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OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #540467

Ohio Administrative Code

Rule 4765-21-09 Fire and emergency services instructor I and II certification by reciprocity.

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) For purposes of granting reciprocity, the division shall issue a fire and emergency services instructor certificate to teach to an applicant if either of the following conditions apply:

(1) The applicant has a substantially similar out-of-state occupational license or certificate and has held the out-of-state licensure or certification for at least one year prior to application and has been actively engaged in the practice of that occupation for one of the five years immediately preceding the date of application; or

(2) The applicant has been actively engaged in the same occupational activity in the military, or a state or territory that does not issue a license or certificate, for at least three of the five years immediately preceding the date of application.

(B) An applicant shall provide all relevant documentation demonstrating his or her experience, education, and training to assist the division in its determination.

(C) To be eligible to receive a fire and emergency services instructor I or II certificate to teach by reciprocity pursuant to section 4765.55 of the Revised Code, "NFPA 1041" or "NFPA 1020," and Chapter 4765-21 of the Administrative Code, an applicant who possesses a current and valid certificate or license to teach fire or EMS training, that is in good standing, from another state, the District of Columbia, or a United States territory, or an applicant who completed a fire instructor or fire and emergency services instructor training course from any branch of the United States military, shall meet all of the following qualifications:

(1) The applicant successfully completed a structured course of instruction in another state, the District of Columbia, a United States territory, department of defense, any branch of the United States military, or other instructor training program approved by the executive director that is substantially similar to the training standards and curriculum set forth in Chapter 4765-24 of the Administrative Code;

(2) The applicant shall possess a current fire or EMS certificate to practice issued under section 4765.55 of the Revised Code and rule 4765-20-02 of the Administrative Code, or section 4765.11 of the Revised Code and rule 4765-8-01 of the Administrative Code that is in good standing;

(3) In the preceding seven years, the applicant has at least five years of experience as a certified fire or EMS provider. Experience as a certified fire or EMS

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provider in another state, the District of Columbia, a United States territory, the department of defense, or any branch of the United States military may be used to fulfill this requirement.

(4) The applicant for a fire and emergency services instructor I or II requesting certification through reciprocity shall submit a completed "Fire and Emergency Services Instructor Reciprocity Packet" including documentation that all requirements as specified in this rule have been met;

(5) If an applicant fails to provide a complete reciprocity packet, including all required documentation, within ninety days from original receipt of the packet, the packet will be considered incomplete and it will be returned to the applicant;

(6) If an applicant still wishes to request to receive certification by reciprocity, they must then complete and submit a new "Fire and Emergency Services Instructor Reciprocity Packet" for review by the division.

(D) The executive director may waive one or both of the following requirements:

(1) The applicant has held the out-of-state certification for at least one year prior to the application, as shown in paragraph (A)(1) of this rule;

(2) The applicant has been actively engaged in the practice of the occupation for one of the five years preceding the date of application, as shown in paragraph (A)(2) of this rule.

(E) Upon compliance with all requirements for certification in paragraphs (A) to (C) of this rule, the applicant will be issued a letter of authorization to test by the division, if required.

(F) An applicant required to test shall pass the web-based certification examination at the level of certification requested with a maximum of three attempts in a twelve month period after the applicant is approved for testing and the division issues a letter of authorization to test.

(G) An applicant that fails to complete the requirements set forth in paragraph (F) of this rule within the twelve month time frame shall complete a new course of instruction.

(H) After completing the requirements set forth in paragraph (F) of this rule, the applicant shall submit a completed "Fire and Emergency Services Instructor Reciprocity Application" within ninety days. An applicant that fails to submit a completed "Fire and Emergency Services Instructor Reciprocity Application" within ninety days shall complete a new course of instruction.

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(I) The executive director may waive the requirement to test if one of the following conditions apply:

(1) The out-of-state training was completed within seventy-two months prior to submitting application; or

(2) The out-of-state certificate or license is current and the applicant has maintained continuing education requirements substantially similar to Ohio requirements.

(J) Upon receiving a testing waiver, the applicant will be contacted by the division notifying them to submit a completed "Fire and Emergency Services Instructor Reciprocity Application" within ninety days. An applicant that fails to submit a completed "Fire and Emergency Services Instructor Reciprocity Application" within ninety days shall complete a new course of instruction.

(K) In addition to the requirements set forth in paragraphs (A) to (H) of this rule, the applicant:

(1) Shall not have been convicted of any of the following:

(a) Any felony;

(b) A misdemeanor committed in the course of practice;

(c) A misdemeanor involving moral turpitude.

(2) Shall not have committed fraud, misrepresentation, or material deception in applying for or obtaining a certificate issued under section 4765.55 of the Revised Code and this chapter.

(3) Shall not have been previously revoked or denied a certificate by the executive director or the licensing organization in another state.

(4) An applicant who has not resided in the state of Ohio for five years immediately preceding the date of application shall provide the division with a criminal records check of the applicant in accordance with section 109.572 of the Revised Code obtained from the superintendent of the bureau of criminal identification and investigation and including information from the federal bureau of investigation. An applicant's failure to submit this documentation renders the application for reciprocity incomplete.

(L) An applicant who has previously held a certificate to teach as a fire and emergency services instructor in Ohio or another state, the District of Columbia, a United States territory, the department of defense, or any branch of the United States military, which

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was previously revoked by the executive director or licensing agency of this state or another state, the District of Columbia, a United States territory, the department of defense, or any branch of the United States military, is not eligible for reciprocity.

(M) If an applicant is eligible for reinstatement as set forth in rule 4765-21-07 and rule 4765-21-08 of the Administrative Code, then that applicant is not eligible to be issued a certificate under this rule.

(N) For an application to be considered complete:

(1) The application shall be filled out in the manner as specified;

(2) All required documentation shall be provided;

(3) The application shall be submitted within ninety days of completion of the requirements set forth in paragraph (F) or (J) of this rule.

(O) A fire and emergency services instructor certificate to teach issued pursuant to this rule shall be issued in accordance with the certification cycles and pro-rated renewal requirements set forth in rule 4765-21-15 of the Administrative Code.