

4765-7-01

**Merging of certificates of accreditation and general provisions.**

[Comment: For dates and availability of material incorporated by reference in this chapter and Chapters 4765-01 to 4765-10 and 4765-12 to 4765-19 of the Administrative Code, see rule 4765-1-03 of the Administrative Code.]

- (A) An institution may not hold more than one certificate of accreditation.
- (B) An institution that is granted a certificate of accreditation may be authorized by the board to operate one or more of the following training programs:
  - (1) EMS training program, as follows:
    - (a) Emergency medical responder;
    - (b) Emergency medical technician;
    - (c) Advanced emergency medical technician;
    - (d) Paramedic.
  - (2) EMS continuing education training program;
  - (3) EMS instructor training program.
- (C) In order to operate an additional EMS training program, an accredited institution shall submit a "Certificate of Accreditation Application," and meet all requirements set forth in rule 4765-7-02 of the Administrative Code. Any additional training programs will expire on the expiration date of the current certificate of accreditation.
- (D) A certificate of accreditation be valid for up to five years pursuant to section 4765.17 of the Revised Code. However, if the accredited institution meets all of the following requirements, the board shall issue the institution a certificate of accreditation with a five-year cycle:
  - (1) The certificate holder is of good reputation;
  - (2) The accredited institution is in compliance with all the requirements in rule 4765-7-02 of the Administrative Code;
  - (3) The accredited institution has held a certificate of accreditation for the

preceding six years;

- (4) The accredited institution is in compliance with the requirements in paragraph (C) of rule 4765-7-07 of the Administrative Code;
- (5) The previous certificate of accreditation was issued without any contingencies;
- (6) The accredited institution has not been issued a provisional certificate of accreditation during the preceding six years;
- (7) The accredited institution has not received any disciplinary action by the board during the preceding six years.

4765-7-02

**Accreditation of Ohio EMS training programs.**

[Comment: For dates and availability of material incorporated by reference in this chapter and Chapters 4765-01 to 4765-10 and 4765-12 to 4765-19 of the Administrative Code, see rule 4765-1-03 of the Administrative Code.]

(A) The board shall issue a certificate of accreditation pursuant to section 4765.17 of the Revised Code and this chapter, to any applicant who is of good reputation and demonstrates that the EMS training program for which the applicant seeks accreditation meets the following requirements:

- (1) Has submitted a complete "Certification of Accreditation Application";
- (2) Has an authorizing official with good reputation who assumes responsibility for the following:
  - (a) Serves as program director or designates a person of good reputation to serve as program director;
  - (b) Administers and operates the EMS training program;
  - (c) Complies with all rules and laws applicable to EMS training and the EMS training program;
  - (d) Performs ongoing review and maintains written evaluation of the program content and instructors;
  - (e) Maintains written documentation of regular evaluations of student performance and achievement throughout the course;
  - (f) Assigns faculty responsibilities and scheduling of program courses;
  - (g) Defines the role and objectives of student preceptors;
  - (h) Assures courses offered within an EMS training program are developed under the direction of a physician who specializes in emergency medicine and each course that deals with trauma care is developed in consultation with a physician who specializes in trauma surgery pursuant to section 4765.16 of the Revised Code;
  - (i) Prepares or approves all documents required to be submitted for accreditation pursuant to section 4765.15 of the Revised Code and this

chapter;

- (j) Issues a certificate of completion, pursuant to section 4765.24 of the Revised Code, to each student who successfully completes the EMS training program and passes the course final written and practical examinations. Such certificate shall include, but is not limited to the following information:
    - (i) Certificate of accreditation number;
    - (ii) Program director's signature;
    - (iii) Student's name;
    - (iv) Date course completed;
    - (v) Number of hours completed;
    - (vi) Course title.
  - (k) Performs ongoing review and maintains written evaluation of clinical and prehospital internship sites.
- (3) Has a program medical director who assists in the development of the medical components of the training program;
  - (4) Meets the curriculum requirements for certification as an emergency medical responder, emergency medical technician, advanced emergency medical technician, or paramedic as set forth in section 4765.16 of the Revised Code and Chapters 4765-12, 4765-15, 4765-16, and 4765-17 of the Administrative Code;
  - (5) Utilizes individuals who hold a valid and current certificate to teach in accordance with Chapter 4765-18 of the Administrative Code;
  - (6) Ensures any instructor who holds a certificate to teach is assigned to teach in training programs at or below the level of the holders' ~~certifiate~~[certificates](#) to practice;
  - (7) Has a sufficient number of EMS instructors or assistant EMS instructors to

ensure the ratio of instructors to students in all practical skills components of the EMS training program does not exceed one to ten;

