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OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #540407

Ohio Administrative Code

Rule 4765-24-05 Renewal of a fire charter.

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 make the "Fire Charter Renewal Application" available to each chartered program seeking renewal.

(1) The application shall be made available no later than ninety days prior to the current charter's expiration date;

(2) The application for renewal shall clearly indicate the date by which it shall be completed and received by the division.

(B) An application to renew a charter shall be received by the division no later than the thirtieth day prior to the expiration date of the current charter cycle.

(C) The application shall include authorizing official and program director names and contact information.

(D) If the authorizing official is also assuming the responsibilities as the program director, the application must also include authorizing official's supervisor's name and contact information.

(E) A chartered fire training institution may continue to conduct courses within approved classifications beyond the expiration date of the charter if the charter has submitted a completed "Fire Charter Renewal Application" to the division in accordance with paragraph (B) of this rule. Approval to continue to conduct courses is dependent on the program remaining in good standing and may continue until the charter renewal process is complete.

(F) The executive director shall renew a fire charter within one hundred twenty days of receipt of the application that meets the following requirements:

(1) Submits a completed "Fire Charter Renewal Application" to the division received no later than the thirtieth day prior to the expiration date of the current charter cycle;

(2) Demonstrates compliance with the requirements as set forth in section 4765.55 of the Revised Code and rule 4765-24-03 of the Administrative Code;

(3) Has conducted at least one course at each authorized classification level in the most recent charter cycle;

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(a) Conducting a firefighter course at the highest approved classification level fulfills the requirement to teach firefighter courses at lower classification levels.

(4) During the charter cycle, for each classification held, the training program met one of the following:

(a) Not less than sixty-five per cent of the training program's students who took the written portion of the initial certification examination received a passing score on their first attempt to pass the examination; or

(b) Not less than eighty per cent of the training program's students who took the written portion of the initial certification examination received a passing score within three attempts.

(G) Failure to submit an application to the division prior to the expiration date of the charter shall result in expiration of the charter. An institution with an expired charter shall not conduct firefighter, fire safety inspector, or instructor courses.

(H) Documentation requirements:

(1) A chartered program shall maintain all documentation required in this rule for the duration of the current and previous charter cycles. Revocation or voluntary surrender of a charter does not alleviate a chartered program of this requirement.

(2) In the event of charter or classification voluntary surrender or revocation, the chartered program shall maintain all documentation required in this rule for six years from the date of the voluntary surrender or revocation.

(I) An institution with an expired charter that wishes to conduct firefighter, fire safety inspector, or instructor courses shall reinstate as set forth in rule 4765-24-07 of the Administrative Code.

(J) The division may conduct site inspections in order to determine whether a chartered program remains in compliance with the requirements of this chapter.