



Ohio Administrative Code
Rule 109:2-1-06 Approval of instructors.
Effective: February 12, 2026

(A) All persons requesting initial certification as an instructor shall submit an application for each subject or unit of subjects for which the person is seeking to instruct. The application shall be made in the form and manner prescribed by the executive director. Instructor certifications awarded or renewed under this rule are valid for three years.

(B) The minimum qualifications for unit instructor certification shall be as follows:

(1) High school graduate or possession of a "General Education Development" certificate;

(2) Five years of relevant, full-time law enforcement experience;

(3) Completion of either of the following:

(a) An instructor training program approved by the executive director consisting of a minimum of forty clock hours, including instruction in the theories of learning and adult education, teaching techniques, lesson plan development and usage, behavioral objectives, student evaluation and measurement, role playing, the use of audio-visual aids and an exercise in practice teaching; or

(b) An instructor-level training program approved by the executive director, which will allow a person to learn specific knowledge and skills in a unit for which certification is requested.

(4) Recommendation of a current basic training school commander.

(C) The minimum qualifications for special subject instructor certification shall be as follows:

(1) A high school graduate or possession of a "General Education Development" certificate;

(2) Either of the following:



- (a) Possession of a license under Ohio law in a particular discipline related to the special subject area to be taught; or
- (b) Recognition for competency in law enforcement related areas such as probation, corrections, health, fire, drug enforcement, traffic or other special subject or skill areas in which the person has a minimum of five years of full-time experience and training in the subject area to be taught.

(3) Recommendation of a current basic training school commander;

(4) Special subject instructors shall not be eligible for approval for the driving or firearms units and in no case shall a special subject instructor be approved for more than five topics in the basic course.

(D) Notwithstanding paragraphs (B) and (C) of this rule, certain subjects or units of subjects may require specialized knowledge or skills that differ from or exceed the minimum requirements.

- (1) When the executive director determines that the standard qualifications under paragraphs (B) and (C) of this rule are not suitable for a particular subject or unit, the executive director may recommend, and the commission may approve, a distinct set of qualifications specific to that content area. The recommendation may contain one or more ways to demonstrate that an individual is qualified to instruct specific content.
- (2) If approved by the commission, the qualifications adopted under paragraph (D)(1) of this rule shall stand for the subject or unit of subjects.

(E) Renewal and reinstatement of unit and special subject instructor certification:

- (1) Instructors certified under this rule may apply to have their certification renewed if the instructor remains qualified. Not more than ninety days prior to the expiration of the certification, but prior to the date on which the certification expires, an instructor seeking renewal shall request renewal in the form and manner prescribed by the executive director. The renewal request shall include:
- (a) Written evidence from the educational or training facility where the instructor received the



AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #510864

training documenting that the instructor has successfully completed, within the past three years, a minimum of twenty-four clock hours of training in topics related to the basic training curriculum.

(b) Written evidence from the school commander or administrator that the instructor has taught in two approved peace officer basic training schools for a minimum total of twenty-four teaching hours within the past three years.

(c) Any additional information the executive director deems necessary.

(2) Instructors certified as special subject instructors may apply to have their certification renewed if the instructor remains qualified. Not more than ninety days prior to the expiration of the certification, but prior to the date on which the certification expires, an instructor seeking renewal shall request renewal in the form and manner prescribed by the executive director. The renewal request shall include:

(a) Written evidence from the educational or training facility where the instructor received the training documenting that the instructor has successfully completed, within the past three years, a minimum of twelve clock hours of training in topics related to the basic training curriculum.

(b) Written evidence from the school commander or administrator that the instructor has taught in two approved peace officer basic training schools for a minimum total of twelve teaching hours within the past three years.

(c) Any additional information the executive director deems necessary.

(3) An instructor whose certification has lapsed may apply for reinstatement. A reinstatement request can be made any time after the expiration of the certification and shall be made in the form and manner prescribed by the executive director. The reinstatement request shall include:

(a) Written evidence from the educational or training facility where the instructor received the training documenting that the instructor has successfully completed, within the past three years, a minimum of twenty-four clock hours of training in each unit or twelve clock hours in each special subject in which the instructor is requesting reinstatement.



- (b) Any additional information the executive director deems necessary.
- (4) Any changes to unit and special instructor certification standards approved by the commission shall apply to all initial and reinstatement applications received on or after the date on which the standards were approved by the commission.
- (5) Any changes to unit and special instructor certification standards approved by the commission shall apply to instructors with an active instructor certification in the unit or special subject by the date set by the commission.

- (F) The executive director may deny, revoke, suspend, or refuse to reinstate a person's certificate under this section if any of the following occur:
 - (1) The person failed to meet application, renewal, or reinstatement requirements;
 - (2) The person has unacceptable performance evaluations;
 - (3) The person was convicted of a criminal or an offense under the Revised Code or substantially similar offense in another jurisdiction;
 - (4) The person obtained, maintained, or renewed a certificate through fraud, misrepresentation, or deceit;
 - (5) The person's conduct, regardless of whether formal charges or discipline occurred, demonstrates the lack of character necessary to provide instruction to law enforcement officers in the name of commission and state of Ohio. Such conduct may include, but is not limited to, an abuse of the authority or trust associated with professional role; engaging in sexual harassment or sexual assault; committing fraud, theft, or other acts of dishonesty; use of force in a manner that is excessive or unjustified under applicable law or policy; or any other good cause that would reflect poorly upon the commission should the instructor remain certified.



(6) The person knowingly failed to disclose any of the following to the executive director within fourteen days of the occurrence in the manner prescribed by the executive director:

(a) Being charged with any criminal offense in the United States;

(b) Being placed under suspension, administrative leave, or under formal investigation by a professional licensing board in any jurisdiction within the United States, for conduct involving dishonesty, abuse of authority, unlawful use of force, sexual misconduct, or other disqualifying behavior under this rule; or

(c) Being placed under suspension, on administrative leave, or formal investigation by the person's employer for conduct involving dishonesty, abuse of authority, unlawful use of force, sexual misconduct, or other disqualifying behavior under this rule.

(G) Instructor certificate suspension

(1) An individual is ineligible to serve as commission approved instructor, or renew, or reinstate their certificate while it is suspended under this rule.

(2) A certificate suspension may be imposed for a definite or indefinite term.

(a) For suspensions of a definite term, the order shall specify the duration of the suspension. Unless further administrative action is taken, and the certificate remains valid, the certificate shall be reinstated automatically upon conclusion of the suspension period.

(b) For suspensions of an indefinite term, the order shall specify the conditions for reinstatement. These conditions may include:

(i) Completion of a minimum suspension period;

(ii) Completion of additional education or training;



AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #510864

- (iii) Compliance with all terms, conditions, or limitations as part of the suspension;
- (iv) Resolution of the charges or allegations in the individual's favor.

(H) Instructor certificate revocation

- (1) An individual is ineligible to serve as commission approved instructor, or renew, or reinstate their certificate once it has been revoked under this rule.
- (2) The executive director shall not issue an instructor certificate to an individual if the individual's certification to instruct units or special subjects has previously been revoked.