



**Ohio Department of Public Safety
Division of Emergency Medical Services**

Course and Examination Administration Manual



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Table of Contents

INTRODUCTION	3
TYPES OF EXAMINATIONS.....	3
<i>Fire Service</i>	3
<i>EMS</i>	4
ELIGIBILITY TO ADMINISTER EXAMINATIONS.....	4
<i>Course and Examination Offsite Location</i>	4
EXAMINATION ELIGIBILITY	5
<i>Initial Certification</i>	5
<i>Reciprocity</i>	5
<i>Reinstatement</i>	6
PRO BOARD FIRE SERVICE PROFESSIONAL QUALIFICATIONS	6
<i>Examination for Pro Board Certificate for Ohio Certified Firefighters</i>	6
ROLES AND RESPONSIBILITIES	7
AUTHORIZING OFFICIAL	7
PROGRAM DIRECTOR	7
TEST PROCTOR.....	7
INITIAL SYSTEM ACCESS	8
EXAMINATION ADMINISTRATION	8
STUDENT IDENTIFICATION	8
TESTING WINDOW	8
<i>Testing Session Interruption / Disruptions</i>	9
<i>Technology as a Security Threat</i>	9
<i>Test Login Security</i>	9
<i>Examination Security Violations</i>	9
<i>Examination Irregularities</i>	10
<i>Testing Appeal Procedure</i>	10
<i>Test Bank for Written Examination</i>	11
EXAMINATION SCHEDULING	11
<i>Adding Students to and Removing Students from the Course Dashboard</i>	11
<i>ADA Accommodation Policy and Procedures</i>	12
<i>Special Considerations Regarding Oral Examinations</i>	13
<i>Proctor, Facility, and Electronic Device Guidelines</i>	13
<i>Computer System Requirements</i>	14
<i>Pre-Examination Instructions</i>	14
TEST PROCTOR DO’S AND DON’TS	16
<i>Special Considerations Regarding Oral Examinations</i>	16
ESTABLISHING INITIAL ADMINISTRATOR AND PROCTOR ACCESS	17
ACCESSING THE ACCOUNT CENTER (ONE-TIME SYSTEM SETUP)	17
CREATING AN ACCOUNT / REQUESTING ACCESS TO EMS COURSE AND ADMINISTRATION SYSTEM	17
ADMINISTRATOR AND PROCTOR LOGIN.....	19
ADMINISTRATOR FUNCTIONS.....	20
REQUESTING AN INITIAL COURSE	21
COURSE ATTACHMENTS FOR INITIAL COURSE REQUESTS	22
<i>Notification of Course Approval / Denial</i>	23
COURSE REQUEST FOR REINSTATEMENT.....	24
COURSE REQUEST FOR RECIPROCITY.....	25
COURSE REQUEST FOR PRO-BOARD CERTIFICATION	26
SEARCHING FOR APPROVED COURSES.....	27

CREATING A COURSE DASHBOARD	28
ADDING STUDENT TO THE COURSE DASHBOARD	29
<i>Adding Student by Name</i>	29
<i>Adding a Student by Certification Number</i>	31
<i>Adding a New Student with No Prior Certification</i>	33
<i>Adding a Student to Instructor Course and Searching for Examination Results</i>	35
ENTERING PRACTICAL SKILLS RESULTS	36
<i>Entering Practical Skills Results by Skill</i>	36
<i>Entering Practical Skills Results by Students</i>	37
REQUESTING A WRITTEN EXAMINATION	39
REQUEST A NEW EXAMINATION – INITIAL	43
REQUESTING A WRITTEN EXAM ONLY	45
<i>Requesting a Written Exam Only - First Attempt</i>	45
<i>Requesting a Written Exam Only - Re-Test</i>	46
WRITTEN EXAMINATION ONLY FOR REINSTATEMENT.....	48
WRITTEN EXAMINATION ONLY FOR RECIPROCITY.....	51
WRITTEN EXAMINATION ONLY REQUEST FOR PRO-BOARD CERTIFICATION	53
WRITTEN EXAMINATION ONLY FOR FIRE INSTRUCTOR KNOWLEDGE EXAM	55
EXAM ADMINISTRATION SCREEN	56
SCHEDULING STUDENTS FOR AN EXAMINATION	56
ADDING STUDENTS TO THE WRITTEN EXAMINATION	56
REMOVING STUDENTS FROM THE WRITTEN EXAMINATION	58
<i>Managing the Student List</i>	59
VIEWING TEST SCHEDULE.....	60
PROCTOR FUNCTIONS	61
STEPS FOR EXAMINATION ROOM SETUP.....	61
<i>Proctor Room Setup Instructions</i>	61
<i>Student Testing Log In</i>	62
<i>Cautioning Students against the Improper Closing of the System</i>	64
<i>Test Header for Student Test</i>	65
<i>Student Test Footer</i>	65
<i>Review Test Screen</i>	66
SUBMITTING AN APPLICATION FOR CERTIFICATION UPON PASSING	67
STUDENT APPLICATION FOR PRO BOARD CERTIFICATES	75
UNLOCKING A STUDENT	76
STUDENT GRADE REPORTS	77
GROUP REPORTS.....	78
DIVISION OF EMS CONTACTS	79
APPENDIX A: RECOMMENDED HOUR GUIDE FOR FIRE TRAINING COURSES	83
APPENDIX B: TEST QUESTIONS FOR FIRE EXAMS AND EXAM DURATIONS.....	85
APPENDIX C: POLICIES AND DIRECTIVES	87

Ohio Department of Public Safety Division of Emergency Medical Services Course and Examination Administration Manual

Introduction

The Ohio Department of Public Safety, Division of Emergency Medical Services administers state certification examinations for firefighter, fire safety inspector and instructor. The written portion of the certification examination process is conducted via a web-based testing system operated by the Ohio Department of Public Safety. Examinations are administered by chartered fire training programs and accredited EMS training programs with approval by the Division of Emergency Medical Services.

This manual has been developed to provide guidance and assistance on the use of the Division of Emergency Medical Services Course and Examination Administration System, and is designed to:

- (1) Ensure authorizing officials, program directors and proctors fully understand the student and program requirements for examination eligibility;
- (2) Ensure authorizing officials, program directors and proctors understand the steps to be taken to ensure examination integrity; and
- (3) Provide step-by-step instruction on course and examination administration.

Types of Examinations

Successfully passing written examinations is required for initial state certification and for certification through reciprocity. In addition, written examinations may also be required for reinstatement of a certificate.

Fire Service

The Division of EMS offers examinations for the following categories and levels of certification approved by the executive director, with advice and counsel of the Firefighter and Fire Safety Inspector Training Committee:

- Firefighter
 - Volunteer Firefighter
 - Firefighter I
 - Firefighter II
 - Firefighter I & II
- Fire Safety Inspector
- Instructor
 - EMS Instructor
 - Fire Instructor
 - Assistant Fire Instructor
 - Fire Safety Inspector Instructor
- Other certification examinations approved by the Division of EMS Executive Director

Division of EMS Course and Examination Administration Manual Examination Administration

EMS

The Division of EMS offers the instructional methods examination, required for certification as an EMS Instructor, as approved by the State Board of Emergency Medical, Fire, and Transportation Services.

All other written state certification examinations required for certification as an EMS provider are administered by the National Registry of Emergency Medical Technicians (NREMT) through contracted testing centers across the state of Ohio.

Eligibility to Administer Examinations

Examinations shall be delivered at one of two facilities:

- An approved chartered fire training program; or
- An accredited EMS training program.

A chartered fire training program shall be permitted to administer state fire service and instructor certification examinations if the program holds a current and valid charter, has a signed Division of EMS "Written Testing Agreement" and meets the requirements outlined in 4765-11-19 of the Ohio Administrative Code.

The chartered training program shall only be permitted to administer state certification examinations for certifications in which they hold a classification.

An accredited EMS training program shall be permitted to administer the state EMS instructor instructional methods examination, required for certification, if the program holds a current and valid accreditation, and has signed the Division of EMS "Written Testing Agreement".

Course and Examination Offsite Location

Chartered programs and accredited institutions shall be permitted to offer courses, including the administration of examinations, at different locations from the location listed in the application for chartering/accreditation provided that all of the following apply:

- The program continues to operate at the location identified in the application for a charter / accreditation;
- Each offsite location where the program is offered meets the minimum standards for chartering as set forth in rule 4765-11-03 of the Administrative Code and / or the standards outlined in the "Written Testing Agreement";
- A written request has been submitted to the Division of EMS Executive Director;
- A program utilizing a location outside of the state of Ohio shall comply with Chapter 4765-11 of the Administrative Code, the requirements outlined in the "Written Testing Agreement", and any applicable laws, rules, or regulations in that state.

Failure to receive the Executive Director approval of an offsite location prior to the start of the course will be cause for denial of a course request.

Examination Eligibility

Initial Certification

In order to be eligible to test for state certification applicants shall:

- (1) Have successfully completed all course requirements through a chartered fire training program or accredited EMS training program and shall have received a document of course completion.
- (2) Have successfully passed a practical skills examination, if applicable.

All requirements for certification (course completion, application, practical skills and written examinations) shall commence and end within a consecutive twelve month period (with the exception of Instructor certification where applicants have 24 months). Applicants are not eligible to sit for an examination if the twelve month period has been exceeded.

A student who is at least seventeen years old and has graduated or who is enrolled in the twelfth or final grade in a secondary school program may be admitted into a chartered or accredited program. The student will be permitted to sit for the examination; however, they will not be awarded a certificate to practice until they reach the age of eighteen. Underage applicants successfully meeting all requirements for certification will remain in "pending" status until they have achieved eighteen years of age.

- Firefighter initial certification is pursuant to 4765-20-02 of the Ohio Administrative Code.
- Fire safety inspector initial certification is pursuant to 4765-20-03 of the Ohio Administrative Code.
- Fire instructor initial certification is pursuant to 4765-21-03 of the Ohio Administrative Code.
- EMS instructor initial certification is pursuant to 4765-18-12 of the Ohio Administrative Code.

Reciprocity

For purposes of reciprocity the Division of EMS executive director may review firefighter and fire instructor licensing or certification requirements and firefighter and fire instructor training standards from another state, the District of Columbia, a United States Territory, or any branch of the United States military to identify those requirements and standards that are substantially similar to the curriculum and certification standards in Ohio.

Once an applicant submits their application and required documentation for reciprocity, the applicant will be issued a letter of authorization to test by the Division of EMS. Firefighter testing includes both a practical skills examination and written examination. Fire instructor testing includes knowledge and instructional methods written examinations. Testing shall be completed within twelve months of approval to test. **The program director is responsible for verifying eligibility of the student prior to testing. The program director shall not test any students without the letter of authorization prior to testing.**

- Firefighter reciprocity certification is pursuant to 4765-20-11 of the Ohio Administrative Code.
- Fire instructor reciprocity certification is pursuant to 4765-21-12 of the Ohio Administrative Code.
- EMS instructor reciprocity certification is pursuant to 4765-18-11 of the Ohio Administrative Code.

Reinstatement

The reinstatement process permits restoration of a lapsed certificate to practice. The Ohio Administrative Code 4765-20-08 and 4765-21-05 establishes the requirements for reinstatement for firefighter, fire safety inspector and fire instructor. **The program director is responsible for verifying eligibility of the applicant prior to testing.**

- Firefighter and fire safety inspector reinstatement certification is pursuant to 4765-20-08 of the Ohio Administrative Code.
- Instructor reinstatement certification is pursuant to 4765-21-05 of the Ohio Administrative Code.
- EMS instructor reinstatement certification is pursuant to 4765-18-08 of the Ohio Administrative Code.

Minimum Passing Scores

Firefighter Knowledge Examination	70%
Fire Safety Inspector Examination	70%
Instructor Knowledge Examination	80%
Instructional Methods Examination	70%

Examinations shall be passed within three attempts. Failure to pass an examination within three attempts will require the applicant to complete a new course of instruction.

Pro Board Fire Service Professional Qualifications

Candidates that successfully pass the state certification examinations for Firefighter I and / or Firefighter II will be offered the opportunity to be accredited by Pro Board. Once their Ohio certifications become “active” an email will be sent to them explaining how to apply.

Examination for Pro Board Certificate for Ohio Certified Firefighters

Individuals currently holding a Firefighter I, Firefighter II, or Firefighter I and II certification in the State of Ohio who are not Pro Board certified will have the opportunity to obtain a Pro Board certificate by taking an examination based on when their firefighter certification was obtained. The candidate shall **submit a written request to the Division of EMS, P.O. Box 182073, Columbus, Ohio 43218-2073** requesting to challenge the examination for the Pro Board Certificate. Division staff will research the candidate’s certification status and eligibility for the Pro Board Certificate. A notification to the candidate outlining the requirement and time limits permitted for obtaining the Pro Board Certificate will be issued.

Roles and Responsibilities

Authorizing Official

The authorizing official is any person who owns or maintains responsibility on behalf of an individual, corporation, trust, partnership, or an association for the facilities, equipment, instructors, managers, and other employees of the chartered fire training program or EMS accredited training program. The authorizing official assumes responsibility for the following:

- Serves as program director or designates another person with a good reputation to serve as the system administrator;
- Administers the firefighter, fire safety inspector, and instructor courses;
- Complies with all rules and laws applicable to firefighter, fire safety inspector, and instructor courses;
- Performs ongoing review and maintains written evaluations of the courses including content of each course;
- Performs ongoing review and maintains written evaluations of the instructors' and students' performance for each course;
- Assigns faculty responsibilities and schedules program courses;
- Prepares or approves all documents required to be submitted for chartering; and
- Assures the adequacy of the curriculum and all program training materials.

The authorizing official shall ensure the integrity and security of all written examinations including, but not limited to:

- Examination Administrator Login;
- Proctor Login and the proctor's personal confidential information;
- Student Login and the student's personal confidential information;
- Student Rosters;
- Examination Passwords;
- Examination Items;
- Computerized Examination;
- Paper and Pencil Examinations;
- Examination Room and Testing Facility;
- Access to the examination room.