- (8) Has established an advisory committee consisting of the program director, program medical director, clinical experience and prehospital internship preceptors, instructors, and EMS providers that meets at least once each year, based on the accreditation cycle;
- (9) Maintains financial resources adequate for the satisfactory delivery of the EMS training program as set forth in section 4765.16 of the Revised Code and Chapters 4765-12, 4765-15, 4765-16 and 4765-17 of the Administrative Code;
- (10) Has and maintains one fixed geographic location where an EMS accredited institution operates and where EMS training is conducted, and one office in a fixed geographic location where records are maintained except as provided in rule 4765-7-05 of the Administrative Code. Such location shall not consist of a house trailer, residence, tent, temporary stand, rooming house, apartment, post office box, or a room in a hotel or motel;
- (11) Has adequate classroom and laboratory facilities to accommodate the number of students participating in the program;
- (12) Provides classroom environments that are safe, sanitary and conducive to learning;
- (13) Possesses, or has affiliation agreements for use of, equipment to adequately train EMS students to meet the course requirements of section 4765.16 of the Revised Code and Chapters 4765-12, 4765-15, 4765-16, and 4765-17 of the Administrative Code;
- (14) Possesses current and valid written affiliation agreements with each organization that provides an EMS student a clinical experience and/or prehospital internship required by the EMS training program;
- (15) Possesses current and valid written affiliation agreements with clinical and/or prehospital organizations to assure sufficient training opportunities for EMS students to meet the course requirements of section 4765.16 of the Revised Code and the curriculum requirements of Chapters 4765-12, 4765-15, 4765-16 and 4765-17 of the Administrative Code;

- (16) Utilizes a sufficient number of preceptors to provide appropriate supervision and written evaluation of students in both the clinical experience and or prehospital internship components of the EMS training program;
- (17) Has an established office area for use by program faculty and instructors;
- (18) Has informational resources available to all students and faculty that contain comprehensive, current publications, media materials, and electronic resources relating to emergency medical services;
- (19) Requires a student to possess and maintain a current and valid Ohio certificate to practice as an emergency medical technician, at a minimum, prior to the start of any advanced emergency medical technician, or paramedic training program;
- (20) Shall allow a student who is at least seventeen years old, who is enrolled in the twelfth or final grade in a secondary school program and who otherwise meets the requirements for admission into the EMS training program to be admitted and to complete the emergency medical technician training program;
- (21) Has written policies that are made available to students identifying all of the following:
  - (a) Admission requirements;
  - (b) Prohibition of discrimination in acceptance of students on the basis of race, color, religion, sex, or national origin;
  - (c) Costs associated with the training program, including tuition, materials, and fees;
  - (d) Refund of tuition payments;
  - (e) Information regarding course schedules, subject areas content, and objectives approved by the board;
  - (f) Criteria for successful completion of each component of the curriculum;
  - (g) Criteria for successful completion of the full training program;

- (h) Methodology used in determining grades;
  - (i) Attendance requirements;
  - (j) Requirements or restrictions regarding student attire;
  - (k) Procedures for voluntary student withdrawal from the program;
  - (l) Grounds for dismissal from the program;
  - (m) Disciplinary and grievance procedures including mechanism for appeals;
  - (n) Health care services available to students by or through the accredited institution;
  - (o) Requirement that students are not used to meet minimum staffing requirements or in substitution for essential personnel in a clinical experience or prehospital internship setting;
  - (p) Requirement that all students are notified of the process for obtaining a certificate to practice under section 4765.30 of the Revised Code and Chapter 4765-8 of the Administrative Code, and that an Ohio certificate to practice may not be granted if the individual fails to meet the qualifications for a certificate to practice set forth in rule 4765-8-01 of the Administrative Code;
  - (q) Security parameters protecting the students' financial and personal information in accordance with state and federal laws.
- (B) In addition to meeting the requirements set forth in this rule, an EMS accredited institution authorized by the Board to operate a paramedic training program shall, except as provided in paragraph (C) of this rule, ~~or applicant for a certificate of accreditation to operate an EMS paramedic training program shall~~ meet all of the following:
- (1) Has been accredited by CAAHEP or issued a letter of review from CoAEMSP no later ~~than~~ than January 1, 2018;
  - (2) The requirements as set forth in sections 4765.16 and 4765.17 of the Revised Code and rule 4765-7-13 of the Administrative Code and this chapter;

- (3) Provide written notification to current and prospective students that applicants who graduate from a non-CAAHEP accredited paramedic training program that began on or after January 1, 2013, and who successfully pass the national standard paramedic examination, may not be eligible for national certification, but will be eligible for an Ohio certificate to practice provided the applicant meets the requirements under section 4765.30 of the Revised Code and Chapter 4765-8 of the Administrative Code.

