

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 board, a written request to offer EMS training via 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 for at least the preceding three full years from the date of accreditation;
 - (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) It is in good standing as defined in rule 4765-1-01 of the Administrative Code;
 - (6) Has written policies, which will be made available to each student, regarding all of the following:
 - (a) Admission requirements;
 - (b) Minimum requirements for technological needs for students enrolling in an EMS training program utilizing online education or distance learning to include, but not limited to, hardware, software, and internet connection speed;
 - (c) Technological support that will be provided by the accredited institution 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 EMS instructors while the EMS training program is in session to allow for direct communication between EMS instructors and students. This should include, but not be limited to, telephone numbers, email addresses and office hours;
 - (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 for 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 EMS training programs utilizing online education or distance learning:
- (a) A technology infrastructure that facilitates sound security, including user authentication and authorization procedures and technologies;
 - (b) Access control procedures and technology that supports EMS training programs utilizing the online education or distance learning systems;
 - (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 is readily, securely, and reliably available by electronic or printed means to the division and the division's authorized recipients;
 - (g) A means to access student and program information to facilitate state audits to verify compliance with rules approved by the board. 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. 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 utilizing the online education and/or distance learning portion of the program;
 - (c) The reason a student was suspended or failed to complete the EMS training program utilizing online education or distance learning;
 - (d) Name or identity number of an accredited institution staff member accessing or entering student records.
- (9) Ensures that the EMS training program's final written and psychomotor exams are administered and scored in a traditional classroom setting;
- (10) Ensures that an initial EMS training program taught utilizing an online education and/or distance learning delivery system meets all of the following:
 - (a) Obtains approval from the accredited institution program director and medical director prior to instruction utilizing online education and/or distance learning systems;
 - (b) Obtains prior written approval of medical content from the program medical director;
 - (c) Has been developed and is facilitated by an EMS instructor under the auspices of an accredited institution;
 - (d) Possesses written documentation of clear objectives, course content and method of delivery that meet all curricula requirements as set forth in rules 4765-12-02, 4765-15-01, 4765-16-01, and 4765-17-01 of the Administrative Code;
 - (e) Ensures that the didactic portions of each EMS training program curriculum may be taught utilizing online education, distance learning delivery, or traditional classroom settings;

- (f) Ensures that the skills practicum instruction, laboratory sessions, and testing portions of each EMS training program curriculum utilize traditional classroom settings under the auspices of an accredited institution;
 - (g) 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 and/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 and/or distance learning delivery system may do so in conjunction with traditional classroom-based instruction.
- (C) An accredited institution approved to utilize online education and/or distance learning systems shall annually provide the division with information, statistics and data specific to the EMS training programs offered through online and/or distance learning as set forth in rule 4765-7-02 of the Administrative Code.
- (D) An accredited institution approved to utilize online education and/or distance learning systems shall maintain documentation that demonstrated compliance with the hours and curricula requirements set forth in rules 4765-12-02, 4765-15-01, 4765-16-01 and 4765-17-01 of the Administrative Code.
- (E) An accredited institution approved to utilize online education and/or distance learning systems shall ensure contact hours in the EMS training programs are equal to the hours in the same EMS training program conducted in a traditional classroom environment.
- (F) 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.
- (G) An accredited institution approved by the board to utilize online training and/or distance learning delivery systems, which subsequently receives board approval to operate an

advanced 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 (A) of this rule in order to conduct online and/or distance learning formats at the higher level.

Effective:

Five Year Review (FYR) Dates: 3/12/2018

Certification

Date

Promulgated Under: 119.03
Statutory Authority: 4765.17, 4765.11
Rule Amplifies: 4765.17
Prior Effective Dates: 02/01/2009, 08/12/2014