Program Director

The program director is the authorizing official or that person designated by the authorizing official of a chartered program to oversee the administration and operation of a chartered fire training program or accredited EMS training program. This person assumes responsibilities as designated by the authorizing official (see Authorizing Official).

Test Proctor

Test proctors are appointed by the chartered fire training program or accredited EMS training program and are subject to approval by the program director.

Test proctors must not be certified as a firefighter, fire instructor, assistant fire instructor, fire safety inspector, fire safety inspector instructor, EMS instructor, Assistant EMS Instructor, Continuing Education Instructor, or EMS Provider.

Division of EMS Course and Examination Administration Manual Examination Administration

The program director shall ensure each proctor has received directions in the state examination process and is familiar with all registration, security, and access procedures for testing.

Test proctors supervise the written examination:

- Proctors monitor registration for all examinations.
- Proctors ensure the testing room meets the requirements outlined in 4765-11-19 of the Ohio Administrative Code and the “Written Testing Agreement”.
- Proctors ensure no electronic devices are brought into the examination room.
- Proctors ensure students are spaced to ensure that they cannot readily observe each other’s computer screens.
- Proctors ensure the integrity and security of all written examinations during the course of the examination.
- Proctors help with login errors and technical computer issues.

Initial System Access

Prior to initial use of the Ohio Department of Public Safety, Division of EMS web-based Course and Examination Administration System, program directors must set up an account through the ODPS Account Center. This is a one-time only setup procedure that will allow users to set up a username and password that then allows users further access to the system.

As an Account Center request is made, the system will email the program director a preliminary approval with a link that must be clicked to activate the account, which will notify Division of EMS personnel of the request.

As Division of EMS personnel approve the account, program directors will be emailed an approval.

Once a username has been established, program directors can login to the Division of EMS Course and Examination Administration System and set up scheduled course(s) and enroll students using the username and password they established in the Account Center.

Examination Administration

Student Identification

In order to ensure test integrity and to eliminate the potential for someone other than the student to complete the test on the student’s behalf, a photo identification process shall be implemented to ensure the identities of persons testing.

Testing Window

A testing window is the amount of time allowed for a student to complete the examination. Ideally, each examination should be administered at the same time to all students in a class. This practice helps to minimize the sharing of test questions among untested students.

If a class must be separated due to limited computer availability, the program director is responsible for the security of the examination process and must ensure test items and the examination process is not compromised. All areas where testing is to occur shall be approved by the Division of EMS and shall be monitored at all times testing is underway.

Testing Session Interruption / Disruptions

Disruptions during test administration must be avoided and / or minimized to the greatest extent possible. Disruptions may cause students to be distracted and lose their concentration on a test, potentially having a negative impact on their performance.

Procedures to follow in the event of an interruption will depend on the nature of the interruption. For example, in the case of a fire alarm or bomb threat, the safety of students and test proctor is of utmost importance. The test proctor or program director shall report the incident to the Division of EMS as soon as possible.

Technology as a Security Threat

Examples of technology as testing security threats associated with computer-based administration include computer hacking, keystroke logging, or extracting test information outside of the testing delivery system (e.g., printing, emailing, or otherwise storing the test on the computer). Incorporating a platform testing service helps to ensure that testing is done in a safe and controlled environment.

The Division of EMS recommends prohibiting access to the Internet during testing, turning off monitoring software that would allow test content to be viewed on another computer during testing, and ensuring a secure Internet browser connection. The program director is responsible for any breach of a secure browser, including access to external sites and other resources while testing.

Test Login Security

The program director and test proctor shall have access to the Course and Examination Administration System. All testing materials, including but not limited to class rosters and student, administrator and test proctor login information, shall be maintained in a secure location.

Student login information shall be provided exclusively in written format, viewable only by the student to whom the login information pertains. It should be confidentially provided to the student after verification of student identity. The program director and test proctor shall be the only individuals allowed access to student testing login information.

Examination Security Violations

Program directors, school staff, and test proctors play a critical role in monitoring the test session and adhering to directions for standardized administration. All test items and test materials must remain secure and must be appropriately handled. This includes creating a secure testing environment for what students can see, hear, or access.

Examination room accessibility to unauthorized persons creates an opportunity for breached security and test compromise. Only students approved to sit for the examination shall be permitted in the examination room.

Once the test begins, only the proctor and the student may view the test screen. Visual barriers and / or spacing shall be used to ensure students participating in the testing process cannot see each other's computer screen.

The program director is ultimately responsible for monitoring and reporting any alleged or known test security issue. The program director is also responsible for procedures that ensure the students have properly logged in and are taking the test for which they are scheduled.

Division of EMS Course and Examination Administration Manual Examination Administration

The following are prohibited, would be considered security violations of Ohio Administrative Code 4765-11-19 and / or the "Written Testing Agreement", and could result in disciplinary sanctions against the training program:

- The use of unauthorized electronic devices in the testing session is strictly prohibited. Cell phones, flash drives, personal lap tops, and tablets shall not be permitted in the examination room or used during the examination process.
- Leaving the room or leaving students who are testing is not permitted. The test proctor shall be present in the examination room for the duration of the examination and actively monitoring students during the entire testing process.
- Inappropriate Internet access.
- Any improper display, printing, photographing, duplicating, or sharing of test questions.

No one other than the proctor and students shall be permitted in the examination room.

No firefighter, fire instructor, fire safety inspector, fire safety inspector instructor, or EMS instructor shall proctor or be present during the examination unless the individual is sitting for the examination as part of the course requirements.

Examination Irregularities

The program director is responsible to ensure the integrity and security of all written examinations. In addition, the program director is responsible to ensure each proctor has received directions in the state examination process and is familiar with all registration, security, and access procedures for testing, as set forth by the Division of EMS.

The Division of EMS requires that examination irregularities be reported to the Division of EMS immediately. A detailed report shall be submitted by the authorizing official within 24 hours (one business day). The report shall include the names of all involved in the irregularities and witness statements. Reports may be submitted via email to the Division of EMS Office of Fire Services at OFSTesting@dps.ohio.gov.

The Division of EMS Executive Director reserves the right to immediately suspend or revoke the right to conduct certification examinations 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 rule 4765-11-19 of the Administrative Code or the "Written Testing Agreement".

Testing Appeal Procedure

An examinee that wishes to appeal the failure to pass an ODPS Division of EMS examination administered by a chartered fire training program or accredited institution shall submit the appeal in writing to the chartered program or accredited institution program director within five (5) business days.

The written appeal shall include a detailed explanation including name of the examinee, contact information, the specific examination taken, the date, time, and location of the examination, and the basis for the appeal. The program director shall review the appeal and provide for resolution, if possible. If the program director is unable to provide a satisfactory resolution, the program director shall forward the written appeal to the Division of EMS Fire Testing Coordinator (OFSTesting@dps.ohio.gov) for review, no later than (5) business days after appeal review.

Division of EMS Course and Examination Administration Manual Examination Administration

An examination may be appealed on the basis of improper examination administration or examination content.

Please contact the Division of EMS Education Section at FireEducation@dps.ohio.gov or (614) 466-9447 with questions or concerns. The complete policy is included in Appendix C.

Test Bank for Written Examination

The Division of EMS shall maintain a test bank for each certification category and level. Test bank questions are reviewed and revised on a regular basis, with a complete review / revision completed in conjunction with release and adoption of new NFPA standards. Current test banks include:

- Volunteer Firefighter
- Firefighter I
- Firefighter II
- Hazardous Material Awareness / Operations
- Driver / Operator
- Fire Safety Inspector
- Fire Instructor

Examination Scheduling

Examinations shall be scheduled with the Division of EMS by the program director or his / her designee. For initial certification, testing at or near course completion is desired. Reinstatement, reciprocity, and Pro Board certificate examinations may be scheduled as needed.

Examination requests shall be received by the Division of EMS a minimum of seven (7) days prior to the desired date of the examination. Requests are to be made using the EMS Course and Examination Administration System. Requestors will receive a confirmation within three (3) business days.

Adding Students to and Removing Students from the Course Dashboard

Students who are officially registered for a course shall be added to the course dashboard. All students should be added to the course within 14 days of the start date of the course.

If a student drops from a course within 14 days from the course start date, that student may be removed from the course dashboard. After 14 days the student shall not be removed from the course dashboard except under extenuating circumstances.

Initial Testing vs. Retesting

An initial examination request is the first attempt for a student at the completion of a fire training course or the student's first attempt at an examination only.

An examination retest is the 2nd or 3rd attempt of a student who has not yet passed the examination. If an examination is failed three times, a course of study must be repeated before the student is permitted further attempts at the examination. Once the repeated course of study is completed, the examination request will be submitted as an "initial" request because it is associated with a new course.

Division of EMS Course and Examination Administration Manual Examination Administration

An initial examination may be requested either as part of a course or as an examination only. If the initial examination is requested through a course, any retest attempts must also be requested as part of the same course. If an initial examination is requested as an Examination Only request, subsequent attempts must be requested through that same examination number (identified by a four digit ID number similar to a course ID number) and this four digit ID number must be entered on the initial screen when the retest is requested.

ADA Accommodation Policy and Procedures

Americans with Disabilities Act of 1990 (ADA) allows for reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act for individuals with documented disabilities who demonstrate a need for accommodation.

The purpose of test accommodations is to provide students with full access to the test. However, test accommodations are not a guarantee of improved performance or test completion. The Division of EMS provides reasonable and appropriate test accommodations to individuals with documented disabilities who demonstrate a need for test accommodations.

Test accommodations are individualized and considered on a case-by-case basis. Consequently, no single type of test accommodation (e.g. extra time) would necessarily be appropriate for all individuals with disabilities.

Simply demonstrating that an individual meets diagnostic criteria for a particular disorder does not mean that the person is automatically entitled to test accommodations. Specific test accommodations should be related to the functional limitations. It is essential that the documentation of the disability provide a clear explanation of the current functional limitation(s) and a rationale for each requested test accommodation. A student should work with program directors and instructors who know them to determine which test accommodations are appropriate.

All students who are requesting test accommodations because of a disability must submit a letter and provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This shall include but is not limited to the following:

- Individual Educational Plan (IEP) dated within the past five years
- Supporting documentation from the medical or other qualified professional who diagnosed the condition
- A detailed letter from a certified vocational evaluator who has evaluated the student.

The letter must contain the following:

- (1) The nature and extent of disability;
- (2) Proposed accommodation;
- (3) Rationale behind the proposed accommodations; and
- (4) Type of accommodations made to the student during training.

In the event a paper-and-pencil examination is requested as an accommodation, paper-and-pencil test security policies shall be included with the submitted documentation.

To ensure adequate time to evaluate ADA requests, the accommodation(s) request and all required documentation should be forwarded to the Division of EMS at least thirty (30) days prior to the examination date.

The complete Department of Public Safety ADA Testing Policy may be found in APPENDIX C.

Special Considerations Regarding Oral Examinations

In instances when a proctor must administer a test orally, the proctor shall precisely read each test question aloud twice, allowing 10-15 seconds between the first and second reading. The proctor shall read the question as written, neither emphasizing a particular portion, nor eliminating any particular portion, so as not to suggest the correct answer.

The proctor shall then read the possible answers for the questions, pausing 3-5 seconds between choices to allow students to mark their answers.

After all test questions and possible answers have been read aloud, students will be allowed to request the proctor to read any question and / or possible answers again.

Oral examinations shall not be conducted in the same examination room with students taking the computer-based examination.

Proctor, Facility, and Electronic Device Guidelines

Written Examination proctors must not be certified as a firefighter, fire instructor, assistant fire instructor, fire safety inspector, fire safety inspector instructor, or EMS instructor.

Proctors shall monitor registration for all examinations. Scheduled students shall, upon reporting, provide photo identification (ID). Acceptable forms of photo ID include state ID card, military ID card, or driver's license.

The testing room environment shall be as comfortable as possible with regard to temperature, lighting, and seating (tables and chairs are required).

The room must be absent of posters, charts, pictures or other visible materials that could aid the students in answering examination questions.

No electronic devices, including but not limited to, personal laptops, cell phones, flash drives, and tablets, are permitted in the examination room or are to be used during the examination. This applies to staff and testing personnel as well as students. Any approved electronic devices needed for the testing will be provided by the examination site.

Students shall be spaced to ensure that they cannot readily observe each other's computer screens.

Examinations shall not be administered to students who appear to be ill or obviously under the influence of drugs or alcohol.

Proctors shall be the only persons allowed in the room during testing and shall not leave the room for any reason during the entire examination process.

Computer System Requirements

Only Internet Explorer, versions 9, 10 or 11 are compatible with the Division of EMS Course and Examination Administration System. Confirm computer compatibility prior to scheduling a written examination.

This Web site requires the use of Pop-ups. Please ensure Pop-ups are allowed.

To allow pop-ups from State of Ohio servers, in Internet Explorer click on Tools -> Pop-up Blocker -> Pop-up Blocker Settings, and Add “*.state.oh.us” to the list of allowable sites.

If a message appears stating pop-ups are blocked, right click and select “Always allow Pop-ups from this site”. Click “yes”, and then click “Retry” to allow this web page to retry and load. If any custom toolbar is installed (e.g. Google Toolbar), make sure the pop-ups are allowed. Prior to beginning a test session, ensure that all applications are closed except Internet Explorer.

Pre-Examination Instructions

Students, staff, and testing personnel shall be instructed that electronic devices are not allowed into the examination room during testing (e.g., personal laptops, cell phones, flash drives, and tablets, or any other electronic device the proctor deems restricted).

Students shall be instructed to read the attestation on the student login page.

This is a State of Ohio computer system and is the property of the State of Ohio. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.

Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, State of Ohio, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign.

By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or State of Ohio personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties.

By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.

If you agree with the attestation, please click the checkbox that you have read and understand the attestation.

If you do not agree to the conditions stated in this notice, please close the browser to quit the test.