(C) To be accredited as a new EMS paramedic training program, an institution shall apply for a provisional status and shall meet all of the following:

- (1) The requirements as set forth in sections 4765.16 and 4765.17 of the Revised Code and rule 4765-7-13 of the Administrative Code and this chapter;
- (2) Concurrently submit an application to CoAEMSP for a letter of review and an application to the board for provisional status;
- (3) Receive provisional status from the board;
- (4) The program may not promote or initiate a course until the letter of review from CoAEMSP is received;
- (5) Provide written notification to prospective students that applicants who graduate from a non-CAAHEP accredited paramedic training program that began on or after January 1, 2013, and who successfully pass the national standard paramedic examination, may not be eligible for national certification, but will be eligible for an Ohio certificate to practice provided the applicant meets the requirements under section 4765.30 of the Revised Code and Chapter 4765-8 of the Administrative Code; and
- (6) Upon completion of the first class, the program may petition the board for Ohio accredited status if the program remains compliant with sections 4765.16 and 4765.17 of the Revised Code and rules 4765-7-02 and 4765-7-03 of the Administrative Code and if the program maintains a valid CoAEMSP letter of review until the final disposition of the CAAHEP accreditation is determined.

~~(E)~~(D) An EMS accredited institution or applicant for a certificate of accreditation shall:

- (1) Allow access by the division, during regular business hours and at all other reasonable times, to conduct an inspection of students' EMS training records and all EMS instructor records for accreditation purposes;
- (2) Allow the division to review the program materials and monitor the testing process utilized by the EMS training program;

- (3) Maintain written documentation, to include documentation of compliance with this chapter, of all EMS training programs including the following:
  - (a) EMS continuing education programs;
  - (b) EMS instructor training programs, to include documentation of all requirements set forth in Chapter 4765-18 of the Administrative Code;
  - (c) EMS courses taught at an offsite location.
- (4) Submit a report each year beginning one year from the date the initial certificate of accreditation was issued by the board.

~~(D)~~(E) An EMS accredited institution shall retain written or electronic files in a secure location with the following documentation for each course offered by the institution:

- (1) Course schedules, lesson plans, and policies in compliance with this rule;
- (2) Record of a valid and current certificate to practice or license and valid and current certificate to teach for each instructor utilized in the EMS training program;
- (3) Written affiliation agreements as outlined in this rule and documentation of compliance with terms therein;
- (4) Minutes of advisory committee meetings including an agenda and attendance record for each meeting that is conducted in accordance with this rule;
- (5) Attendance records for each EMS training course conducted by an EMS accredited institution which demonstrate completion of the required hours and standards by the EMS training program in accordance with written policies that are made available to students;
- (6) Evaluations of student cognitive performance;
- (7) Evaluations of student in-class and final practical skills performance;
- (8) Preceptor evaluations of student performance;

(9) Records of clinical skills requirements;

(10) Documentation of program director and program medical director approval and credit given to a student for previous training by an advanced emergency medical technician or paramedic training program in accordance with rule 4765-6-02 of the Administrative Code;

(11) Student evaluations of course and instructors;

(12) Accident and injury reports.

~~(E)~~(F) A certificate of accreditation issued under paragraph (A) of this rule shall be valid for up to five years pursuant to section 4765.17 of the Revised Code and may be renewed pursuant to rule 4765-7-07 of the Administrative Code.

~~(F)~~(G) The EMS accredited institution shall maintain all documentation required in this rule for the duration of the current accreditation cycle and for the previous accreditation cycle.

~~(G)~~(H) An accredited institution that provides an EMS training program or EMS continuing education program through the online or distance learning delivery systems shall comply with all requirements set forth in rules 4765-7-11 and 4765-7-12 of the Administrative Code and maintain documentation of compliance.

~~(H)~~(I) An accredited institution shall only provide an EMS training program through online education or distance learning delivery systems when first approved by the board and compliant with all requirements set forth in rule 4765-7-12 of the ~~Administrative~~Administrative Code.

- (A) The board may issue a provisional certificate of accreditation or provisional certificate of approval to an [initial](#) applicant [or renewal applicant that applying for renewal](#) ~~who~~ is in substantial compliance with the requirements of section 4765.16 of the Revised Code and this chapter.
- (B) An applicant for a certificate of accreditation may be deemed to be in substantial compliance if it has only minor violations of section 4765.16 of the Revised Code or rules 4765-7-02 and 4765-7-07 of the Administrative Code, examples including but not limited to: incomplete records, a lack of certain policies, or failure to meet the required passage rate.
- (C) An applicant for a certificate of approval may be deemed to be in substantial compliance if it has only minor violations of section 4765.16 of the Revised Code or rule 4765-7-09 of the Administrative Code, examples including but not limited to: incomplete records, a lack of summary evaluations, or failure to submit a renewal application in accordance with this chapter.
- (D) Provisional certificates will have a maximum expiration date of two years. The board shall inform the applicant, in writing, of the conditions that must be met, and any applicable timelines, in order for the institution to obtain the appropriate certificate.
- (E) If the institution meets the specified conditions, the board will grant the appropriate certificate with an expiration date of three years from the expiration date of the prior certificate of accreditation or certificate of approval, whichever is applicable.
- (F) If the institution does not meet the specified conditions, the provisional certificate will expire and the institution will no longer be authorized to operate an EMS training program or EMS continuing education program. The institution must then apply for reinstatement of its provisional certificate in accordance with rule 4765-7-08 of the Administrative Code.
- (G) A provisional certificate is not renewable but may be extended for exigent circumstances, as determined by the board. An applicant wishing to request an extension must submit a written, signed request to the division, prior to the certificate's expiration date, which specifies a justification and requested length of time for the extension.

