



## Ohio Administrative Code

### Rule 4765-18-16 Renewal requirements for a certificate to teach continuing education.

Effective: April 1, 2019

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[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-1-03 of the Administrative Code.]

(A) No later than sixty days prior to the expiration of a certificate to teach, the division shall notify each certificate holder of the certificate's scheduled expiration date and a mechanism for renewal.

(B) An applicant for renewal of a certificate to teach continuing education must meet the following requirements:

(1) Submits a completed "EMS Continuing Education Instructor Renewal Application", on or before the expiration date of the current certificate;

(2) Continues to meet the requirements for a certificate to teach as a continuing education instructor as set forth in this chapter;

(3) Satisfies the requirements for a certificate to practice as set forth in paragraphs (A)(6) to (A)(12) of rule 4765-8-01 of the Administrative Code;

(4) During the preceding certification cycle, has provided not less than six hours of instruction of an EMS continuing education program offered by an accredited institution, approved institution or while on active duty in the armed forces of the United States, including the Ohio national guard or the national guard of any other state;

(5) During the preceding certification cycle, has completed two hours of instructional continuing education related to the "Ohio Fire and EMS Instructor Curriculum" objectives;

(6) Unless waived by the board, attends any mandatory meetings for continuing education instructors held by the board.



(C) There shall be no fee for an "EMS Continuing Education Instructor Renewal Application."

(D) Failure to meet any of the requirements in paragraph (B) of this rule may lead to board action under rule 4765-10-03 of the Administrative Code.

(E) An applicant for renewal must maintain records relating to the requirements set forth in paragraphs (B)(5) and (B)(6) of this rule for the current and previous certification cycle. Such records are subject to audit by the division, as directed by the board and in accordance with rule 4765-9-02 of the Administrative Code.

(F) A renewed certificate to teach continuing education does not become effective until the expiration of the current certificate.