



Ohio Administrative Code

Rule 5123-6-04 Qualifications, training, and certification of registered nurse instructors and registered nurse trainers.

Effective: August 13, 2026

(A) Purpose

This rule establishes requirements for registered nurse instructors and registered nurse trainers as well as the curriculum for the registered nurse train-the-trainer program.

(B) Requirements for registered nurse instructors

- (1) Only a registered nurse certified by the department as a registered nurse instructor may develop, coordinate, and deliver the registered nurse train-the-trainer program that prepares registered nurses to train developmental disabilities personnel to:
 - (a) Perform health-related activities;
 - (b) Administer oral prescribed medication;
 - (c) Administer topical prescribed medication;
 - (d) Administer topical over-the-counter musculoskeletal medication;
 - (e) Administer oxygen and metered dose inhaled medication;
 - (f) Administer prescribed medication through stable labeled gastrostomy and jejunostomy tubes;
 - (g) Administer prescribed insulin through subcutaneous injection, inhalation, and insulin pump; and
 - (h) Administer prescribed medication for the treatment of metabolic glycemic disorders through subcutaneous injection.
- (2) Only a registered nurse who meets the following requirements may be certified as a registered nurse instructor:
 - (a) Current, valid licensure as a registered nurse authorized to practice nursing in Ohio pursuant to Chapter 4723. of the Revised Code and rule 4723-3-01 of the Administrative Code.
 - (b) A minimum of sixty months full-time (or equivalent part-time) experience in the practice of nursing as a registered nurse, of which at least twenty-four months have been in the field of developmental disabilities.



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- (c) Knowledge of the current laws and rules which regulate the practice of nursing, sections 5123.41 to 5123.47 of the Revised Code, and this chapter.
 - (d) Knowledge of and experience with the principles of adult education.
 - (e) Current certification with a minimum of sixty months of experience as a registered nurse trainer.
 - (f) The department may conduct an audit of a registered nurse's training of developmental disabilities personnel to determine compliance with rule 5123-6-06 of the Administrative Code to determine eligibility for registered nurse instructor certification.
 - (g) Successful completion of the department-provided registered nurse instructor orientation program and maintenance of registered nurse instructor certification.
- (3) The department will certify a registered nurse who meets the requirements of this rule as a registered nurse instructor for a period of up to two years. When the certification is first issued by the department on or after September first of an odd-numbered year, that certification will be current through August thirty-first of the next odd-numbered year.
- (4) Registered nurse instructors will make entries in the medication administration information system database described in rule 5123-6-07 of the Administrative Code in accordance with procedures established by the department for renewal of registered nurse instructor certification.

(C) Requirements for registered nurse trainers

- (1) Only a registered nurse certified by the department as a registered nurse trainer may develop, coordinate, and train developmental disabilities personnel to perform or administer the functions set forth in paragraphs (B)(1)(a) to (B)(1)(h) of this rule.
- (2) Only a registered nurse who meets the following requirements may be certified as a registered nurse trainer:
 - (a) Current, valid licensure as a registered nurse authorized to practice nursing in Ohio pursuant to Chapter 4723. of the Revised Code and rule 4723-3-01 of the Administrative Code.



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- (b) A minimum of eighteen months full-time (or equivalent part-time) experience in the practice of nursing as a registered nurse.
- (c) Previous experience caring for an individual with developmental disabilities.
- (d) Computer and internet access and computer literacy sufficient for entering data in the medication administration information system database described in rule 5123-6-07 of the Administrative Code; receiving and sending electronic mail; and creating, saving, and sending electronic file attachments.
- (e) Successful completion of a registered nurse train-the-trainer program that has been authorized by an Ohio board of nursing continuing education approver unit. Successful completion of the registered nurse train-the-trainer program requires the registered nurse to:
 - (i) Submit a completed application to the registered nurse instructor;
 - (ii) Attend the entire registered nurse train-the-trainer program;
 - (iii) Participate in registered nurse train-the-trainer program class discussions and activities;
 - (iv) Successfully complete the post-program requirements to demonstrate core knowledge and preparedness for teaching; and
 - (v) Submit a completed program evaluation to the registered nurse instructor.
- (3) The department will certify a registered nurse who meets the requirements of this rule as a registered nurse trainer for a period of up to two years. When the certification is first issued by the department on or after September first of an odd-numbered year, that certification will be current through August thirty-first of the next odd-numbered year.
- (4) To maintain certification as a registered nurse trainer, the registered nurse will, during the effective period of the certification complete, at a minimum, four contact hours of continuing education approved by the Ohio board of nursing related to information addressed in the registered nurse train-the-trainer program or that will enhance the role of the registered nurse trainer. Training in cardiopulmonary resuscitation, first aid, or universal precautions for infection control will not count toward the four contact hours. The four contact hours may be part of the continuing education required by the Ohio board of nursing to maintain licensure as a registered nurse.