4765-7-04

**Application for accreditation.**

Amend

[Comment: For dates and availability of material incorporated by reference in this chapter and Chapters 4765-01 to 4765-10 and 4765-12 to 4765-19 of the Administrative Code, see rule 4765-1-03 of the Administrative Code.]

- (A) An applicant for a certificate of accreditation shall submit a "Certificate of Accreditation Application."
- (B) A "Certificate of Accreditation Application" that is not filled out in the manner as specified on the application will be deemed incomplete. Incomplete applications will not be considered and will be returned to the applicant with the notation that the application is incomplete.

- (A) Pursuant to division (E) of section 4765.17 of the Revised Code, an EMS accredited institution or EMS approved institution may offer courses at different locations from the location listed in the application for accreditation or the application for approval provided that all of the following apply:
- (1) The accredited institution or approved institution continues to operate at the location identified in the application for certificate of accreditation or certificate of approval;
  - (2) Each offsite location where the program is offered meets the minimum standards for either accreditation, set forth in rule 4765-7-02 of the Administrative Code, or approval, set forth in rule 4765-7-09 of the Administrative Code.
- (B) Files and records of students enrolled in an EMS training program or EMS continuing education program course may be maintained in a secure area at the offsite location until the course is completed, at which time all student files and records must be maintained at the site of the accredited institution or approved institution. The records shall be surrendered to the accredited or approved institution no later than ninety days after the final day of the course.
- (C) The accredited institution or approved institution shall maintain a current, valid certificate of accreditation or certificate of approval, respectively, in order to offer courses at an offsite location.
- (D) If an accredited institution or approved institution is under disciplinary action by the board, such institution shall obtain board approval before offering courses at a new offsite location.

4765-7-06

**Notification to the board.**

No Change

- (A) An EMS accredited institution or EMS approved institution shall provide written notice to the division no later than ten days after any of the following changes occur in the institution for which the certificate of accreditation or certificate of approval was issued:
- (1) Mailing address and or/physical location;
  - (2) Authorizing official name and/ or contact information;
  - (3) Program director name and/or contact information;
  - (4) Program medical director name and/or contact information.
- (B) An EMS accredited institution or EMS approved institution may not increase the number of hours included in the EMS training program without first providing written notice of the proposed changes to the board.

4765-7-07

**Renewal of a certificate of accreditation.**

[Comment: For dates and availability of material incorporated by reference in this chapter and Chapters 4765-01 to 4765-10 and 4765-12 to 4765-19 of the Administrative Code, see rule 4765-1-03 of the Administrative Code.]

- (A) No later than ninety days prior to its expiration, the division shall notify each holder of a certificate of accreditation of the certificate's scheduled expiration date and a mechanism for renewal.
- (B) The notification shall clearly indicate the date by which the "Certificate of Accreditation Application" must be completed and received by the division.
- (C) The board shall renew a certificate of accreditation if all of the following apply:
- (1) The "Certificate of Accreditation Application" is completed and submitted to the division no later than the thirtieth day prior to expiration of the current certificate;
  - (2) The institution remains in compliance with the requirements for accreditation as set forth in section 4765.16 of the Revised Code and this chapter;
  - (3) During the accreditation cycle for the certificate of accreditation being renewed, each EMS training program meets one of the following:
    - (a) Not less than sixty-five per cent of the EMS training program's students who took the written portion of the initial certification examination received a passing score in their first attempt to pass the examination.
    - ~~(b) Not less than sixty-five per cent of the EMS training program's students who took the written portion of the initial certification examination received a passing score in their first attempt to pass the examination.~~
    - (b) Not less than eighty per cent of the EMS training program's students who took the written portion of the initial certification examination received a passing score within three attempts.~~or~~
- (D) Every twenty-four months after February 1, 2009, the board shall review the passing percentage requirement established in this rule to determine whether the requirement needs to be amended.

4765-7-08

**Reinstatement of a certificate of accreditation or approval, or provisional certificate of accreditation or approval.**

[Comment: For dates and availability of material incorporated by reference in this chapter and Chapters 4765-01 to 4765-10 and 4765-12 to 4765-19 of the Administrative Code, see rule 4765-1-03 of the Administrative Code.]

