be granted if the individual fails to meet the qualifications for a certificate to practice set forth in rule 4765-8-01 of the Administrative Code;
- (q) Security parameters protecting the students' financial and personal information in accordance with state and federal laws.

(B) An EMS accredited institution or applicant for a certificate of accreditation shall:

- (1) Allow access by the division, during regular business hours and at all other reasonable times, to conduct an inspection of students' EMS training records and all EMS instructor records for accreditation purposes;
- (2) Allow the division to review the program materials and monitor the testing process utilized by the EMS training program;
- (3) Maintain written documentation, to include documentation of compliance with this chapter, of all EMS training courses programs including the following:
  - (a) EMS training programs;
  - ~~(a)~~(b) EMS continuing education programs;

~~(b)~~(c) EMS instructor training ~~courses~~ programs, to include documentation of all requirements set forth in Chapter 4765-18 of the Administrative Code;

~~(e)~~(d) EMS courses taught at an offsite location.

(4) Submit an annual report each year from the date the initial certificate of accreditation was issued by the board.

(C) An EMS accredited institution shall retain written or electronic files in a secure location with the following documentation for each course offered by the institution:

(1) Course schedules, lesson plans, and policies in compliance with this rule;

(2) ~~Written documentation of valid EMS instructor certification and provider certification or license in compliance with this rule~~ of a current and valid certificate to practice or license and current and valid certificate to teach for each holder of a certificate to teach utilized in the EMS training program;

(3) Written affiliation agreements as outlined in this rule and documentation of compliance with terms therein;

(4) Minutes of advisory committee meetings including an agenda and attendance record for each meeting that is conducted in accordance with this rule;

(5) Attendance records for each EMS training course conducted by an EMS accredited institution showing completion of the required hours as determined by the EMS training program;

(6) Evaluations of student cognitive performance;

(7) Evaluations of student in-class and final practical skills performance;

(8) Preceptor evaluations of student performance;

(9) Records of clinical skills requirements;

(10) Documentation of program director and program medical director approval and credit given to a student for previous training by an EMT-intermediate or

EMT-paramedic training program in accordance with rule 4765-6-02 of the Administrative Code;

(11) Student evaluations of course and instructors;

(12) Accident and injury reports;

~~(13) Documentation of a current and valid certificate to practice or license and current and valid certificate to teach for each EMS instructor utilized in the EMS training program;~~

(D) A certificate of accreditation issued under paragraph (A) of this rule shall be valid for three years and may be renewed pursuant to rule 4765-7-07 of the Administrative Code.

(E) The EMS accredited institution shall maintain all documentation required in this rule for the duration of the current accreditation cycle and for one previous accreditation cycle.

(F) An accredited institution that provides an EMS training program or EMS continuing education program through the online or distance learning delivery systems shall comply with all requirements set forth in rules 4765-7-11 and 4765-7-12 of the Administrative Code and maintain documentation of compliance.

(G) An accredited institution shall not provide an EMS training program through the online or distance delivery systems unless first approved by the board to provide the program at that level.

Effective:

R.C. 119.032 review dates: 11/13/2008

---

Certification

---

Date

Promulgated Under: 119.03  
Statutory Authority: 4765.11  
Rule Amplifies: 4765.16, 4765.17  
Prior Effective Dates: 1/1/96, 2/22/99, 3/23/03, 11/29/07