NOTE: The student will only be permitted to take the examination by clicking the checkbox indicating they have read and understand the attestation. If the student refuses they will be required to leave the examination room without testing.

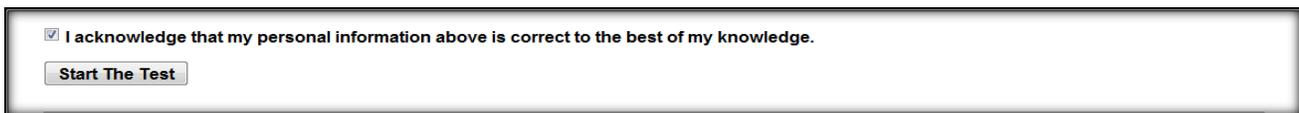
When the students have finished reading, the proctor shall ask if they understand the instructions. If necessary, the proctor shall provide clarification. All questions shall be answered until there are no further questions.

Division of EMS Course and Examination Administration Manual Examination Administration

Students shall be instructed at this point to enter their assigned Username and Password, and click "Take Test".

Students shall be instructed to carefully review and verify the information on the computer: Last Name, First Name, Middle Initial, and contact information. Students will have the opportunity to correct their personal information at this screen. **A student's date of birth and Social Security number may not be edited and must be changed within the Division of EMS.** To correct an error in either date of birth or Social Security number discovered on the day of testing, please contact the Division of EMS. The student may test, however documentation to correct the error must be submitted to the Division of EMS as soon as possible.

Once the information is verified, the student shall check the box at the bottom of the screen and click the "Start The Test button":



I acknowledge that my personal information above is correct to the best of my knowledge.

Start The Test

NOTE: Only the mouse is required for the administration of the examination. It is recommended that the keyboard be moved to the side once the student has logged into the student test site and verified his / her personal information. This will prevent the student from pressing unauthorized keys and closing the test session.

Once information has been verified the proctor shall provide the following information:

1. Students shall be informed of the number of questions on the exam.
2. Students shall be informed of the total time allowance for the examination.
3. Students shall be informed that any questions left unanswered (blank) will be scored as wrong answers.
4. Students shall be informed that their final score is determined by deducting the number of incorrect and unanswered questions from the total number of questions per exam.
5. Students shall be informed that the test score is not rounded to the nearest whole number to establish the final score.
6. Students shall be informed that a passing score of at least 70 percent on the written examination is required for certification, excluding instructor knowledge examination where the passing score is 80 percent.
7. Students shall be informed that final scores below 70 percent (80 percent for instructor knowledge exams) will result in the students' need to retest. They shall be further informed that, if needed, up to two retests.
8. Students shall be informed that no talking will be allowed once the examination begins.
9. Students shall be informed that if the proctor observes them cheating on the exam in any way, their examination will be terminated, and they will be asked to immediately vacate the premises. The cheating incident will also be reported to the program director and the Division of EMS for possible additional action.

Division of EMS Course and Examination Administration Manual Examination Administration

10. Students shall be informed that once timing begins, they will only be permitted to leave the examination room with testing proctor approval. Students will be excused one at a time.
11. Students shall be informed that upon completing the examination, they are to raise their hand to let the proctor know they have completed their examination.
12. Students shall be informed that there is a right to appeal an examination on the basis of improper examination administration or examination content. A student wishing to appeal an examination shall submit the appeal in writing to the chartered program or accredited institution program director within five (5) business days. The written appeal shall include a detailed explanation including name of the examinee, contact information, the specific examination taken, the date, time, and location of the examination, and the basis for the appeal.
13. At this point, the proctor will ask if there are any questions – questions will be answered promptly. The proctor will continue to ask if there are any questions until there are no further questions.

Once all questions are answered the proctor shall announce the time, instruct the students to click the “Start the Test” button, and students should begin the examination. Timing shall be initiated at this point.

NOTE: Failure on the part of the proctor to follow this procedure could constitute a breach in test security. The Division of EMS Executive Director may revoke the approval of any proctor who compromises an examination.

When a student has indicated he / she has completed the examination the proctor shall:

1. Ensure the student has completed the testing process; and
2. Instruct the student to log off the computer.

Once the computer has been logged off, the student should be instructed to leave the examination room.

Test Proctor Do’s and Don’ts

Test proctors may assist students who inadvertently exit out of the examination. The test proctor reactivates the test by “unlocking” the student thus allowing them to resume the test. Test proctors must document all reactivations. Reactivations are limited to situations when a student’s final score has not already been posted.

Test proctors are not permitted to assist or provide aid to student testing. Students must enter their own responses during the test and students are responsible for all computer prompts while taking the test.

Special Considerations Regarding Oral Examinations

In instances when a proctor must administer a test orally, the proctor shall precisely read each test question aloud twice, allowing 10-15 seconds between the first and second reading. The proctor shall read the question as written, neither emphasizing a particular portion, nor eliminating any particular portion, so as not to suggest the correct answer.

The proctor shall then read the possible answers for the questions, pausing 3-5 seconds between choices to allow students to mark their answers.

After all test questions and possible answers have been read aloud, students will be allowed to request the proctor to read any question and / or possible answers again.

Oral examinations shall not be conducted in the same examination room with students taking the computer-based examination.

Establishing Initial Administrator and Proctor Access

Accessing the Account Center (One-Time System Setup)

The administrative interface provides the program director and the proctor with access to the Division of EMS Course and Examination Administration System. To access the Account Center, follow these steps:

1. Open Internet Explorer browser (using Internet Explorer version 9.0 or higher)
2. Enter the URL in the address field:
<https://ext.dps.state.oh.us/AccountCenter/Pages/Public/Login.aspx>
3. Press the ENTER key.
4. The Account Center Login screen will appear.
5. Establish a Username and Password.

Creating an Account / Requesting Access to EMS Course and Administration System



1. If an account already exists in the Account Center, in place of step 1 below, click on **“Request Additional Access”**, otherwise, click on **“Create Account”**.
2. As long as user account requirements are met, click **Continue**.
3. The **Create New Account** window opens allowing entry of a user’s personal information.
4. Record the **Password** in a secure location. This password is required for access to the system.

NOTE: A password must contain at least one number, one special character, one upper case letter and it must be at least 8 characters in length.

5. Check **“EMS Course and Examination Administration”**.
6. Click **“Submit”**.

Create New Account

Please fill out the form below to create a new account.

User Name: Password: Confirm Password:

Last Name: First Name: Middle Name:

Suffix: Phone:

Note: These items are being requested to validate your identity
 Last 4 of SSN: DOB(MM/DD/YYYY): DL/State ID#: Issue State: Create new account and deactivate old account if one already exists for Driver's License Number

Note: All Correspondences from OOPS Account Center will be sent to this email address
 Email Address: Confirm Email Address:

Note: These questions will be used in the event you loose your password or require assistance
 <Select>
 <Select>
 <Select>

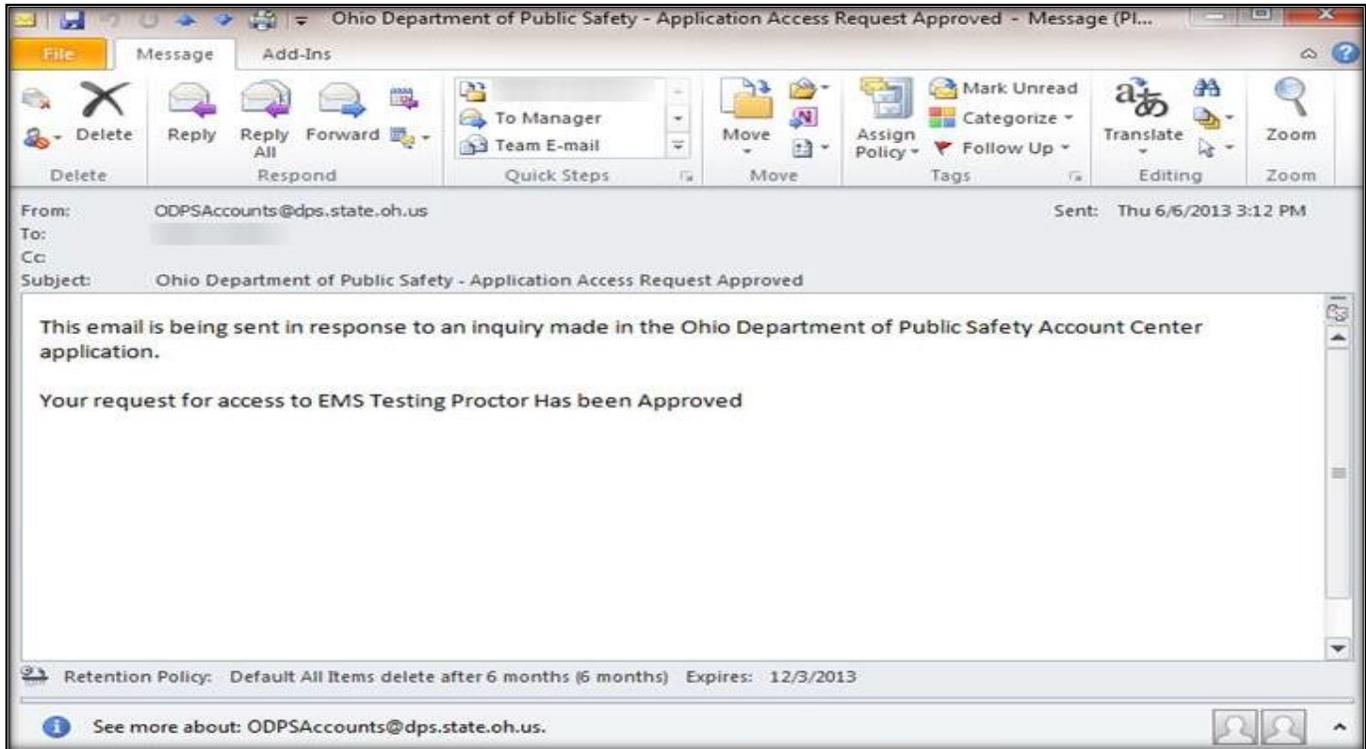
Application(s) Access Request (Select Applicable)

<input type="checkbox"/> Salvage Affidavit 4204	Affidavits For Law Enforcement
<input type="checkbox"/> Salvage Affidavit 4202	Affidavits for Repair and Storage Facilities
<input type="checkbox"/> Driver Training	Driver Training Enterprise Access
<input type="checkbox"/> Private Investigator Security Guard	Private Investigator Security Guard Application
<input type="checkbox"/> OLE	Ohio Liquor Law Enforcement System
<input type="checkbox"/> EMS Grants	EMS Grants Applications
<input type="checkbox"/> Aviation	Aviation Application
<input type="checkbox"/> EMS CE Tracking	Continuing Education
<input type="checkbox"/> ATPS Inquiry	ATPS Inquiry Application
<input checked="" type="checkbox"/> EMS Course and Examination Administration	EMS Course and Examination Administration
<input type="checkbox"/> NARC	Narcotics Information
<input type="checkbox"/> Motorcycle Ohio	Motorcycle Ohio Application
<input type="checkbox"/> Ohio Consortium of Crime Science(OCCS)	Ohio Consortium of Crime Science

Enter the word as shown on the right: Request New Image

An email verifying access is sent to the Program Director and Proctor from the Account Center.

In order to activate access, click on the link provided in the email. If this link is not clicked, the account will not activate, and the Proctor will not be able to log in.



At this point, Division of EMS fire testing administrators will process the request manually. Once they have approved the request, notification will be sent to users, who may then access the system.

Administrator and Proctor Login

Upon receipt of notification from the Division of EMS that an account has been approved, administrators and proctors shall enter the Division of EMS Course and Examination Administration System, using the following link:

<https://services.dps.ohio.gov/EMSProctor/>

NOTE: First-time users of the system will see this one-time EMS Testing – Attestation window, which will require agreement before continuing. Do not click “I Agree” unless you meet the conditions.

EMS Testing - Attestation

This is a State of Ohio computer system and is the property of the State of Ohio. It is for authorized use only. Any and all users of the testing system have no explicit or implicit expectation of privacy.

I agree as an approved proctor that any and all uses of the EMS Testing System and all the passwords and files on this system are confidential and shall not be released to any unauthorized personnel. Furthermore, all testing material is confidential and shall not be printed transmitted, copied or reproduced in any fashion by any user. Anyone that holds a certification as an EMS or Fire instructor is prohibited from having access to testing material and resources, including but not limited to examination passwords.

Unauthorized or improper use of this system may result in suspension of testing rights for the user and the educational facility, administrative disciplinary action and/or civil and criminal penalties. By marking the box and continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. Log off immediately if you do not agree to the condition stated in this warning.

I have read, understand, and agree with the above statement.

After clicking “I Agree”, the process continues with the Course and Examination Administration Login screen.

1. Enter Username (as created in the Account Center).
2. Enter Password (as created in the Account Center).
3. Click “Login”.



Course and Exam Administration Login

Username:

Password:

[Click here](#) for help on new registration and password issues

Administrator Functions

After logging in to the EMS Course and Examination Administration System, the first screen has five available options for use. **NOTE: The Course and Examination Administration Manual is accessible from the bottom this page. Click on “Course and Examination Administration Manual” to be linked to an online version of the Manual.**

The screenshot shows the following interface elements:

- Header:** EMS logo (Ohio Emergency Medical Services), "EMS Course and Examination Administration", and "Current user: Bhanu" with a "Log Out" link.
- Section 1: Course/Examination Request**
 - Request Course: Use this to request a new course or to request a written examination and practical skills.
 - Request Written Exam Only: Use this to request an examination when a course or practicals are not required. (Ex.–Instructor Knowledge pretest).
- Section 2: Course/Examination Search**
 - Course Search: Use this to search for a course that has already been approved.
 - Examination Search: Use this to search for an examination that has already been approved.
- Section 3: Examination Results Search**
 - Examination Results Search: Use this to search for examination results. (Ex. – Instructor Knowledge Examination)
- Section 4: Course and Examination Administration Manual**
 - Course and Examination Administration Manual (with a PDF icon and a red arrow pointing to it)
- Footer:** Copyright © Ohio Department of Public Safety

Each option is discussed in the following pages in detail; here is a brief overview of the five options:

Select “**Request Course**” to request a new course or to request an examination which contains both practical skills and a written examination. Most course requests are approved within three (3) business days however if more information is needed the Program Director will be contacted or the request will be “Denied”. Once the course has been approved by the Division of EMS, an examination may be requested through the course dashboard.

