



## Ohio Administrative Code Rule 109:2-5-04 Approval of school.

Effective: June 6, 2026

---

- (A) The commander of a basic school shall, twenty-one calendar days prior to the start date, complete and forward to the executive director on forms provided by the executive director, an application and, a training calendar.
- (B) The basic school approved by the executive director shall include training in firearms and other subject matter as prescribed by the commission. The hours and student performance objectives for the basic course shall, be taught in their entirety.
- (C) The student enrollment list shall list the name and employer of each court officer. The student enrollment list shall be accompanied by documentation prescribed by the executive director regarding each student's authorization to attend the basic school.
- (D) The hours and student performance objectives approved by the commission are established as a mandatory minimum for obtaining certification. Commanders and instructors are encouraged to exceed the minimums.
- (E) A basic school will not be approved that has less than ten students, unless the commander certifies that there are less than ten court officers in the general geographic area who need training and the executive director approves. In all instances the basic school must meet student to instructor ratios as determined by the executive director.
- (F) Basic school approvals shall be issued by the executive director in writing. No training class or portion thereof will be recognized if conducted prior to the issuance of an approval letter.
- (G) The executive director may revoke the approval of any basic school for failure to maintain the minimum standards as set forth in this rule or any other rule or policy established by the commission for conducting the basic course. The executive director shall notify the commander of the school in writing of this revocation and shall advise the commander that the commander may request a hearing before the commission as provided in sections 119.06 and 119.07 of the Revised Code. The commission shall conduct the hearing as required by sections 119.01 to 119.13 of the Revised Code.