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- (5) The department may conduct an audit of proof of completion of continuing education to ensure compliance with paragraph (C)(4) of this rule. When a registered nurse fails to meet or cannot show proof of meeting the requirements set forth in paragraph (C)(4) of this rule, the registered nurse will be required to repeat the registered nurse train-the-trainer program in its entirety. Until such time that the registered nurse successfully repeats the registered nurse train-the-trainer program in its entirety, the registered nurse will not develop or coordinate the program of instruction for developmental disabilities personnel to perform or administer the functions set forth in paragraphs (B)(1)(a) to (B)(1)(h) of this rule.

(D) Minimum curriculum for the registered nurse train-the-trainer program

- (1) The registered nurse train-the-trainer program will be at a minimum eight hours; one hour equals sixty minutes of classroom instruction. The registered nurse train-the-trainer program will address:
 - (a) Review of sections 4723.071 and 5123.41 to 5123.47 of the Revised Code, rules adopted under this chapter, and other applicable sections of the Revised Code and rules of the Administrative Code pertaining to the functioning of a county board, nursing delegation, and developmental disabilities personnel.
 - (b) Review of all components required when teaching developmental disabilities personnel to perform or administer the functions set forth in paragraphs (B)(1)(a) to (B)(1)(h) of this rule.
 - (c) Quality measures and quality assessment requirements.
 - (d) Documentation requirements for licensed nurses and developmental disabilities personnel.
 - (e) Principles of developmental disabilities personnel certification and nursing delegation including:
 - (i) The scope of authority granted to developmental disabilities personnel by certification and the responsibilities of developmental disabilities personnel to acquire and maintain certification for medication administration;
 - (ii) Direct and indirect supervision and determination of the appropriate type of supervision pursuant to this chapter;



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- (iii) Explanation that nursing delegation requires developmental disabilities personnel to receive individual-specific training for each individual served; and
 - (iv) Explanation that nursing delegation is expressly authorized for a specific individual served and does not confer nursing delegation authority to or for another individual.
- (f) How to provide indirect supervision, including methods for remaining accessible and training developmental disabilities personnel how and when to access help.
- (g) How to evaluate the skills of developmental disabilities personnel, including developing and using a skills check list that addresses the functions set forth in paragraphs (B)(1)(a) to (B)(1)(h) of this rule.
- (h) Responsibility and accountability pursuant to rule 5123-6-07 of the Administrative Code related to the use of the medication administration information system database and prohibition of actions by developmental disabilities personnel who the registered nurse or employer believes have not or will not safely perform or administer the functions set forth in paragraphs (B)(1)(a) to (B)(1)(h) of this rule.
- (i) Responsibility and accountability pursuant to Chapter 4723-4 of the Administrative Code relating to standards of competent nursing practice including but not limited to, demonstration of competence and accountability in all areas of practice in which the nurse is engaged.
- (j) General principles of adult basic education.
- (k) Instruction that health-related activities and medication administration certification applies only while providing services in settings under the administrative oversight of the department and that such certification does not confer authority or apply in any other setting or course of medication administration.
- (l) Information and instruction regarding the medication administration information system database described in rule 5123-6-07 of the Administrative Code, including required entry of data regarding developmental disabilities personnel trained.
- (m) Instruction that only a department-approved curriculum will be used to train developmental disabilities personnel to perform or administer the functions set forth in paragraphs (B)(1)(a) to (B)(1)(h) of this rule.



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- (2) A registered nurse instructor may engage other licensed health care professionals to assist with instruction of the registered nurse train-the-trainer program as long as the other licensed health care professionals have received instruction on the material and are acting within the scope of their professional practice as outlined in the Revised Code.