The “**Request Written Exam Only**” addresses the issue of how to request an exam directly when no course is required or expected. This option is to be used for the Instructor Knowledge Pretest but may also be used for situations such as Reinstatement or Pro Board Certification for any already certified Firefighter when no practical skills are required. This option is not to be used when re-testing a student who was initially tested through a course exam request and is retesting. Re-tests will continue to be requested through the Course Dashboard Exam request;

“**Course Search**” allows a search of the system for courses already approved by the Division of EMS;

“**Examination Search**” which allows a search of exams that have already been approved by the Division of EMS and;

“**Examination Results Search**” to be used to search for exam results for a student. An example of when this would be used is when a student is being added to an Instructor course, this search would be used to confirm that the student has taken and passed the Knowledge Pretest exam.

Requesting an Initial Course

To request a course, choose the “Request Course” option.

Request Course

Use this to request a new course or to request a written examination and practical skills.

Complete the request by using the following instructions.

The screenshot shows the 'Course / Examination Administration' form. It includes fields for School Type (1), School (2), Course / Certification Type (3), Course Level (4), Start Date (5), Course Hours (6), Course/Examination location (7), Instructors (8), Guest Lecturers (9), and Submit/Clear buttons (10).

1. School Type: Select “Fire Charter” or “EMS Accreditation”.
2. Select the name of the “School” from the drop down list.
3. Course / Certification Type: Select “Initial”.
4. Course Level: Click the dropdown arrow to display levels and choose the desired level.
5. Enter the “Start Date” of the training course (MM/DD/YYYY).
6. Enter the “Course Hours” of the training course (See appendix A: Recommended Hour Guide for Fire Training Courses).
7. Check the “Course and Examination location” box and complete the required fields. If the course is being held at an offsite location, select “Offsite” and complete the required fields.

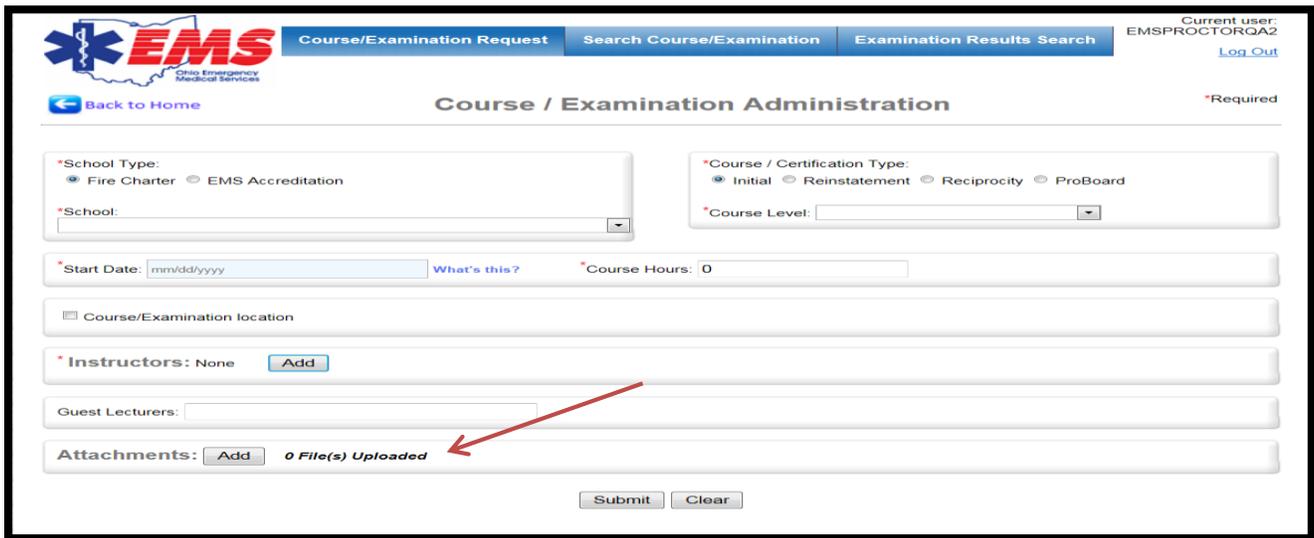
This is a close-up of the 'Add Instructor' window. It shows the 'Instructor Search' section with a 'Certification Number' field, 'Search', and 'Clear' buttons. A red circle with the number 8 is placed over the 'Add' button.

This is another close-up of the 'Add Instructor' window. It shows the instructor's details: 'Certification Number: 13', 'First Name: Mark', 'Last Name: Ashworth', and 'Role: Lead (selected) Skill Coordinator'. A red circle with the number 9 is placed over the 'Add' button.

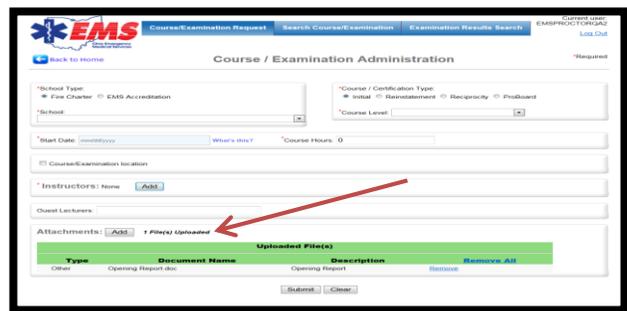
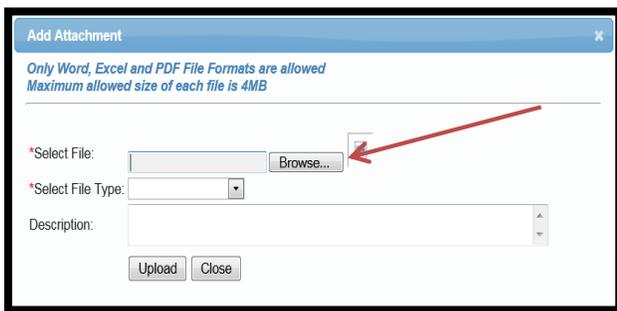
8. Click the “Add” button and enter the Lead Instructor’s Certification Number in the “Add Instructor” window.
9. Click “Search” to display the name of the Instructor, then click “Add” to add the Instructor to the Course. For Firefighter I or Firefighter II levels, use this function to enter the Skills Coordinator.
10. Enter “Guest Lecturers” if applicable.
11. Review the following section regarding Course Attachments for Initial Course Requests. Once documents are uploaded, click “Submit”.

Course Attachments for Initial Course Requests

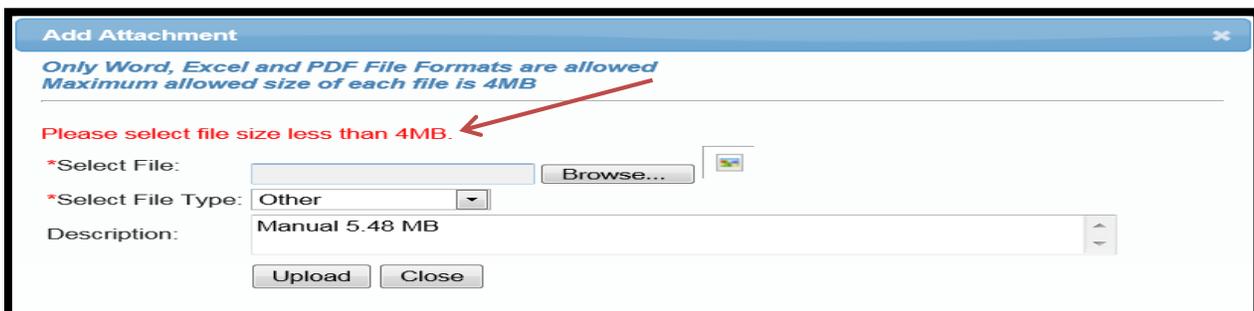
As of July 30, 2015, the Course and Examination Administration System requires course documents to be uploaded with all Initial courses. This will provide the necessary documentation showing course hours and student contact time. These documents were previously attached to the Opening Report (which the online Course Request replaced) and submitted to the Division of EMS for review.



These documents, such as the course schedule or the course hours spreadsheet, may be attached as Word, Excel, and PDF documents. Although more than one document may be attached and there is no limit on the total size of all attachments, individual attachments must be no more than 4 MBs.



If the attachment is too large, the following message will display:



Notification of Course Approval / Denial

An example of a course approval email is shown below:

This email is to inform you that the course you requested has been approved.

Course ID: 1253
Course Location: Apollo Career Center
Course Level: Volunteer Firefighter
Course Type: Initial
Course Start Date: 6/27/2014

If you have any questions, please contact the Ohio Division of EMS at OFSTesting@dps.ohio.gov

Thank you,
Doug Orahood
EMS State Fire/Testing Coordinator

NOTE: An email is also sent if a course is denied including the reason for the denial. The reason for the Denial is entered in the comments. See below.

This email is to inform you that the course you requested has been denied.

Course ID: Not Applicable
Course Location: DEMS - Admin Only
Course Level: Firefighter I
Course Type: Initial
Course Start Date: 6/1/2015

The following feedback was provided by the Ohio Division of EMS:
Course hours are insufficient. Please correct and re-submit course request.

If you have any questions, please contact the Ohio Division of EMS at OFSTesting@dps.state.oh.us.

Thank you,
Doug Orahood
EMS State Fire/Testing Coordinator

Course Request for Reinstatement

Based on the length of time a Certification has been expired an applicant may be required to take both practical skills testing and a written exam to reinstate their certification. To request practical skills and a written examination, a course request must be submitted prior to the reinstatement exam being requested. If expired for less than six months, only a written exam is required which may be requested using the Written Examination Only option. **The program director is responsible for verifying eligibility of the applicant prior to testing and determining which option applies.**

To request a course request for a reinstatement applicant, follow the steps below.

Administrators (authorizing official or program director, if designated) will receive a course approval or denial email from the Division of EMS.

The screenshot shows the 'Course / Examination Administration' page. At the top left is the EMS logo (Ohio Emergency Medical Services). The navigation bar includes 'Course/Examination Request', 'Search Course/Examination', and 'Examination Results Search'. The current user is 'skedwards' with a 'Log Out' link. A 'Back to Home' link is on the left. The main heading is 'Course / Examination Administration' with a '*Required' indicator. The form contains several fields:

- *School Type: Radio buttons for 'Fire Charter' (selected) and 'EMS Accreditation'.
- *School: A dropdown menu.
- *Course / Certification Type: Radio buttons for 'Initial', 'Reinstatement' (selected), 'Reciprocity', and 'ProBoard'.
- *Course Level: A dropdown menu.
- Instructors: A field showing 'None' and an 'Add' button.
- Attach Practicals from Existing Course: A text input field with a 'What's this?' link.

 At the bottom are 'Submit' and 'Clear' buttons.

1. School Type: Select "Fire Charter" or "EMS Accreditation."
2. Select the name of the "School" from the drop down list.
3. Course Type: Select "Reinstatement".
4. Course Level: Click the dropdown arrow to display levels and choose the desired level.
5. Courses requested for reinstatement do not require an instructor. However, FF1 and / or FF2 course requests for reinstatement will require a Skills Coordinator. To add a Skills Coordinator, select "Add Instructor", enter the "Skills Coordinator Cert #," click "Search," click "Skill Coordinator" and click "Add."
6. To match the practicals of a reinstatement applicant to those of an existing, currently running course, add the existing course ID in the space provided next to "Attach Practicals from Existing Course." This will match the reinstatement applicant's practicals to those of the existing course.
7. Click "Submit" to submit the course request.

Administrators (authorizing official or program director, if designated) will receive a course approval or denial email from the Division of EMS within three (3) business days.

Course Request for Reciprocity

Based on the type of reciprocity being requested and the level of certification in their home state, an applicant will usually be required to take both practical skills testing and a written exam to become certified in the state of Ohio. The applicant for reciprocity will receive a letter of approval from the Division of EMS outlining testing requirements. **The program director is responsible for verifying eligibility of the applicant prior to testing and determining which option applies.**

The screenshot shows the 'Course/Examination Request' web form. At the top left is the EMS logo (Ohio Emergency Medical Services). Navigation tabs include 'Course/Examination Request', 'Search Course/Examination', and 'Examination Results Search'. The current user is 'skedwards' with a 'Log Out' link. A 'Back to Home' button is on the left. The main heading is 'Course / Examination Administration' with a '*Required' indicator. The form contains several fields:

- *School Type: Radio buttons for 'Fire Charter' (selected) and 'EMS Accreditation'.
- *School: A dropdown menu.
- *Course / Certification Type: Radio buttons for 'Initial', 'Reinstatement' (selected), 'Reciprocity', and 'ProBoard'.
- *Course Level: A dropdown menu.
- Instructors: A field showing 'None' and an 'Add' button.
- Attach Practicals from Existing Course: A text input field and a 'What's this?' link.

 At the bottom are 'Submit' and 'Clear' buttons.

To request practical skills and a written examination, a course request must be submitted before the Reciprocity exam may be requested. Follow the same steps for requesting an initial course except choose “Reciprocity” for Course / Certification Type.

1. School Type: Select “Fire Charter” or “EMS Accreditation”.
2. Select the name of the “School” from the drop down list.
3. Course Type: Select “Reciprocity”.
4. Course Level: Click the dropdown arrow to display levels and choose the desired level.
5. Reciprocity courses requested to allow for practical skills testing do not require an instructor. However, they will require a Skills Coordinator. To add a Skills Coordinator, select “Add Instructor”, enter the “Skills Coordinator Cert #”, click “Search”, click “Skill Coordinator” and click “Add”.
6. To match the practical skills of a reciprocity candidate to those of an existing, currently running course, add the existing course ID in the space provided next to “Attach Practicals from Existing Course.” This will match the reinstatement candidate’s practicals to those of an existing course.
7. Click “Submit” to submit the course request.

