AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
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Ohio Administrative Code

Rule 4765-21-14 Voluntary retired status, surrender, or drop back of certificate to teach.

Effective: November 1, 2026

(A) A holder of a current active certificate to teach in good standing may voluntarily request for the holder's certificate status to be designated as retired by submitting it to the division.

(1) Such request for retired status shall be in writing on department or chartered training program letterhead and include the following:

(a) Effective date of retirement;

(b) Original signatures of department chief or program director/authorizing official, and the certificate holder.

(2) Such request for retired status is subject to the executive director's approval;

(3) A retired status approved by the executive director becomes effective upon the desired retirement date indicated by the certificate holder and their employer.

(B) An individual who changed the status of a certificate to teach to retired pursuant to paragraph (A) of this rule and subsequently wishes to seek reinstatement of an instructor certification shall comply with the reinstatement provisions and timelines as set forth in rule 4765-21-07 of the Administrative Code.

(C) A holder of a certificate to teach may voluntarily surrender the holder's certificate by submitting a written request to the division.

(1) Such request for surrender is subject to the executive director's approval;

(2) A surrender approved by the executive director becomes effective upon the date of such approval.

(D) An individual who surrendered a certificate to teach pursuant to paragraph (C) of this rule and subsequently wishes to seek reinstatement of the certificate to teach may do so when the reinstatement provisions set forth in rule 4765-21-07 of the Administrative Code are met.

(E) An individual who surrendered their assistant fire instructor certificate to teach pursuant to paragraph (C) of this rule is not eligible for reinstatement.

(F) If a holder of a certificate to teach is under investigation by the division, acceptance of surrender is at the discretion of the executive director.

(G) A holder of a fire and emergency services instructor II certificate may request to voluntarily drop back to a fire and emergency services instructor I certificate by renewing at the lower level or by submitting a written request to the division.

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(1) Such request to drop back is subject to the executive director's approval;

(2) A drop back from fire and emergency services instructor II to fire and emergency services instructor I approved by the executive director becomes effective upon the date of such approval.