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Ohio Administrative Code

Rule 4765-21-06 Renewal of a certificate to teach.

Effective: November 1, 2026

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

(A) The executive director shall renew a fire and emergency services instructor certificate to teach, issued under section 4765.55 of the Revised Code and this chapter, to an applicant who meets the following criteria:

(1) Possesses a current and valid firefighter, fire safety inspector, or EMS certificate to practice that is in good standing;

(2) During the preceding certification cycle, has provided not less than twenty-four hours of instruction related to fire, emergency services, and/or adult instructional methodology as approved by the applicant's fire chief or chief's designee, or a program director;

(3) Satisfies one of the following:

(a) Obtains six hours of continuing education related to instructional methodology as approved by:

(i) The applicant's fire chief or chief's designee; or

(ii) A program director of:

(a) A chartered program, as defined in rule 4765-25-01 of the Administrative Code; or

(b) An EMS accredited institution, as defined in rule 4765-25-01 of the Administrative Code; or

(b) Passes a fire and emergency services instructional methods examination at their level of certification;

(4) Submits a completed "Fire and Emergency Services Instructor Renewal Application" on or before the expiration date of the current certificate.

(5) An applicant who chooses not to renew their provider certification(s) may retain their certificate to teach but may only provide methodology instruction in fire and emergency services instructor courses.

(B) The executive director shall renew an assistant fire instructor certificate, issued under section 4765.55 of the Revised Code and this chapter, to an applicant who meets the following criteria:

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(1) Possesses a current and valid firefighter certificate that is in good standing;

(2) Complies with the requirements for a firefighter certificate as set forth in paragraphs (A) to (I) of rule 4765-20-02 of the Administrative Code;

(3) During the preceding certification cycle, the applicant has provided not less than eight hours of instruction related to fire service training as approved by the applicant's fire chief or the chief's designee, or a program director.

(4) The applicant obtains six hours of continuing education related to instructional methodology as approved by:

(a) The applicant's fire chief or the chief's designee; or

(b) A program director of:

(i) A chartered program, as defined in rule 4765-25-01 of the Administrative Code;

(ii) An EMS accredited institution, as defined in rule 4765-25-01 of the Administrative Code; or

(5) The applicant submits a completed "Assistant Fireand/or Live Fire Instructor Renewal Application" on or before the expiration date of the current certificate.

(C) The executive director shall renew a live fire instructor certificate to teach, issued under section 4765.55 of the Revised Code and this chapter, to an applicant who meets the following criteria:

(1) Meets the renewal requirements as set forth in paragraph (A) of this rule; and

(2) Participates as a certified live fire instructor in at least one live burn training exercise approved by the applicant's fire chief or the chief's designee, or program director during the previous certification cycle;

(3) If "NFPA 1403" is revised during the certificate holder's certification cycle, a live fire instructor shall attend a continuing education refresher course related to the revised standard.

(4) The applicant submits a completed "Assistant Fire and/or Live Fire Instructor Renewal Application" on or before the expiration date of the current certificate.

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(D) In accordance with section 5903.10 of the Revised Code, the holder of an expired fire and emergency services instructor certificate to teach shall be granted renewal of the expired certificate if the following conditions are met:

(1) The holder presents the division with satisfactory evidence that the holder or the holder's spouse, as applicable, was honorably discharged, released under honorable conditions from active duty or national guard duty, or separated from the military under honorable conditions, and either of the following applies:

(a) The certificate was not renewed because of the holder's service in the armed forces.

(b) The certificate was not renewed because the holder's spouse's service in the armed forces resulted in the holder's absence from this state.

(2) The certificate renewal application and military discharge evidence is submitted to the division within six months of the holder's or holder's spouse's discharge from the armed forces or release from active duty or national guard duty.

(3) The certificate holder meets the requirements for renewal of a certificate as set forth in this chapter of the Administrative Code.

(4) A veteran or spouse of a veteran who meets the conditions in this paragraph shall not be assessed a penalty for submitting a late renewal application.

(E) No later than sixty days prior to the applicant's expiration date, the division, as directed by the executive director, shall provide notification of the certificate's expiration date and the method of renewal to each person who has been issued a certificate to teach.

(F) No applicant shall receive credit for more than twelve hours of continuing education training in any one calendar day.

(G) No applicant shall receive continuing education credit for the identical online training class, taken more than once per calendar year.

(H) A renewed certificate to teach does not become effective until the expiration date of the current certificate.

(I) If an applicant's certification cycle was less than thirty-six months, the applicant shall complete the pro-rated renewal requirements as set forth in rule 4765-21-15 of the Administrative Code.