Administrators (authorizing official or program director, if designated) will receive a course approval or denial email from the Division of EMS normally within three (3) business days.

Course Request for Pro-Board Certification

The screenshot shows the 'Course / Examination Administration' form. At the top, there are navigation tabs: 'Course/Examination Request' (active), 'Search Course/Examination', and 'Examination Results Search'. The current user is 'dora hood' with a 'Log Out' link. A 'Back to Home' button is on the left. The form title is 'Course / Examination Administration' with a '*Required' note. The form contains several sections:

- School Type:** Radio buttons for 'Fire Charter' (1) and 'EMS Accreditation'.
- School:** A dropdown menu (2).
- Course / Certification Type:** Radio buttons for 'Initial', 'Reinstatement', 'Reciprocity', and 'ProBoard' (3).
- Course Level:** A dropdown menu (4).
- Instructors:** A field showing 'None' and an 'Add' button (5).
- Attach Practicals from Existing Course:** A text input field and a 'What's this?' link (6).
- Submit and Clear:** Two buttons at the bottom (7).

Individuals who hold a Fire Certification in the state of Ohio that was issued prior to when Pro-Board Certification was offered may test for certification. Depending on the date certification was obtained, the individual will take an exam with Practical Skills testing and a written examination or a written examination only. To qualify for Pro Board Certification, individuals must score 70% or above on a Firefighter I or Firefighter II examination. If taking a Firefighter I and II examination, the score on both sections of the exam (Firefighter I and Firefighter II) must be 70% or above to qualify.

To begin the process, certified individuals interested in receiving a Pro Board Certificate must submit a request in writing to the Division of EMS. After review, the Division will issue a letter outlining whether practical and written testing is needed or written testing only. This letter must be provided to the Charter when the individual arranges for testing. If Practical Skills testing is required, a course request must be submitted through the Division of EMS Course and Examination Administrative System.

1. School Type: Select "Fire Charter" or "EMS Accreditation".
2. Select the name of the "School" from the drop down list.
3. Select ADA – yes or no.
4. Select Course / Certification Type: "Pro Board"
5. Select the Course Level desired from the dropdown list.
6. Pro-Board exams do not require an instructor. However, they will require a Skills Coordinator. To add a Skills Coordinator, select "Add Instructor", enter the "Skills Coordinator Cert #", click "Search", click "Skill Coordinator" and click "Add".
7. Enter an "Existing Course ID" to insert a Pro-Board student to an existing course. This will attach the student to an existing course and assign the student the same practical skills.
8. Click "Submit" to submit the course request.

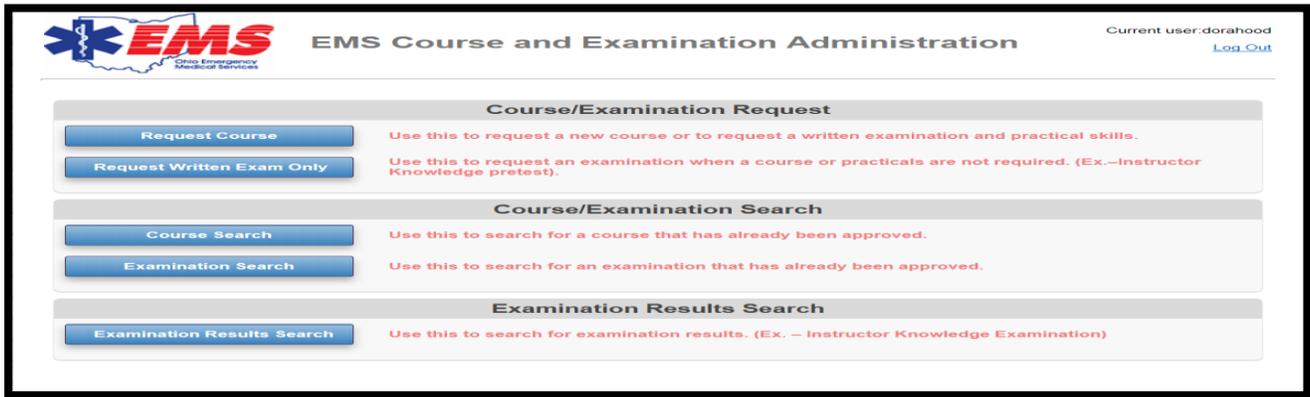
If the information is complete, the course ID number will display at the top of the screen just below "Course / Examination Administration". The message will say "The Course Request has been received and approved, Course ID: XXXX." If there is a problem or more information is required, the message will say "Course Request Submitted Successfully!" however no Course ID number will be included. You will be contacted by a staff member of the Division of EMS for further information.

Searching for Approved Courses

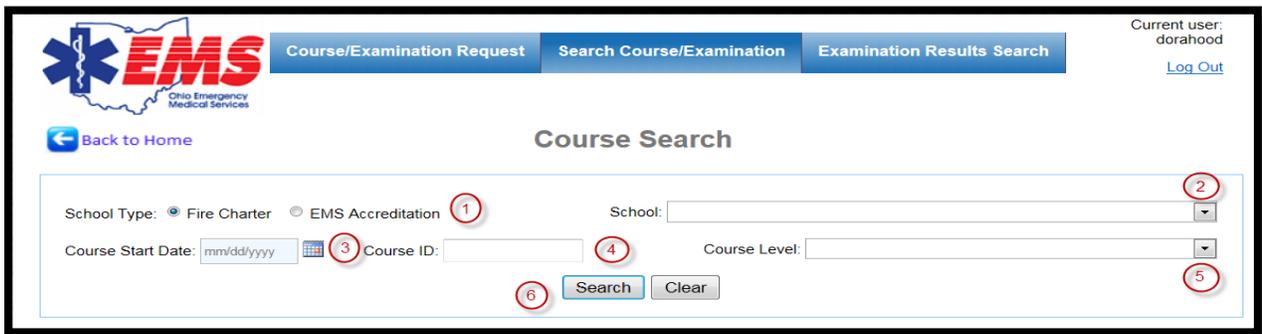
Select “Course Search” to locate course approved by the Division.

Log in at the proctor site: <https://services.dps.ohio.gov/EMSProctor/> ,

Select “Course Search”.



1. Select Fire Charter or EMS Accreditation.



2. Enter the search criteria which may include School name from the dropdown list (2), Course Start Date (3), Course ID (4) and / or Course Level (5).
3. Click “Search” (6).
4. Choose the correct course by clicking “Select” on the right hand side of the screen.

Course ID	Course Type	Location	Level	Course Start Date	Lead Instructor
2526	Initial	DEMS - Admin Only	Volunteer Firefighter	1/1/2016	<input type="text"/> Select

Page 1 of 1

Creating a Course Dashboard

1. The course dashboard header will display the following details:
 - a. Charter Name
 - b. Course ID
 - c. Course Level
 - d. Course Start Date
 - e. Course / Exam Location

The screenshot shows the EMS Course Dashboard interface. At the top left is the EMS logo (Ohio Emergency Medical Services). The top navigation bar includes 'Course/Examination Request', 'Search Course/Examination', and 'Examination Results Search'. The current user is 'skedwards' with a 'Log Out' link.

The main dashboard area displays the following information:

- Search:** Charter: DEMS - Admin Only, Course ID: 2863, Level: Firefighter I and II, Start Date: 7/29/2015, Course/Exam Location: Same as Charter.
- Instructors:** None (Add button).
- Exams:** Request New button. Table with columns: Date, Time, Location, ADA, Select.

Date	Time	Location	ADA	Select
07/29	2:10 PM	DEMS - Admin Only	N	Select
- Guest Speakers:** Empty box.
- Practicals:** List of skills with 'Select' links:
 - 1-1 PPE-Inspecting SCBA
 - 1-2 PPE-Donning PPE
 - 1-3 PPE-Donning SCBA
 - 1-4 PPE-SCBA Emergency Procedures
 - 7-3 One Firefighter Extension Ladder Carry and Raise
 - 9-1 Exterior Class A Fire
 - 10-1 Search and Rescue-Primary Search (Flip the Switch)
 - 11-1 Advancing an Uncharged Line From Ladder
 - 12-1 Advancing a Charged Line Into Structure
 - 13-1 Interior Structure Fire Attack (Flip the Switch)
 - 13-2 Establishing Command and Coordinating Crews
 - 14-1 Horizontal Ventilation
 - 26-1 Vehicle Extrication (Flip the Switch)
 - 25-1 Flammable Gas Fire (Flip the Switch)
- Students:** Add button. Table with columns: Name, ADA, Passed Practical, Select.

Name	ADA	Passed Practical	Select
Orahood, Doug ()	N	Yes	Select

2. Lead Instructors /Skill Coordinators will display in the “Instructor” box. Lead Instructors / Skills Coordinators may be added or deleted from the course as needed.
3. Click “Request New” to submit an examination request for the course. All approved written examinations will appear in the “Exam” box.
4. “Guest Speaker” will appear in the appropriate box if guest speakers have been entered.
5. A “Practical Skills” list will be generated for viewing once the course has been approved if practical skills are required for the course.
6. To add students to the course, click the “Add” button. All students will appear in the “Students” box.

NOTE: A lead instructor shall not evaluate any student on the specific skills examination that were taught by the instructor.

Adding Student to the Course Dashboard

Select “Add” to add student to the course dashboard.



NOTE: Indicate whether the student will require ADA accommodations to complete the course. Check the “Yes” button if ADA accommodations are required. Students will be required to supply an Individual Educational Plan (IEP) or other documentation dated within five (5) years of the date accommodations are being sought.

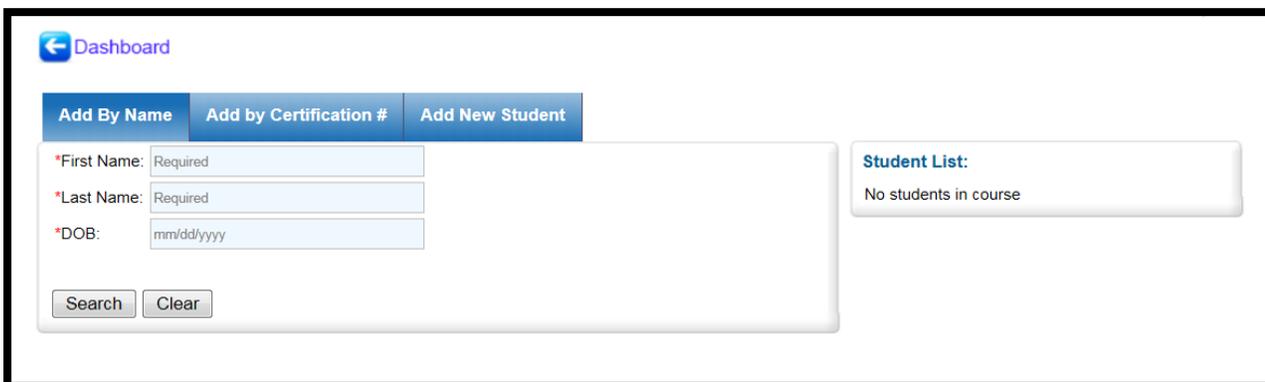
When adding a student who requires ADA accommodations, check the “Yes” button next to ADA. For more information on ADA accommodations please refer to page 12 of this manual and the EMS Web site for the complete Department of Public Safety ADA Testing Policy. Students must be able to supply an Individual Educational Plan (IEP) or other documentation from a qualified professional dated within five (5) years of the date they are seeking accommodations.

There are three options for adding students to the course dashboard:

1. To search by student name and birthdate, select “Add by Name”,
2. For students who have an Ohio certification number, select “Add by Certification #”,
3. For students who have never been Ohio certified, select “Add New Student” to create a new record.

Adding Student by Name

1. Click “Add by Name”
2. Enter student’s First Name, Last Name, and Date of Birth
3. Click “Search”. Click “Clear” to clear information.



If the search returns a single name, the student may be added to the course. If multiple names appear, click on “Add New Student” to enter the information manually.

Dashboard

*First Name:
 *Last Name:
 *DOB:

Cert No	First Name	Last Name	DOB	City	County
	Doug	Orahood		Columbus	Brown

Student: **Doug, Orahood .**

*ADA: Yes No

Student List:
 No students in course

Verify Student Information

Please verify that this information is correct:

Name: Doug, Orahood .
Date of Birth:
Certification Number:
ADA: No

I attest that above information is correct.

Important:

- **Review** student information prior to adding the student to the course dashboard. Data entry errors create duplicate records and impact the certification process.
- **Verify** that the student information is correct.
- **Print** the student information and verify student’s personal data. **The Division of EMS strongly recommends that the printout be given to the student to verify the information prior to testing.**
- **To correct errors in a student’s date of birth or Social Security number discovered after a student has been added to the course, but prior to the day of testing, remove the student’s record from the course and re-enter the student information correctly.**
- **Errors in date of birth and / or Social Security number discovered on the day of testing must be corrected through the Division of EMS. A student whose record was entered with an incorrect date of birth and / or Social Security number may be allowed to test. However, a representative of the Charter must contact the Division as soon as the error is discovered in order to prevent a certification card with incorrect information from being printed. Once documentation is received and the correction is made, the certification card in question will be set to print.**

Once you click “Add Student”, the student’s name will appear under “Student List” on right side of the screen.

Adding a Student by Certification Number

1. Click “Add by Certification #”
2. Enter the student’s Certification Number
3. Click “Search”

The screenshot shows the 'Add by Certification #' tab selected. A search box contains the name 'Orahood, Doug' and the 'Search' button is clicked. The 'Student List' on the right shows 'No students in course'. Below the search box, the student's name 'Orahood, Doug' is displayed. There is an 'ADA' section with radio buttons for 'Yes' and 'No', and an 'Add Student' button. A message at the bottom states: 'Orahood, Doug does not have any active certifications.'