- (A) A certificate of accreditation or approval, or provisional certificate of accreditation or approval, that has expired may be reinstated by the board if all of the following apply:
- (1) A "Certificate of Accreditation Application" or a "Certificate of Approval - Renewal Application-~~Packet~~" is made no later than three years after the certificate has expired;
  - (2) The board determines that the applicant is in compliance with the requirements of sections 4765.16 and 4765.17 of the Revised Code and this chapter;
  - (3) The applicable certificate was not under investigation or disciplinary action for violations of Chapter 4765. of the Revised Code or this chapter at the time the certificate expired.
- (B) An applicant whose certificate is expired within the time period for reinstatement is not eligible for a new certificate under rule 4765-7-02 of the Administrative Code.

4765-7-09

**Approval of Ohio EMS continuing education programs.**

[Comment: For dates and availability of material incorporated by reference in this chapter and Chapters 4765-01 to 4765-10 and 4765-12 to 4765-19 of the Administrative Code, see rule 4765-1-03 of the Administrative Code.]

(A) The board shall issue a certificate of approval, pursuant to section 4765.17 of the Revised Code and this chapter, to any applicant who is of good reputation and demonstrates that the EMS continuing education program for which the applicant seeks approval meets the following requirements:

- (1) Has submitted a completed "Application for Certificate of Approval."
- (2) Has an authorizing official with good reputation who assumes responsibility for the following:
  - (a) Serves as program director or designates a person of good reputation to serve as program director;
  - (b) Administers and operates the EMS continuing education training program;
  - (c) Complies with all rules and laws applicable to EMS continuing education training and the holding of a certificate of approval;
  - (d) Continuously monitors the program content and the instructor(s) for all course offerings;
  - (e) Approves all course offerings, location(s) of training and instructors prior to the start of the course;
  - (f) Assures that courses are developed under the direction of a physician who specializes in emergency medicine and that each course that deals with trauma care is developed in consultation with a physician who specializes in trauma surgery;
  - (g) Prepares or approves all documents required to be submitted for the certificate of approval;
  - (h) Issues a certificate of completion, in accordance with rule 4765-7-11 of the Administrative Code, to each student who successfully completes the EMS continuing education program;

- (i) Performs ongoing review of all class locations to ensure an environment conducive to learning, except online education or distance learning provided in accordance with rule 4765-7-11 of the Administrative Code;
  - (j) Ensures a refresher course is conducted in accordance with rule 4765-7-11 of the Administrative Code and is in compliance with the standards, topics, hours and evaluation process as outlined in Chapters 4765-12, 4765-15, 4765-16, and 4765-17 of the Administrative Code.
- (3) Has a program medical director who assists in the development of the medical components of the training program and determines the appropriateness of the continuing education course offering(s);
  - (4) Utilizes individuals who hold a valid and current certificate to teach in accordance with Chapter 4765-18 of the Administrative Code;
  - (5) Ensures any instructor who holds a certificate to teach is assigned to teach courses at or below the level of the holders' certificate to practice;
  - (6) Maintains financial resources adequate for the satisfactory delivery of the courses of study;
  - (7) Maintains and ensures access to training equipment adequate for the satisfactory delivery of the courses of study or maintains written agreements for the training equipment;
  - (8) Has and maintains one fixed geographic location where an EMS approved institution operates and where EMS continuing education training is conducted:
    - (a) The fixed geographic location where the EMS approved institution operates or where EMS continuing education training is conducted shall not consist of a house trailer, tent, temporary stand, rooming house, apartment, post office box or in a room in a hotel or motel;
    - (b) The fixed geographic location where an EMS approved institution operates shall not be in a residence, except those utilizing online or distance learning delivery systems as provide in this chapter. A residence shall not be used to offer EMS continuing education in a traditional classroom environment or seminar setting, nor shall it be

used to permit any students to gather or meet.

- (9) Has and maintains an office in a fixed geographic location where records are maintained:
    - (a) The fixed geographic location of the office shall not consist of a house trailer, tent, temporary stand, post office box, rooming house, apartment or in a room in a hotel or motel;
    - (b) The fixed geographic location of the office shall not be within a residence except those provided through online education or distance learning in accordance with this chapter. The office in a residence cannot be utilized to meet with any students, conduct training, or meet with division staff.
  - (10) Ensures adequate classroom and laboratory facilities to accommodate the number of students participating in the continuing education programs, except those programs provided through online education or distance learning in accordance with rule 4765-7-11 of the Administrative Code;
  - (11) Ensures classroom environments that are safe, sanitary and conducive to learning, except those programs provided through online education or distance learning in accordance with rule 4765-7-11 of the Administrative Code;
  - (12) Advises students of all costs associated with the continuing education course offering and the fee refund policy;
  - (13) Does not discriminate in the acceptance of students on the basis of race, color, religion, sex, or national origin;
  - (14) Requires all attendees at each course offering to complete an evaluation addressing course content, facility and instructor(s);
  - (15) Has security parameters set forth protecting the students' financial and personal information in accordance with state and federal laws.
- (B) An EMS approved institution or applicant for a certificate of approval shall allow access by the division, during regular business hours and at all other reasonable times, to conduct an inspection of EMS continuing education training records and all EMS instructor records except as listed in paragraph (C) of this rule.

