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Ohio Administrative Code

Rule 4765-24-21 Written examination administration requirements.

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) A chartered program shall be permitted to administer the state certification examination, if the chartered program meets or exceeds the following requirements:

(1) Has a current and valid charter;

(2) Has a designated computer lab;

(3) Has a signed "Written Testing Agreement" with the executive director that meets both of the following:

(a) The agreement shall be for the current charter cycle;

(b) Any changes in the content or signature authority shall require a newly executed "Written Testing Agreement."

(4) Meets all requirements set forth in rule 4765-24-03 of the Administrative Code.

(B) Program director shall:

(1) Designate proctors to administer state written certification examinations;

(2) Ensure each proctor has received training in the state examination process and is familiar with all registration, security, and access procedures for testing and test operation, as set forth by the division;

(3) Ensure the integrity and security of all written examinations;

(4) Ensure that all test provisions are complied with while each computer-based test administration session, including retest sessions, is in progress;

(5) Ensure that only qualified candidates who have completed all certification eligibility requirements are permitted to sit for the examinations;

(6) Immediately report to the division any potential compromise or threat of compromise of the examination process;

(7) Ensure that a proctor is present in the examination room for the duration of the examination;

(8) Ensure that the examination room is conducive for testing, including but not limited to, adequate heating, cooling, ventilation, lighting, and is free from excessive noise and distraction;

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(9) Ensure that the examination facility has adequate restroom facilities and adequate parking within reasonable distance to the facility;

(10) Ensure that the examination room will be set up and ready for use prior to the scheduled examination time.

(C) If the program director holds any EMS or fire certification issued by the division, then the program director shall designate a non-certificate holder to proctor the examination, and the program director shall not be present in the examination room.

(D) Examination proctors, designated by the program director, shall:

(1) Administer all written examinations;

(2) Be trained in the state examination process and be familiar with all registration, security, and access procedures for testing and test operation, as set forth by the division;

(3) Not hold any EMS or fire certification issued by the division;

(4) Be present in the examination room for the entire duration of the examination;

(5) Not permit anyone other than the proctor and students in the examination room;

(6) Ensure that no personal electronic devices including, but not limited to, computers, tablets, or laptops are used for administering the examination;

(7) Laptops owned by the chartered institution may be used for administering certification examinations provided the program has submitted test center environment and test security plans indicating how the test items will remain secure and the plans have been approved by the division;

(8) Laptops approved for administering certification examinations by the division must remain locked in a secured area when not being used for testing;

(9) Ensure that any person holding a current certification issued by the division is not present during the examination unless the individual is sitting for the examination as part of the course requirements;

(10) Ensure that no unauthorized electronic devices including, but not limited to, personal laptops, cell phones, flash drives, and tablets are permitted in the examination room or used during the examination process;

(11) Ensure each student is advised of the examination appeal process;

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(12) Immediately report to the program director any potential compromise or threat of compromise of the examination process.

(E) A certification examination appeal shall be filed by the student to the program director within five days of the examination date. The appeal shall be in writing and include:

(1) Name of examinee;

(2) Contact information;

(3) Specific examination taken;

(4) Date, time, and location of examination;

(5) Basis for the appeal;

(6) Signature of the examinee.

(F) The state certification examination shall not be used by the chartered program as the final examination for a course.

(G) The executive director reserves the right to immediately suspend a chartered program's examination rights, if any of the following occur:

(1) There is an allegation of an examination or security compromise;

(2) There is a known examination or security compromise;

(3) There is a potential violation of this rule;

(4) Egregious violations of this chapter of the Administrative Code that warrant a suspension of examination rights.