Verify the student’s name, active certification(s) (if applicable) and expiration date (if applicable). Click “Add Student”.

The screenshot shows the 'Add by Certification #' tab selected. A search box contains the name 'Sands, John E.' and the 'Search' button is clicked. The 'Student List' on the right shows 'No students in course'. Below the search box, the student's name 'Sands, John E.' is displayed. There is an 'ADA' section with radio buttons for 'Yes' and 'No', and an 'Add Student' button. Below this is a table with two columns: 'Certification' and 'Exp. Date'. The table lists four certification types: Paramedic, Firefighter II, Fire Instructor, and EMS Instructor. The 'Exp. Date' column is currently empty.

Certification	Exp. Date
Paramedic	
Firefighter II	
Fire Instructor	
EMS Instructor	

NOTE: Indicate whether the student will require ADA accommodations to complete the course. Check the “Yes” button if this is the case.

Verify Student Information
✕

Please verify that this information is correct:

Name:	Doug, Orahood .
Date of Birth:	<input type="text"/>
Certification Number:	<input type="text"/>
ADA:	No

I attest that above information is correct.

Add Student
Edit
Print

Important:

- Review** student information prior to adding the student to the course dashboard. Data entry errors create duplicate records and impact the certification process.
- Verify** that the student information is correct.
- Print** the student information and verify student’s personal data. **The Division of EMS strongly recommends that the printout be given to the student to verify the information prior to testing.**
- To correct errors in a student’s date of birth or Social Security number discovered after a student has been added to the course, but prior to the day of testing, remove the student’s record from the course and re-enter the student information correctly.**
- Errors in date of birth and / or Social Security number discovered on the day of testing must be corrected through the Division of EMS. A student whose record was entered with an incorrect date of birth and / or Social Security number may be allowed to test. However, a representative of the Charter must contact the Division as soon as the error is discovered in order to prevent a certification card with incorrect information from being printed. Once documentation is received and the correction is made, the certification card in question will be set to print.**

Once you click “Add Student”, the student’s name will appear under “Student List” on right side of the screen.

Adding a New Student with No Prior Certification

Click “Add Student” to add the student to the Course Dashboard. Enter the data in the fields provided. A red asterisk (*) indicates a required field.

[← Dashboard](#)

Add By Name **Add by Certification #** **Add New Student**

***Required**

Enter data carefully. Once data is saved, you will have to remove the student to change data.

*First Name: <input type="text" value="Required"/>	*Last Name: <input type="text" value="Required"/>
Middle Initial: <input type="text"/>	
*SSN: <input type="text" value="000-00-0000"/>	*Confirm SSN: <input type="text" value="000-00-0000"/>
*DOB: <input type="text" value="mm/dd/yyyy"/>	*Confirm DOB: <input type="text" value="mm/dd/yyyy"/>
*Address 1: <input type="text" value="Required"/>	Address 2: <input type="text"/>
County: <input type="text"/>	*City: <input type="text" value="Required"/>
*State: <input type="text"/>	*Zip: <input type="text" value="Required"/>
*Phone: <input type="text" value="(000)000-0000"/>	Cell: <input type="text" value="(000)000-0000"/>
*E-Mail: <input type="text" value="Required"/>	*Confirm E-Mail: <input type="text" value="Required"/>
*ADA: <input type="radio"/> Yes <input type="radio"/> No	

Student List:
No students in course

Verify Student Information
✕

Please verify that this information is correct:

SSN:

Name: Edwards, Susan E.

Date of Birth:

Address 1: 1970 West Broad Street

Address 2:

City: Columbus

County: Franklin

State: Ohio

Zip: 43223

Phone: 6147281525

Cell:

Email:

ADA: No

I attest that above information is correct.

- Important:**
- Review** student information prior to adding the student to the course dashboard. Data entry errors create duplicate records and impact the certification process.
 - Verify** that student information is correct.
 - Print** the student information and verify student's personal data. **The Division of EMS strongly recommends that the printout be given to the student to verify the information prior to testing.**
 - To correct errors in a student's date of birth or Social Security number discovered after a student has been added to the course, but prior to the day of testing, remove the student's record from the course and re-enter the student information correctly. Errors discovered after practical testing or on the day of the student's written exam must be corrected by the Division of EMS.
 - A student whose record was entered with an incorrect date of birth and / or Social Security number may be allowed to test. However, a representative of the Charter must contact the Division as soon as the error is discovered in order to prevent a certification card with incorrect information from being printed.
 - Once documentation is received and the correction is made, the certification card in question will be set to print.

Once you click "Add Student", the student's name will appear under "Student List" on right side of the screen.

← Dashboard
*Required

Add By Name
Add by Certification #
Add New Student

*First Name:

*Last Name:

*DOB:

Student List:

Name(Cert Number)	ADA	
Bunny, Bugs (N/A)	Y (W)	Remove
Coyote, Wylie E. (N/A)	No	Remove
Duck, Daffy (N/A)	No	Remove
Fudd, Elmer (N/A)	No	Remove
Gonzales, Speedy (N/A)	No	Remove

Click the "Dashboard" icon to return to the Course Dashboard.

Adding a Student to Instructor Course and Searching for Examination Results

When adding a student to an Instructor course, a passing score (80%) on the Instructor Pre-test (knowledge exam) is a prerequisite for entry into the course. Although the prospective student must provide documentation from the school where he or she tested, the exam results may also be searched using the Examination Results Search function.

Current user: dorahood
[Log Out](#)

*Required

← Dashboard

Course/Examination Request | Search Course/Examination | Examination Results Search

Certification Number: 170190

Student: **Jordan, Hal**

*ADA: Yes No

Please Enter the Knowledge Exam Results

*Knowledge Exam Pass Date:

*School Type: Fire Charter EMS Accreditation

*School:

Certification	Exp. Date
Firefighter II	1/30/2018

Student List:
No students in course

Results are searched by either certification or student name and date of birth.

Current user: dorahood
[Log Out](#)

*Required

← Back to Home

Course/Examination Request | Search Course/Examination | Examination Results Search

Certification Number:

Certification #	Name	ExamName	ExamDate	Result	Score
No Results Found					

Any exams a student has taken will be displayed below. If the exam was passed, a score will also be displayed. No score will be displayed in situations where the exam was not passed.

Current user: testpigs2
[Log Out](#)

*Required

← Back to Home

Course/Examination Request | Search Course/Examination | Examination Results Search

Certification Number: 133180

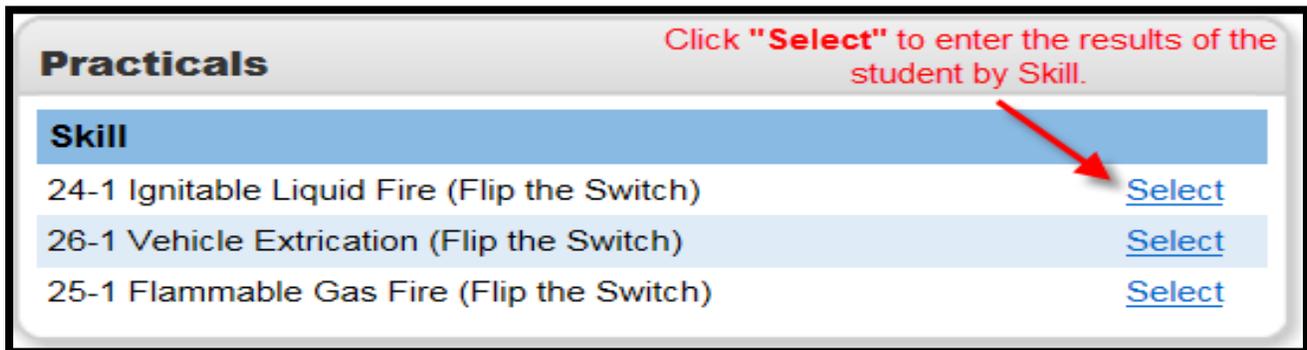
Certification #	Name	School Type	School Name	Exam Name	Exam Date	Result	Score
133180	Orahood W Douglas	Fire Charter	DEMS - Admin Only	Fire Safety Inspector	2/18/2015	Not Graded	
133180	Orahood W Douglas	Fire Charter	Pickaway-Ross Career & Technology Center	Firefighter I	2/13/2015	Fail	
133180	Orahood W Douglas	Fire Charter	DEMS - Admin Only	Fire Safety Inspector	2/10/2015	Not Graded	
133180	Orahood W Douglas	Fire Charter	DEMS - Admin Only	Fire Safety Inspector	2/6/2015	Pass	100
133180	Orahood W Douglas	Fire Charter	DEMS - Admin Only	Firefighter I and II	2/6/2015	Pass	99
133180	Orahood W Douglas	Fire Charter	DEMS - Admin Only	Firefighter I	2/5/2015	Pass	95
133180	Orahood W Douglas	Fire Charter	DEMS - Admin Only	Volunteer Firefighter	2/5/2015	Pass	94
133180	Orahood W Douglas	Fire Charter	DEMS - Admin Only	Volunteer Firefighter	2/4/2015	Not Graded	

Entering Practical Skills Results

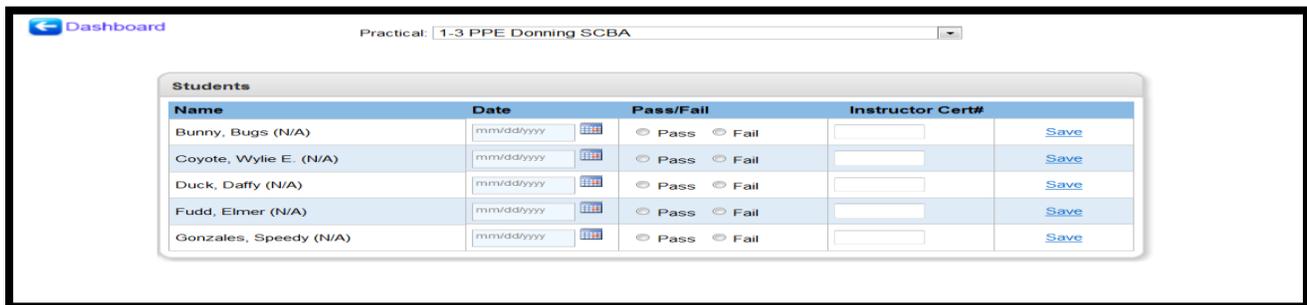
The Program Director or their designee must enter the practical skills test results into the course dashboard. If practical skills are required, these must have been completed successfully prior to taking the written test. There are two options for adding students' practical skills test results to the Course Dashboard – by practical skill and by student.

NOTE: A lead instructor shall not evaluate any student on the specific skills examination that were taught by the instructor.

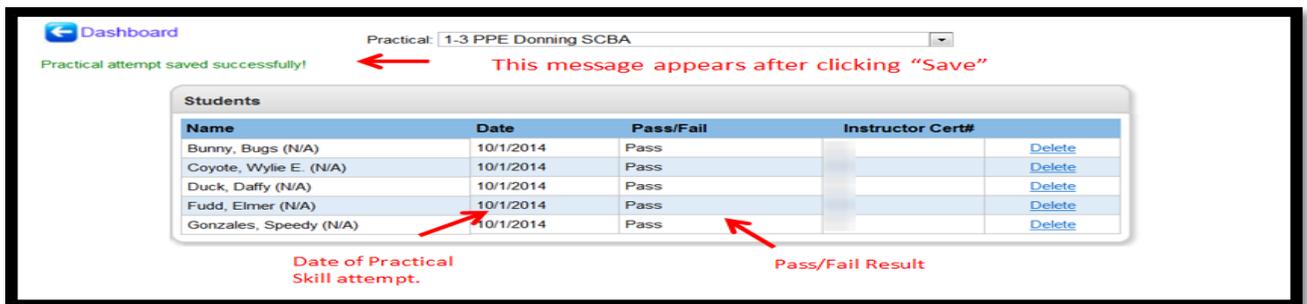
Entering Practical Skills Results by Skill



To enter practical skills results, click "Select" on the tested skill.



1. Click the calendar to select the date the skill was performed (MM/DD/YYYY).
2. Select "Pass" or "Fail" for the skill.
3. Enter the certification number of the instructor serving as the skills evaluator.
4. Click "Save".



To correct Pass / Fail inputting errors, all testing attempts must be deleted and re-entered for the skill.

Entering Practical Skills Results by Students

Current user: dorahood
[Log Out](#)

Dashboard
[Remove From Course](#) Click here to remove student from course.

Student: Gordon, Barbara Select student name from dropdown box *Required

Student Info

*ADA: Yes No
 *ADA For: Practicals Written Both
[Update Student Info](#)

If you indicate "Yes" for ADA accommodations you must indicate which type of ADA request is being made (written, practicals, or both) and then click "Update Student Info". Click "Update Student Info" when changes are made to the ADA status. Do not click "Update Student Info" for updates to other information on this page.

