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COMMISSION
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Ohio Administrative Code

Rule 4765-21-12 Extension of continuing education requirement for fire and emergency services instructor, assistant fire instructor, or live fire instructor 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) Pursuant to section 4765.55 of the Revised Code, the executive director may grant an applicant for renewal of a fire and emergency services instructor, assistant fire instructor, or live fire instructor certificate to teach an extension of time to comply with the continuing education and instructional requirements for renewal of the fire and emergency services instructor certificate to teach.

(B) A ninety-day functioning extension may be granted by the executive director to the holder of a fire and emergency services instructor, assistant fire instructor, or live fire instructor certificate to teach that submits a "Request for Extension of Fire Certificates" form if either of the following conditions are met:

(1) The request is received prior to the expiration date of the certificate;

(2) The request is received no more than ninety days after the expiration date of the certificate and there are extenuating circumstances, deemed acceptable by the executive director, that prevented the submission of the request for an extension prior to the expiration of the certificate.

(C) The executive director, with advice and counsel of the committee, may grant an extension for a period of greater than ninety days if it is determined there are extenuating circumstances affecting the ability of the certificate holder to comply with the continuing education or instructional requirements within ninety days of the expiration of the certificate to teach. The executive director shall have full discretion in determining the length of the extension and whether, or to what extent, the holder of the lapsed certificate to teach may engage in activities for which a certificate to teach is otherwise required.

(D) A holder of a fire and emergency services instructor, assistant fire instructor, or live fire instructor certificate to teach seeking an extension for a period of greater than ninety days shall submit a written request to the division which shall include all of the following:

(1) Length of extension requested;

(2) Justification for the extension;

(3) The amount and type of continuing education and instructional requirements needed to comply with the requirement for renewal of the fire and emergency services instructor, assistant fire instructor, or live fire instructor certificate to teach;

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(4) A specific plan for completion of the continuing education and instructional requirements within the length of time requested;

(5) Certification number of the fire and emergency services instructor or live fire instructor certificate to teach;

(6) Signature of the certificate holder.

(E) The holder of a fire and emergency services instructor, assistant fire instructor, or live fire instructor certificate to teach that is granted an extension pursuant to this rule shall complete the continuing education and instructional requirements and submit a "Fire and Emergency Services Instructor Renewal Application," or "Assistant Fire and/or Live Fire Instructor Renewal Application" no later than the expiration date of the granted extension.

(F) The holder of a fire and emergency services instructor, assistant fire instructor, or live fire instructor certificate to teach that is granted an extension pursuant to this rule shall be audited for compliance with continuing education and instructional requirements upon renewal of the certificate.

(G) Military provisions related to extension of time to complete fire and emergency services instructor or live fire instructor continuing education:

(1) In accordance with section 5903.12 of the Revised Code and this chapter of the Administrative Code, a certificate holder who has served on active duty during the current or prior certification cycle may request an extension of time to complete the current continuing education or instructional renewal requirement, if both of the following conditions are met:

(a) The certificate holder submits documentation to the division stating that the certificate holder requires the extension of the current certification cycle because the certificate holder has served on active duty during the current or prior certification cycle.

(b) The documentation submitted certifies the active-duty service and the length of that active-duty service as a period in excess of thirty-one days during the current or prior continuing education or instructional renewal certification cycle.

(2) Upon the division's receipt of satisfactory evidence of service, in accordance with section 5903.12 of the Revised Code, the division shall extend the current continuing education or instructional renewal certification cycle by an amount of time equal to the total number of months that the certificate holder spent on

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active duty service during the current certification cycle. Any portion of a month served shall be considered one full month.

(3) All provisions of paragraph (G) of this rule shall apply to any certificate holder who is the spouse of a person who has served on active duty when that service resulted in the certificate holder's absence from this state.