- (C) An EMS approved institution conducting online education or distance learning, as provided in this chapter, at a residence shall make records available to the division at a government agency or facility in the proximity of the residence, as approved by the division.
  
- (D) An EMS approved institution shall retain written or electronic files, in a secure location, with the following documentation for each course offered by the institution:
  - (1) Title and date(s) of course;
  
  - (2) Course starting and ending times, except those programs provided through online education or distance learning in accordance with this chapter;
  
  - (3) Lesson materials and a copy of each knowledge and/or skill evaluation instrument utilized to evaluate student performance and achievement;
  
  - (4) Physician approval of course medical content in compliance with this rule;
  
  - (5) Course attendance records with the following information:
    - (a) Course title, date, location and time offered;
  
    - (b) Students' signatures documenting the hours of attendance;
  
    - (c) Name of the holder of the certificate to teach. If a guest lecturer is utilized, the record shall document names of both the guest lecturer and the EMS instructor of record present in the classroom during the presentation.
  
  - (6) Test records as required in paragraph (B) of rule 4765-19-01 of the Administrative Code;
  
  - (7) Regular evaluation of student performance and achievement in a refresher course through written and practical testing administered prior to the issuance of a certificate of completion;
  
  - (8) A summary of student evaluations of course content, facility and instructor(s);
  
  - (9) Written documentation of a current and valid certificate to practice or license and current and valid certificate to teach for each holder of a certificate to

teach utilized in the EMS training program;

- (10) Written agreements with each organization that provides equipment, clinical and/or prehospital experiences to adequately train EMS personnel.
- (E) A certificate of approval shall be valid for three years. However, if the approved institution meets all of the following requirements, the board shall issue the institution a certificate of approval that shall be valid for five years-;
- (1) The certificate holder is of good reputation;
  - (2) The approved institution is in compliance with all the requirements in this rule;
  - (3) The approved institution has held a certificate of approval for the preceding six years;
  - (4) The previous certificate of approval was issued without any contingencies;
  - (5) The approved institution has not been issued a provisional certificate of approval during the preceding six years;
  - (6) The approved institution has not received any disciplinary action by the board during the preceding six years.
- (F) The board shall renew a certificate of approval if both of the following apply:
- (1) The "Certificate of Approval - Renewal Application" is completed and submitted to the division no later than the thirtieth day prior to expiration of the current certificate;
  - (2) The program remains in compliance with the requirements for approval as set forth in section 4765.16 of the Revised Code and this chapter.
- (G) The EMS approved institution shall maintain all documentation required in this rule for the duration of the current approval cycle and for the previous approval cycle.
- (H) If the EMS approved institution is utilizing online or distance learning delivery systems, it shall meet all requirements set forth in this chapter and maintain documentation of such compliance.

4765-7-10

**Reinstatement of revoked certificate of accreditation or approval, or provisional certificate of accreditation or approval.**

- (A) The board is not obligated to reinstate any certificate issued under this chapter that has been previously revoked by the board.
- (B) The board shall not reinstate any certificate issued under this chapter that has been permanently revoked.
- (C) The board shall not reinstate any certificate issued under this chapter that has been revoked less than one year from the date on which the board order revoking such certificate is journalized with the board.
- (D) Any certificate issued under this chapter that has been revoked by the board for at least one year from the date the revocation order was journalized with the board but no more than three years is eligible for reinstatement-. In order to be reinstated, the institution must meet all requirements for a certificate as outlined in this chapter.
- (E) In addition to having the applicant meet requirements set forth in this chapter, the board may also take into consideration other relevant factors, including but not limited to ~~h~~ethe following, when determining whether to grant a request for reinstatement:
  - (1) The nature and severity of the acts which resulted in revocation of the certificate;
  - (2) The time ~~lapsed~~elapsed since the revocation;
  - (3) Compliance with previous board orders or board approved consent agreements.