Practicals

Name	Date	Pass/Fail	Instructor Cert#	
24-1 Ignitable Liquid Fire (Flip the Switch)	mm/dd/yyyy	<input type="radio"/> Pass <input type="radio"/> Fail	<input type="text"/>	Save
26-1 Vehicle Extrication (Flip the Switch)	mm/dd/yyyy	<input type="radio"/> Pass <input type="radio"/> Fail	<input type="text"/>	Save
25-1 Flammable Gas Fire (Flip the Switch)	mm/dd/yyyy	<input type="radio"/> Pass <input type="radio"/> Fail	<input type="text"/>	Save

Click "Save" after entering the Date, Pass/Fail, and Instructor Certification number

1. Select student name from dropdown box. To remove a student from the course click “**Remove From Course**”
2. Select if the student has requested ADA accommodation
 - a. If you indicate “Yes”, you must select the type of ADA request (Practical, Written, or Both)
 - b. Click “**Update Student Info**” to save your entry. **NOTE:** Do not click “Update Student Info” for updates to information other than ADA.
3. Click the calendar to select the date the skill was performed (MM/DD/YYYY).
4. Select “Pass” or “Fail” for the skill. **To correct pass / fail inputting errors, all testing attempts for that skill must be deleted and re-entered.**
5. Enter the certification number of the instructor serving as the skills evaluator.
6. Click “Save”

Practicals

Name	Date	Pass/Fail	Instructor Cert#	
24-1 Ignitable Liquid Fire (Flip the Switch)	1/1/2015	Pass	133180	Delete
26-1 Vehicle Extrication (Flip the Switch)	1/1/2015	Fail	170190	
	1/8/2015	Pass	133180	Delete
25-1 Flammable Gas Fire (Flip the Switch)	1/1/2015	Pass	170190	Delete

The screenshot displays the EMS Proctor Functions interface. At the top left is the EMS logo (Ohio Emergency Medical Services). The top navigation bar includes 'Course/Examination Request', 'Search Course/Examination', and 'Examination Results Search'. The current user is identified as 'dorough' with a 'Log Out' link.

Course details are shown in a central box:

- Charter: DEMS - Admin Only
- Level: Firefighter II Transition Course
- Course/Exam Location: Same as Charter
- Course ID: 2813
- Start Date: 1/1/2015

Below the details are several sections:

- Instructors:** A table with columns for Cert#, Name, and Role. Instructors listed include Douglas Orahood (Lead Instructor) and Hal Jordan (Skill Coordinator). Each entry has a 'Remove' link.
- Exams:** A table with columns for Date, Time, Location, and ADA. One exam is listed for 06/29 at 1:00 AM at DEMS - Admin Only with ADA status 'N' and a 'Select' link.
- Guest Speakers:** A section with no data currently displayed.
- Practicals:** A table with a 'Skill' column. Skills listed include '24-1 Ignitable Liquid Fire (Flip the Switch)', '26-1 Vehicle Extrication (Flip the Switch)', and '25-1 Flammable Gas Fire (Flip the Switch)', each with a 'Select' link.
- Students:** A table with columns for Name, ADA, and Passed Practical. Students listed include Banner, Bruce (N/A) (Yes), Gordon, Barbara (N/A) (Yes), Hawke, Connor (N/A) (No), Kent, Clark (N/A) (Yes), and Parker, Peter (N/A) (Yes). Each entry has a 'Select' link.

The **Passed Practical** indicator for the selected student will change to **“Yes”** after the student passes all assigned practical skills. **“No”** means students are not eligible to take the written examination because practical skills testing is not complete, or the student failed a practical skill after 3 attempts.

NOTE: A lead instructor shall not evaluate any student on the specific skills examination that were taught by the instructor.

Requesting a Written Examination

An initial examination request is the first attempt for a student to test at the completion of a fire training course or the first attempt at an examination only.

An examination retest is the 2nd or 3rd attempt of a student who has not yet passed the examination. If an examination is failed three times, a course of study must be repeated before the student is permitted further attempts at the examination. Once the repeated course of study is completed, the examination request will be submitted as an “initial” request because it is associated with a new course.

An initial examination may be requested either as part of a course or as an examination only. If the initial examination is requested through the course, any retest attempts must also be requested as part of the same course. If an initial examination is requested as an Examination Only request, subsequent attempts must be requested through that same examination (identified by a four digit ID number similar to a course ID number) and this four digit ID number must be entered on the initial screen when the retest is requested.

Click “Request New” to submit an examination request for a current course. All initial and retest must be submitted on the original Course ID. Do not set up a new course for retesting students.

Examinations must be requested a minimum of seven days prior to the desired date of the written examination. This will be enforced.

The screenshot displays the EMS Course/Examination Request web application. At the top, there is a navigation bar with 'Course/Examination Request', 'Search Course/Examination', and 'Examination Results Search'. The current user is identified as 'dora hood'. Below the navigation bar, a search bar is present with a 'Search' button. The main content area is divided into several sections:

- Course Information:** Charter:DEMS - Admin Only, Course ID: 2813, Level: Firefighter II Transition Course, Start Date: 1/1/2015, Course/Exam Location: Same as Charter.
- Instructors:** A table listing Douglas Orahood (Lead Instructor) and Hal Jordan (Skill Coordinator), each with a 'Remove' link.
- Exams:** A table with columns Date, Time, Location, and ADA. A 'Request New' button is highlighted in yellow, and a red arrow points to it with the text 'Start by clicking “Request New”'. A 'Select' link is also visible.
- Guest Speakers:** An empty section.
- Practicals:** A table listing skills such as '24-1 Ignitable Liquid Fire (Flip the Switch)', '26-1 Vehicle Extrication (Flip the Switch)', and '25-1 Flammable Gas Fire (Flip the Switch)', each with a 'Select' link.
- Students:** A table listing students like Banner, Bruce (N/A), Gordon, Barbara (N/A), Hawke, Connor (N/A), Kent, Clark (N/A), and Parker, Peter (N/A), with columns for Name, ADA, and Passed Practical, and 'Select' links.

1. **Examinations must be requested a minimum of seven days prior to the desired date of the written examination.** This will be enforced.
2. Select “Yes” or “No” to indicate if the request is for a student that is requesting ADA accommodations for the written examination. **A separate testing request must be made for written examinations requiring ADA accommodations.** Students seeking ADA accommodations may do so at any time however the approval process may take 30 days and if requested just prior to testing, will delay the student’s ability to test. **(NOTE:** the Program Director may indicate which type of ADA accommodations will be needed when adding the student to the course. Accommodations are available for written testing, practical testing or both written and practical testing. An automated message is sent to the Division of EMS when an ADA is indicated on the student record).
3. Enter desired Written Exam Date (MM/DD/YYYY).
4. Select Type of Test from drop-down list.
5. Select Curriculum (**NOTE:** exams are based on the current NFPA Standard and NOT the curriculum).
6. Enter Number of Students.

7. Exam Requested By: Select School Type (Fire Charter or EMS Accreditation).
8. Select the School Name from dropdown list (field will default to the school that requested the course).
9. Examination conducted at (4 possible selections):
 - a. Same location as the selected school.

b. Another Fire Charter.

i. If selected, choose a school from the dropdown list:

*Exam conducted at: Same location as the above selected school
 Another Fire Charter
 Another EMS Accreditation
 Offsite

Select the Fire Charter below:

DEMS - Admin Only

*Exam conducted at: Same location as the above selected school
 Another Fire Charter
 Another EMS Accreditation
 Offsite

Select the EMS Accreditation below:

c. Another EMS Accreditation Schools.

i. If selected, choose a school from the dropdown list:

d. Offsite indicates the testing location is different than that which is on file for the School Fire Charter. The proper paperwork must be on file with the Division of EMS prior to requesting an Offsite testing location.

i. If selected, fill in the Test Center Name, physical address and phone number.

*Exam conducted at: Same location as the above selected school
 Another Fire Charter
 Another EMS Accreditation
 Offsite

Enter Test Center Address:

*Center Name: Required

*Address 1: Required

Address 2:

*City: Required

*State: Ohio

*Zip: Required

*Phone #: (000)000-0000

2. Enter "Session Begin Time".

*Session Begin Time: 12 00 PM

Proctor Information

*First Name: Required

Middle Name:

*Last Name: Required

*Proctor E-Mail: Required

*Confirm E-Mail: Required

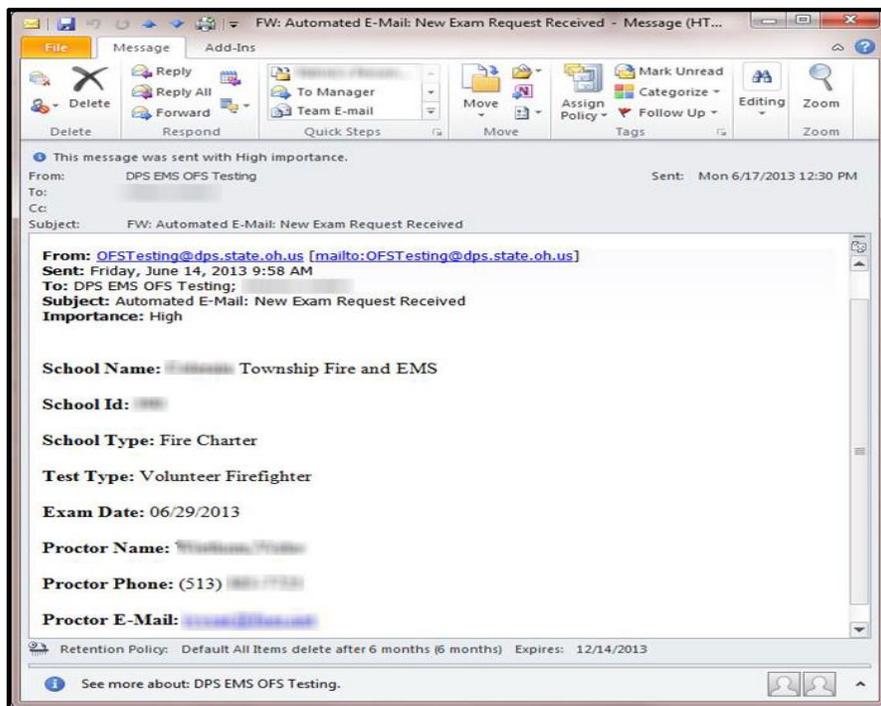
*Telephone #: (000)000-0000

Fax #: (000)000-0000

3. Complete Proctor Information. Proctor email is a required field. **NOTE: Proctor email information is case sensitive.** The Proctor will be notified at this email address when the examination has been created by Division of EMS staff. Please double check Proctor email address to insure it is correct.
4. Click "Submit". Confirmation of the request will follow as shown below.



The system will notify the Program Director and the Proctor by email when the examination has been set up. However, only the Proctor will receive the email that includes the password for all students to use when logging into the examination session.



The Proctor will receive an approval or denial email. Examination approval emails confirm the test date and include the test password that all students use to log in to take the test.

The approved examination will now appear on the Course Dashboard.

Request a New Examination – Initial

An example of the course dashboard appears below:

The screenshot shows the EMS course dashboard with the following sections:

- Header:** EMS Ohio Emergency Medical Services logo, navigation tabs (Course/Examination Request, Search Course/Examination, Examination Results Search), and user info (Current user: dorahood, Log Out).
- Course Details:** Charter: DEMS - Admin Only, Course ID: 2878, Level: Firefighter I, Start Date: 1/1/2015, Course/Exam Location: Same as Charter.
- Instructors:** Table with columns Cert#, Name, Role, and a Remove link.

Cert#	Name	Role	
170069	Daffy Duck	Lead Instructor	Remove
170070	Bugs Bunny	Skill Coordinator	Remove
- Exams:** A section with the text "No Exams approved for this course." and a "Request New" button highlighted with a red arrow.
- Guest Speakers:** Arthur Curry.
- Practicals:** A list of skills with "Select" links.

Skill	
1-1 PPE - Inspecting SCBA	Select
1-3 PPE Donning SCBA	Select
7-3 One Firefighter Extension Ladder Carry and Raise	Select
10-1 Search and Rescue - Primary Search	Select
13-1 Interior Structure Fire Attack	Select
21-2 Equipment Maintenance - Cleaning and Inspecting Rope	Select
22-1 Hose Maintenance - Cleaning and Inspecting Fire Hose	Select
32-1 Salvage and Overhaul - Two Firefighter Salvage Deployment	Select
1-4 PPE -SCBA Emergency Procedures	Select
1-2 PPE-Donning PPE	Select
- Students:** Table with columns Name, ADA, Passed Practical, and a Select link.

Name	ADA	Passed Practical	
Dent, Havey (N/A)	N	No	Select
Garrick, Jay (N/A)	N	No	Select
Jordan, Hal (N/A)	N	No	Select
Kyle, Selina (N/A)	N	No	Select
Nygma, Edward (N/A)	N	No	Select
Rodgers, Steven (N/A)	N	No	Select

To submit an examination request, Click on the “Request New” tab.

A close-up view of the "Exams" section header and the "Request New" button, with a red arrow pointing to the button.

The screenshot shows a web interface for requesting an exam. At the top, there are navigation tabs: 'Course/Examination Request', 'Search Course/Examination', and 'Examination Results Search'. The current user is identified as 'dora hood' with a 'Log Out' link. A 'Dashboard' link is also present. The main heading is 'New Exam Request'. A yellow banner states: 'Examinations shall be requested a minimum of seven (7) days prior to the written examinations.' Below this, the form is divided into several sections:

- Course Information:** Course ID: 2526, Course Start Date: 1/1/2016, Course Level: Volunteer Firefighter, Course Type: Initial.
- ADA:** A radio button selection for 'Yes' or 'No'.
- Written Exam Date:** A date input field.
- Type of Test:** A dropdown menu.
- Curriculum:** A dropdown menu showing 'Jones & Bartlett 2008 Edition'.
- Number of Students:** A text input field.
- Exam Requested By:**
 - School Type:** Radio buttons for 'Fire Charter' and 'EMS Accreditation'.
 - Fire Charter:** A dropdown menu showing 'DEMS - Admin Only'.
 - Exam conducted at:** Radio buttons for 'Same location as the above selected school', 'Another Fire Charter', 'Another EMS Accreditation', and 'Offsite'.
- Session Begin Time:** A time selection dropdown.
- Proctor Information:** A section with fields for First Name, Middle Name, Last Name, Proctor E-Mail, Confirm E-Mail, Telephone #, and Fax #.

At the bottom, there are 'Submit' and 'Clear' buttons.

