



Ohio Administrative Code

Rule 4765-21-04 Renewal of a fire instructor, fire safety inspector instructor or assistant fire instructor certificate to teach.

Effective: January 1, 2018

[Comment: For dates and availability of material incorporated by reference in this rule see rule 4765-25-02 of the Administrative Code.]

(A) An applicant for a fire instructor, assistant fire instructor, or fire safety inspector instructor certificate shall submit a completed "Fire, Assistant Fire, or Fire Safety Inspector Instructor Initial Application."

(B) An applicant for renewal of a fire instructor, assistant fire instructor, or fire safety inspector instructor certificate shall submit a completed "Fire, Assistant Fire, Fire Safety Inspector, or Live Fire Instructor Renewal Application."

(C) An applicant requesting reinstatement of a fire instructor, assistant fire instructor, or fire safety inspector instructor certificate shall submit a completed "Fire, Fire Safety Inspector, and / or Live Fire Instructor Reinstatement Application."

(D) An applicant for a live fire instructor certificate shall submit a completed "Live Fire Instructor Initial Application."

(E) An application that is not filled out in the manner specified may be deemed incomplete by the executive director. Incomplete applications will not be considered by the executive director.

(F) An applicant who has been convicted of any criminal offense other than a minor traffic offense, shall at the applicant's expense, submit at the time of application a certified copy of the judgment entry from the court in which the conviction occurred, a civilian background check from the bureau of criminal identification and investigation (BCI&I), and a certified copy of the police report or law enforcement agency report, if applicable. Subject to the discretion of the executive director, failure to submit this documentation may render the application incomplete.



(G) Armed forces applications are processed as follows:

(1) The division shall track and monitor each application for a certificate that has been received from an applicant who is a:

(a) Veteran;

(b) Member of the armed forces;

(c) Spouse of a veteran or member of the armed forces; or

(d) Surviving spouse of a veteran or member of the armed forces.

(2) The division shall prioritize and expedite each completed initial application and renewal application received from an applicant who is a:

(a) Veteran;

(b) Member of the armed forces;

(c) Spouse of a veteran or member of the armed forces; or

(d) Surviving spouse of a veteran or member of the armed forces.

(3) In order to expedite the processing of completed applications and renewals, especially for individuals facing imminent deployment, the division shall accept necessary information in support of the application by electronic and other appropriate means.