



Ohio Administrative Code

Rule 4765-7-16 Continuing education course requirements for Ohio EMS accredited and approved institutions.

Effective: [September 1, 2026](#)

- (A) When an accredited or approved institution provides courses for continuing education credit, the institution shall meet all of the requirements set forth in this rule, this chapter, and rule 4765-19-01 of the Administrative Code.
- (B) Each course shall be related to EMS operations or patient care.
- (C) Each EMS continuing education course shall be taught by a holder of a certificate to teach, in accordance with Chapter 4765-18 of the Administrative Code except as provided in paragraphs (H)(2), (H)(4) and (H)(7) of this rule.
- (D) The accredited or approved institution shall issue a certificate of completion to each student upon successful completion of the course. The certificate of completion shall include the following information:
 - (1) Certificate of accreditation or certificate of approval number;
 - (2) Program director's signature;
 - (3) Student's name;
 - (4) Date on which the course was completed;
 - (5) Number of total hours completed, to include subject area hours as denoted in this chapter of the Administrative Code;
 - (6) Course title reflecting the subject matter of the course offering.
- (E) A single session of continuing education shall be at least one-half contact hour.
- (F) The accredited or approved institution shall provide and maintain written documentation of clear objectives, course content and method of delivery for each continuing education course.
- (G) The approved or accredited institution shall assign continuing education credit to a course according to a formula whereby fifty to sixty minutes of training will equal one contact hour and twenty-five to thirty minutes will equal one-half contact hour.
- (H) In accordance with rule 4765-19-01 of the Administrative Code, accredited or approved institutions may provide continuing education courses in any of the following formats:
 - (1) Instruction in a traditional classroom environment or a seminar setting;
 - (2) Online education, as defined in rule 4765-1-01 of the Administrative Code. Each online education course shall include all of the following:



4765-7-16

2

- (a) Prior written approval of medical content from the program medical director;
 - (b) Written documentation of clear objectives, course content and method of delivery;
 - (c) Prior approval from the program director;
 - (d) Course content developed by an instructor and facilitation of the course by an instructor;
 - (e) A testing process which shall be completed prior to the issuance of a certificate of completion.
- (3) Distance learning, as defined in rule 4765-1-01 of the Administrative Code. Each distance learning course shall consist of all of the following:
 - (a) Prior written approval of medical content from the program medical director;
 - (b) Written documentation of clear objectives, course content and method of delivery;
 - (c) Prior approval from the program director;
 - (d) Developed by an instructor;
 - (e) A testing process which shall be completed prior to the issuance of a certificate of completion.
- (4) Journals, publications, or currently available electronic media formats as approved by board, and which shall include a testing process;
- (5) A skills practicum course, which shall include an evaluation of skills performance;
- (6) Other formats as approved by the board;
- (7) Independent study, as set forth in this rule, shall only be conducted through an EMS accredited or EMS approved institution. Each independent study course shall include all of the following:
 - (a) Prior written approval of medical content from the program medical director;
 - (b) Written documentation of clear objectives, course content and method of delivery;
 - (c) Prior approval from the program director;



4765-7-16

3

- (d) Developed by an instructor;
- (e) A testing process, which shall be completed prior to the issuance of a certificate of completion.
- (I) The accredited or approved institution shall maintain documentation of each continuing education course in accordance with rules 4765-7-03 and 4765-7-09 of the Administrative Code, respectively.
- (J) The accredited or approved institution shall maintain documentation of compliance with all requirements set forth in rules 4765-7-03 and 4765-7-09 of the Administrative Code, respectively.
- (K) The didactic portion of the Ohio EMS provider refresher courses, as outlined in this chapter of the Administrative Code, may be taught through the online or distance learning formats, however psychomotor skills practice, psychomotor evaluations and psychomotor testing shall be conducted in a traditional classroom environment.