



Ohio Administrative Code Rule 109:2-5-06 Approval of instructors.

Effective: June 6, 2026

Each instructor is required to have the approval of the executive director. Such approval will be based upon the submission, on a prescribed form, of a statement of qualifications for each subject or subjects for which approval is sought.

(A) Minimum qualifications for unit instructor.

- (1) High school graduate or possession of a general education development certificate;
- (2) Five years of relevant experience as a court officer, law enforcement officer, or a corrections officer authorized to carry a firearm while on duty and required to complete an annual firearms requalification;
- (3) Successful completion of an instructional skills course or equivalent as approved by the executive director;
- (4) Submission of documentation of completion of instructor-level training which allows a person to acquire specific knowledge and skills in an area for which approval is sought;
- (5) Recommendation of a current peace officer basic training or court officer basic commander.
- (6) Persons approved to instruct topics in programs pursuant to Chapter 109:2-1 may instruct those same topics in a court officer basic school.

(B) Renewal of certification.

- (1) Instructors shall renew their certificate every three years. At least ninety days prior to expiration of the certificate, the instructor shall file with the executive director an application for renewal on a form supplied by the executive director. The instructor shall also file:
 - (a) Written evidence 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 course.
 - (b) Written evidence from a commander that the instructor has taught in at least one basic school for a minimum total of twelve teaching hours within the past three years.

(C) Denial of certification, denial of renewal of certification, or revocation of certification:



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Should the executive director refuse to issue or renew a certificate, or should the executive director suspend or revoke a certificate, notice of this action shall be sent to the applicant. Unless the decision is of a ministerial nature, the applicant shall be advised that he or she 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.

(D) Grounds for denial or revocation of instructor certification.

- (1) Failure to meet the minimum qualifications for instructor certification listed in paragraph (A) of this rule;
- (2) Failure to meet renewal criteria;
- (3) Failure to meet renewal deadline;
- (4) Submission of falsified records, application, or other documentation;
- (5) Unacceptable performance evaluations;
- (6) Convictions of a felony, a crime of moral turpitude, offense of violence, sexually oriented or child-victim oriented offense, or any other peace officer disqualifying offense;
- (7) Any other good cause shown.

(E) The executive director may suspend the certification of any instructor that is charged with any felony, crime of moral turpitude, offense of violence, sexually oriented or child-victim oriented offense, or any other peace officer disqualifying offense.