4765-7-11

**Continuing education course requirements for Ohio EMS accredited and approved institutions.**

- (A) When an accredited and 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 Chapters 4765-12, 4765-15, 4765-16 and 4765-17 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 program 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;
  - (d) Course content developed by an EMS instructor and facilitation of the program by an EMS 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 EMS instructor;
  - (e) A testing process which shall be completed prior to the issuance of a certificate of completion.
- (4) Journals, publications or electronic media formats including compact discs,

digital video discs, video home system tapes, or other technological media 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;
  - (d) Developed by an EMS 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 4765-7-02 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 4765-7-02 and 4765-7-09 of the Administrative Code, respectively.
- (K) The didactic portion of the Ohio EMS provider refresher courses, as outlined in rules 4765-12-02, 4765-15-01, 4765-16-01 and 4765-17-01 of the Administrative Code, may be taught through the online or distance learning formats, however the skills practical and testing shall be conducted in a traditional classroom environment.

4765-7-12

**Online education and distance learning delivery systems for EMS training programs offered through an accredited institution.**

- (A) The board shall approve an accredited institution to provide an EMS training program through online education and/or distance learning delivery system(s), as defined in rule 4765-1-01 of the Administrative Code, if the institution is of good reputation and meets the following requirements:
- (1) Meets all requirements for accreditation as set forth in rule 4765-7-02 of the Administrative Code and currently possesses a certificate of accreditation at the level of the EMS training program for which the institution seeks to provide the online and/or distance learning delivery systems;
  - (2) Submits, to the board, a written request to offer EMS training via alternative delivery systems. Such a request shall indicate the level(s) of EMS training program(s) proposed to be offered and shall include documentation of how the accredited institution meets the requirements set forth in this rule;
  - (3) Has maintained a certificate of accreditation for at least the preceding three full years at or above the level of the EMS training program for which the institution seeks to provide the online and/or distance learning delivery systems for at least the preceding three full years from the date of accreditation;
  - (4) Has completed at least one EMS training program in the traditional classroom setting at or above the level of the EMS training program for which the institution seeks to provide the online and/or distance learning delivery systems;
  - (5) It is in good standing as defined in rule 4765-1-01 of the Administrative Code;
  - (6) Has written policies, which will be made available to each student, regarding all of the following:
    - (a) Admission requirements;
    - (b) Minimum requirements for technological needs for students enrolling in an EMS training program utilizing online education or distance learning to include, but not limited to, hardware, software, and internet connection speed;
    - (c) Technological support that will be provided by the accredited institution

to include at a minimum, the hours of support and the method(s) in which the support will be provided;

- (d) A schedule identifying weekly access to the EMS instructors while the EMS training program is in session to allow for direct communication between EMS instructors and students. This should include, but not be limited to, telephone numbers, email addresses and office hours;
  - (e) Security parameters protecting the students' financial and personal information in accordance with state and federal laws;
  - (f) Online procedures for course administration and completion;
  - (g) Method(s) to transition from the online education and distance learning EMS training program into the classroom version for the same program in order to complete the required training. This policy shall include a reasonable time frame in which the transition process must be completed.
- (7) Develops and maintains the following for all EMS training programs utilizing online education or distance learning:
- (a) A technology infrastructure that facilitates sound security, including user authentication and authorization procedures and technologies;
  - (b) Access control procedures and technology that supports EMS training programs utilizing the online education or distance learning systems;
  - (c) Technological support to meet student needs;
  - (d) An appropriate security solution to ensure course and systems integrity, especially financial and personal information, in transit and at rest;
  - (e) A risk management plan to include identification of foreseen risks, continuity and disaster recovery, and incidence response;
  - (f) Assurance that course data are is readily, securely, and reliably available by electronic or printed means to the division and the division's authorized recipients;

- (g) A means to access student and program information to facilitate state audits to verify compliance with rules approved by the board. If the technical support, application server host, or data storage facilities are located outside the state of Ohio, the accredited institution shall submit, upon request of the division, a report encompassing the rules of this chapter to meet the audit requirements. The accredited institution shall provide the division with an audit amendment describing any significant system changes within thirty days of enabling those changes. An enterprise shall make student records available to the division online, in a password-protected environment, upon request.
- (8) Creates and maintains a complete student course data file to demonstrate student activity and ensure that the following information, at a minimum, is collected and retained:
  - (a) Student's name;
  - (b) Dates and times of student activity in the EMS training program and verification of the amount of total time spent utilizing the online education and/or distance learning portion of the program;
  - (c) The reason a student was suspended or failed to complete the EMS training program utilizing online education or distance learning;
  - (d) Name or identity number of an accredited institution staff member accessing or entering student records.
- (9) Ensures that the EMS training program's final written and psychomotor exams are administered and scored in a traditional classroom setting;
- (10) Ensures that an initial EMS training program taught utilizing an online education and/or distance learning delivery system meets all of the following:
  - (a) Obtains approval from the accredited institution program director and medical director prior to instruction utilizing online education and/or distance learning systems;
  - (b) Obtains prior written approval of medical content from the program medical director;
  - (c) Has been developed and is facilitated by an EMS instructor under the

auspices of an accredited institution;

