

## TO BE RESCINDED

4765-7-12

**Online education and distance learning delivery systems for EMS training programs offered through an accredited institution.**

- (A) The board shall approve an accredited institution to provide an EMS training program through online education and/or distance learning delivery system(s), as defined in rule 4765-1-01 of the Administrative Code, if the institution is of good reputation and meets the following requirements:
- (1) Meets all requirements for accreditation as set forth in rule 4765-7-02 of the Administrative Code and currently possesses a certificate of accreditation at the level of the EMS training program for which the institution seeks to provide the online and/or distance learning delivery systems;
  - (2) Submits to the division a written request, in a format approved by the board, to offer alternative delivery systems. Such a request shall indicate the level(s) of EMS training program(s) proposed to be offered and shall include documentation of how the accredited institution meets the requirements set forth in this rule;
  - (3) Has maintained a certificate of accreditation for at least the preceding three full years at or above the level of the EMS training program for which the institution seeks to provide the online and/or distance learning delivery systems;
  - (4) Has completed at least one EMS training program in the traditional classroom setting at or above the level of the EMS training program for which the institution seeks to provide the online and/or distance learning delivery systems;
  - (5) Is not currently under any disciplinary action imposed by the board at the level of the EMS training program proposed to be offered;
  - (6) Has written policies, that will be made available to each student, regarding all of the following:
    - (a) Admission requirements;
    - (b) Minimal requirements for technological needs for students enrolling in an online program to include, at a minimum, hardware, software, and internet connection speed;

- (c) Technological support that will be provided by the accredited institution to the students enrolled in the online 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 program's EMS instructors while the program is in session to allow for direct communication between EMS instructors and students;
  - (e) Security parameters protecting the students financial and personal information in accordance with state and federal laws;
  - (f) Online procedures for course administration and completion;
  - (g) Method(s) to transition from the online education and distance learning EMS training program into the classroom version of the same program 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 online education EMS training programs:
- (a) A technology infrastructure that facilitates sound security, including user authentication and authorization procedures and technologies;
  - (b) Access control procedures and technology that supports the online program;
  - (c) Technological support to meet student needs;
  - (d) An appropriate security solution to ensure course and systems integrity, especially financial and personal information, in transit and at rest;
  - (e) A risk management plan to include identification of foreseen risks, continuity and disaster recovery, and incidence response;
  - (f) Assurance that course data are readily, securely, and reliably available by electronic or printed means to the division and the division's authorized recipients on a demand basis;

- (g) A means to facilitate state audit, compliance, and verification requirements. The division may request and review supporting documentation to include access to computer logs related to the audit reports and the reviews undertaken. If the technical support, application server host, or data storage facilities are located outside the state of Ohio, the accredited institution shall submit, upon request of the division, a report encompassing the rules of this chapter to meet the audit requirements in lieu of a state-conducted audit of technical support, application server host, or data storage facilities. The accredited institution 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 collected and retained:
- (a) Student's name;
  - (b) Dates and times of student activity in the EMS training program and verification of the amount of total time spent in the online portion of the program;
  - (c) An identifier of the reason a student was suspended or failed to complete the on-line EMS training program;
  - (d) Name or identity number of an accredited institution staff member entering comments, retesting, or revalidating student, if applicable.
- (9) Ensures that the classroom portion of the course will include administration and scoring of the final exam, and that the final exam shall not be included in an initial EMS training program offered through online education and/or distance learning delivery systems;
- (10) Ensures that an initial EMS training program taught through an online education or distance learning delivery system meets all of the following:
- (a) Obtains prior written approval of medical content from the program medical director;

- (b) Meets all curriculum requirements as set forth in rules 4765-12-02, 4765-15-01, 4765-16-01 and 4765-17-01 of the Administrative Code;
  - (c) Possesses written documentation of clear objectives, course content and method of delivery;
  - (d) Obtains prior approval from the program medical director in order to utilize the online education or distance learning delivery system for instruction;
  - (e) Is developed and facilitated by an EMS instructor;
  - (f) Ensures that the didactic portions of each EMS training program curriculum may be taught utilizing the online education and/or distance learning delivery system(s);
  - (g) Ensures that the skills practicum instruction, lab sessions, clinical experience, skills practicum testing or pre-hospital internship portions of each EMS training program curriculum shall not be provided through the online education or distance learning delivery systems;
  - (h) Ensures that the traditional classroom and/or laboratory at an accredited institution or offsite location must be utilized for instruction in, and practice of, skills;
  - (i) Ensures that clinical experience and pre-hospital internships shall be conducted at sites in accordance with affiliation agreements with clinical and/or pre-hospital organizations.
- (11) Requires written evaluations, completed by each student, of each EMS training program offered through an online or distance learning delivery system. The evaluation shall include, but is not limited to, the following:
- (a) Clarity of written policies associated with the training program;
  - (b) Course content;
  - (c) Means of delivery and systems availability;
  - (d) Availability of EMS instructors.

- (B) An accredited institution approved to utilize the online education or distance learning delivery system may do so in conjunction with traditional classroom-based instruction.
- (C) In addition to the requirements set forth in rule 4765-7-02 of the Administrative Code, the accredited institution shall include in its annual report information, statistics and data specific to the EMS training programs offered through online and/or distance learning formats.
- (D) An accredited institution approved by the board to utilize online training or distance learning delivery systems, which subsequently receives a certificate of accreditation for a higher level of EMS training, shall teach at least one EMS training program in the traditional classroom at that level before becoming eligible to request to teach such program through online or distance learning. The accredited institution must meet all requirements in paragraph of (A) of this rule in order to conduct online and or distance learning formats at the higher level.
- (E) Approval to conduct training utilizing online and or distance learning delivery systems is specific to the EMS training program level and type of delivery system.
- (F) The accredited institution shall maintain documentation to show how the online or distance delivery systems cover the hours stipulated in the curricula and learning objectives, set forth in rules 4765-12-02, 4765-15-01, 4765-16-01 and 4765-17-01 of the Administrative Code, and how the hours correspond from a traditional classroom environment into the online or distance learning delivery system.

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CERTIFIED ELECTRONICALLY

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Certification

07/21/2014

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Date

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