- (d) Possesses written documentation of clear objectives, course content and method of delivery that meet all curricula requirements as set forth in rules 4765-12-02, 4765-15-01, 4765-16-01, and 4765-17-01 of the Administrative Code;
  - (e) Ensures that the didactic portions of each EMS training program curriculum may be taught utilizing online education, distance learning delivery, or traditional classroom settings;
  - (f) Ensures that the skills practicum instruction, laboratory sessions, and testing portions of each EMS training program curriculum utilize traditional classroom settings under the auspices of an accredited institution;
  - (g) Ensures that clinical experience and pre-hospital internships shall be conducted at sites in accordance with affiliation agreements with clinical and/or pre-hospital organizations.;
- (11) Requires written evaluations, completed by each student, of each EMS training program offered through an online and/or distance learning delivery system. The evaluation shall include, but is not limited to, the following:
- (a) Clarity of written policies associated with the training program;
  - (b) Course content;
  - (c) Means of delivery and systems availability;
  - (d) Availability of EMS instructors.
- (B) An accredited institution approved to utilize the online education and/or distance learning delivery system may do so in conjunction with traditional classroom-based instruction.
- (C) An accredited institution approved to utilize online education and/or distance learning systems shall annually provide the division with information, statistics and data specific to the EMS training programs offered through online and/or distance learning as set forth in rule 4765-7-02 of the Administrative Code.

- (D) An accredited institution approved to utilize online education and/or distance learning systems shall maintain documentation that demonstrated compliance with the hours and curricula requirements set forth in rules 4765-12-02, 4765-15-01, 4765-16-01 and 4765-17-01 of the Administrative Code.
- (E) An accredited institution approved to utilize online education and/or distance learning systems shall ensure contact hours in the EMS training programs are equal to the hours in the same EMS training program conducted in a traditional classroom environment.
- (F) Approval to conduct training utilizing online and/or distance learning delivery systems is specific to the EMS training program level and type of delivery system.
- (G) An accredited institution approved by the board to utilize online training and/or distance learning delivery systems, which subsequently receives board approval to operate an advanced level of EMS training, shall teach at least one EMS training program in the traditional classroom at that level before becoming eligible to request to teach such program through online or distance learning. The accredited institution must meet all requirements in paragraph (A) of this rule in order to conduct online and/or distance learning formats at the higher level.

- (A) Beginning January 1, 2018, an institution operating an EMS training program at the paramedic level shall meet all of the following:
- (1) Hold a current and valid certificate of accreditation issued by the board to operate an EMS training program at the paramedic level;
  - (2) Hold a current and valid certificate of accreditation issued by CAAHEP or a letter of review issued by CoAEMSP;
  - (3) Comply with the requirements of sections 4765.16 and 4765.17 of the Revised Code and this chapter.
- (B) A certificate of accreditation to operate an EMS training program at the paramedic level issued to an institution that is not accredited by CAAHEP or issued a letter of review by CoAEMSP shall expire December 31, 2017.
- (C) An institution issued a certificate of accreditation by the board, but not accredited by CAAHEP or issued a letter of review by CoAEMSP shall not begin an EMS training program at the paramedic level on or after December 15, 2016.
- (D) Beginning January 1, 2018, an institution operating a paramedic training program in Ohio shall submit to the division proof of compliance with the accreditation standards developed by CAAHEP. At minimum, an institution operating a paramedic training program shall provide the following:
- (1) A copy of the certificate of accreditation issued by CAAHEP or the letter of review issued by CoAEMSP, whichever is applicable;
  - (2) A copy of the annual report submitted to CoAEMSP;
  - (3) A copy of the CoAEMSP response letter;
  - (4) A copy of any plan of corrective action for deficiencies identified by CoAEMSP.
- (E) Each institution operating a paramedic training program in Ohio shall provide written notice to the division no later than ten days after any of the following:
- (1) Adverse decision affecting its accreditation status with CAAHEP;

- (2) Adverse decision affecting its letter of review by CoAEMSP;
  - (3) Disciplinary action imposed by CAAHEP or CoAEMSP.
- (F) An institution operating a paramedic training program in Ohio shall cease the paramedic training program upon the effective date of a withholding or withdrawal of accreditation notice issued by CAAHEP or CoAEMSP.
- (G) An institution operating a paramedic training program shall satisfy the following:
- (1) Provide a written notification to current and prospective students indicating its status as CAAHEP accredited, non-CAAHEP accredited, or seeking accreditation with a CoAEMSP letter of review;
  - (2) Provide a written notification to current and prospective students that applicants who graduate from a non-CAAHEP accredited paramedic training program that began on or after January 1, 2013, and who successfully pass the national standard paramedic examination, may not be eligible for national certification, but will be eligible for an Ohio certificate to practice provided the applicant meets the requirements under section 4765.30 of the Revised Code and Chapter 4765-8 of the Administrative Code.