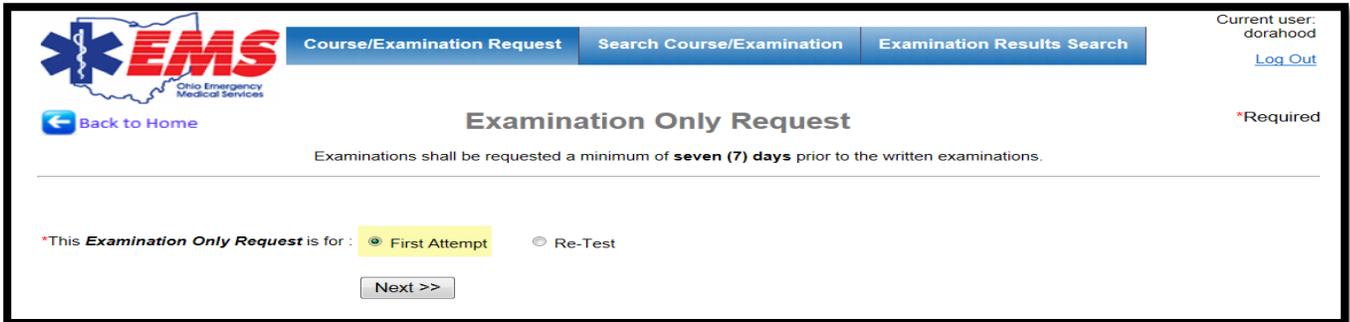
1. Select ADA – Yes or No. **NOTE: Students seeking ADA accommodations may do so at any time. However the approval process may take 30 days and if requested just prior to testing, will delay the student’s ability to test. A separate exam request must be made for each ADA student. All non-ADA students taking the exam may be accommodated in one exam request.**
2. Enter the date of the Written Exam. **NOTE: An exam request must be submitted at least seven (7) days prior to the date of the exam being requested.**
3. Select the exam from the drop down menu marked “Type of Test”.
4. Choose from “Curriculum” drop down list.
5. Enter the number of students who are anticipated to test. **NOTE: This number does not need to be identical to the number of students who are actually added to the Exam.**
6. Select School Type (either Fire Charter or EMS Accreditation).
7. Select your School.
8. Complete the “Exam Conducted at” location. **NOTE: if Offsite is chosen, the Division of EMS must have an Offsite Testing Agreement in the Charter file prior to the exam being approved.**
9. Enter Session Begin Time,
10. Enter Proctor Information.
11. Click “Submit” to submit the exam request.

Requesting a Written Exam Only

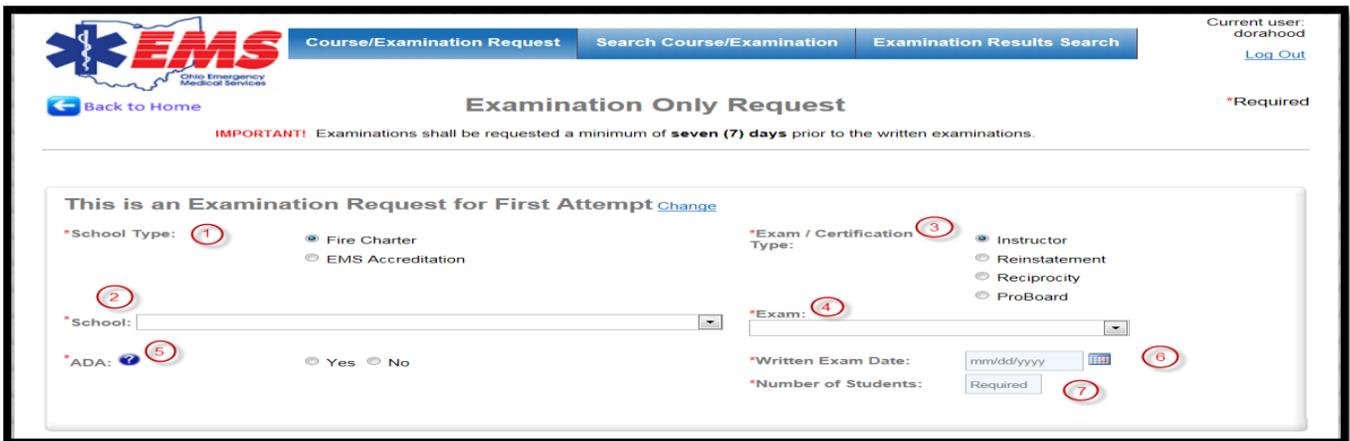
To request a Written Examination Only, choose the “Request Written Exam Only” option.



Select First Attempt (see example below) or Re-Test (next page).



Requesting a Written Exam Only - First Attempt



1. School Type: Select “Fire Charter” or “EMS Accreditation”.
2. Select the name of the “School” from the drop down list.
3. Select Exam / Certification Type.
4. Select Exam from the dropdown list. Use arrow to display levels and choose the desired exam.
5. Select ADA – Yes or No. **NOTE: Students seeking ADA accommodations may do so at any time. However the approval process may take 30 days and if requested just prior to testing, will delay the student’s ability to test. A separate exam request must be made for each ADA student. All non-ADA students taking the exam may be accommodated in one exam request.**
6. Enter the date of the written exam. **NOTE: An exam request must be submitted at least seven (7) days prior to the date of the exam being requested.**
7. Enter the number of students that are anticipated to test. **NOTE: This number does not need to be identical to the number of students who are actually added to the Exam.**

*Exam conducted at

- Same location as the above selected school **8**
- Another Fire Charter
- Another EMS Accreditation
- Offsite

8. Choose the location where the exam will be conducted. If the exam is to be conducted at a location other than the Fire Charter or EMS Accredited school the Division of EMS must have a Written Testing Agreement allowing that location to be used for testing.

*Session Begin Time: **9**
 12 | 00 | PM

Proctor Information **10**

*First Name: Required
 Middle Name: Required
 *Last Name: Required
 *Proctor E-Mail: Required
 *Confirm E-Mail: Required
 *Telephone #: (000)000-0000
 Fax #: (000)000-0000

Case sensitive!

11 Submit Clear

- 9. Enter the start time of the examination in “Session Begin Time”.
- 10. Enter Proctor Information.
- 11. Click “Submit” to submit the exam request or “Clear” to start over or not submit the request.

Requesting a Written Exam Only - Re-Test

- 1. Enter four digit ID number from previous examination attempt.

EMS Ohio Emergency Medical Services

Course/Examination Request Search Course/Examination Examination Results Search

Current user: dorahood
[Log Out](#)

Examination Only Request *Required

Examinations shall be requested a minimum of **seven (7) days** prior to the written examinations.

*This **Examination Only Request** is for : First Attempt Re-Test

*Enter ID from Previous Exam

Next >>

- 2. Click “Next” to proceed with the request.

(Continued on Next Page)

Examination Only Request *Required

Examinations shall be requested a minimum of **seven (7) days** prior to the written examinations.

This Examination Request is a Re-Test for Exam ID:2797 [Change](#)

School Type: Fire Charter EMS Accreditation

School: DEMS - Admin Only

*ADA: Yes No

Exam / Certification Type: Initial

*Exam: [Dropdown]

*Written Exam Date: [Date Picker]

*Number of Students: [Required]

*Exam conducted at: Same location as the above selected school Another Fire Charter Another EMS Accreditation Offsite

*Session Begin Time: [Time Picker]

Proctor Information

*First Name: [Required]

Middle Name: [Required]

*Last Name: [Required]

*Proctor E-Mail: [Required] **Case sensitive!**

*Confirm E-Mail: [Required]

*Telephone #: [(000)000-0000]

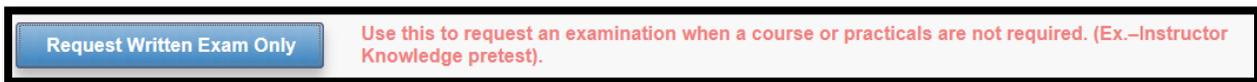
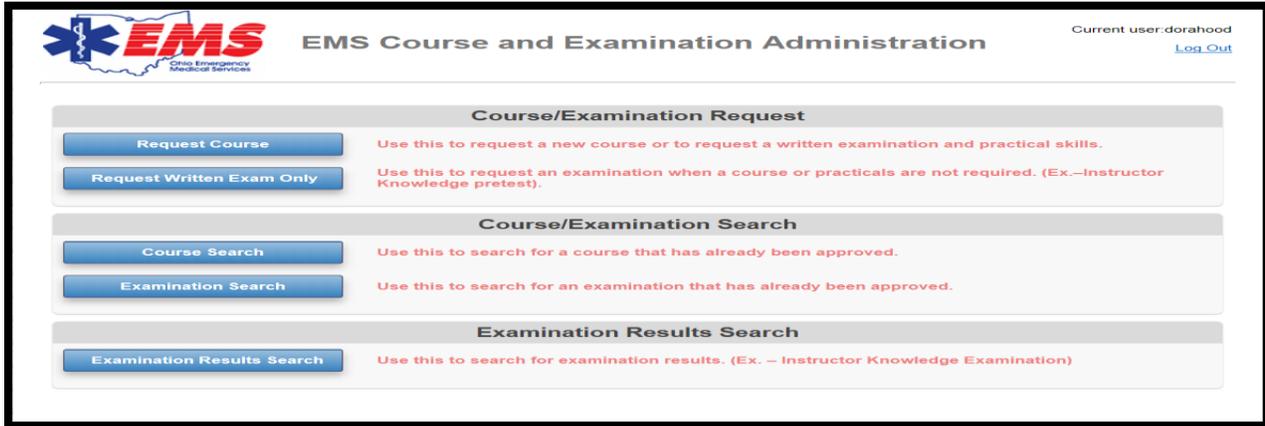
Fax #: [(000)000-0000]

[Submit] [Clear]

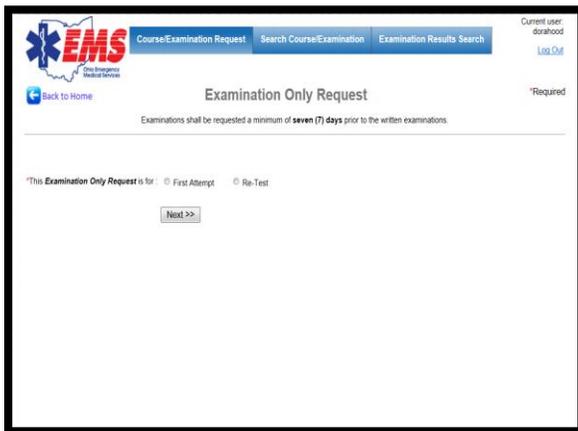
1. School Type: Select “Fire Charter” or “EMS Accreditation”.
2. Select the name of the “School” from the drop down list.
3. Select ADA – Yes or No. **NOTE: Students seeking ADA accommodations may do so at any time however the approval process may take 30 days and if requested just prior to testing, will delay the student’s ability to test. A separate exam request must be made for each ADA student. Non-ADA students taking the exam are accommodated in one exam request.**
4. Select Exam / Certification Type.
5. Select Exam from the dropdown arrow to display levels and choose the desired level.
6. Enter the date of the written exam. **NOTE: An exam request must be submitted at least seven (7) days prior to the date of the exam being requested.**
7. Enter the number of students that are anticipated to test. **NOTE: This number does not need to be identical to the number of students who are actually added to the Exam.**
8. Choose the location where the exam will be conducted. If the exam is to be conducted at a location other than the Fire Charter or EMS Accredited school, the Division of EMS must have a Written Testing Agreement allowing that location to be used for testing.
9. Enter the start time of the examination in “Session Begin Time”.
10. Enter Proctor Information.
11. Click “Submit” to submit the exam request or “Clear” to clear all fields.

Written Examination Only for Reinstatement

To request a written examination only for the purposes of reinstatement, follow the same steps for requesting an Examination Only and choose “reinstatement for the “Exam / Certification Type”.



1. Click on “Request Written Exam Only” button under the Course / Examination Request option.
2. Indicate whether the request is a first attempt or retest and click “Next” for first attempt.
NOTE: For retest, you must include the four digit ID number assigned to the previous exam attempt.
3. Once at the Examination Only Request screen, follow steps 1 through 11 to complete the request.



1. Choose School Type.
2. Choose Exam / Certification Type.
3. Choose School from drop down list.
4. Choose Exam from drop down list.
5. Choose ADA – yes or no. **NOTE:** If you are requesting an exam for an ADA student, please refer to page 12 of this manual. **ADA approval process may take up to thirty (30) days.**
6. Choose Written Exam Date. **NOTE: An exam request must be submitted at least seven (7) days prior to the date of the exam being requested.**
7. Enter the number of students who are anticipated to test at this time. **NOTE:** This number does not need to be identical to the number of students who are actually added to the Exam.

8. Choose location where Exam will be conducted. (**NOTE: if Offsite is chosen, the Division of EMS must have an Offsite Testing Agreement in the Charter file prior to the exam being approved).**

***Session Begin Time:** 9

12 ▾ 00 ▾ PM ▾

Proctor Information 10

*First Name:

Middle Name:

*Last Name:

*Proctor E-Mail:

*Confirm E-Mail:

*Telephone #:

Fax #:

11

9. Enter the start time of the examination in "Session Begin Time".
10. Enter Proctor Information.
11. Click "Submit" button.



Ohio Emergency Medical Services

Course/Examination Request
Search Course/Examination
Examination Results Search

Current user:
dorahood
[Log Out](#)

← Back to Home

Examination Only Request

*Required

Examinations shall be requested a minimum of **seven (7) days** prior to the written examinations.

This Examination Request is a Re-Test for Exam ID:2797 [Change](#) ↖

School Type: 1 **Fire Charter**

School: 2 **DEMS - Admin Only**

*ADA: 5 5 Yes No

Exam / Certification Type: **Initial** 3

*Exam: 4

*Written Exam Date: 6

*Number of Students: 7

*Exam conducted at 8

Same location as the above selected school

Another Fire Charter

Another EMS Accreditation

Offsite

***Session Begin Time:** 9

12 ▾ 00 ▾ PM ▾

Proctor Information 10

*First Name:

Middle Name:

*Last Name:

*Proctor E-Mail:

*Confirm E-Mail:

*Telephone #:

Fax #:

11

Written Examination Only for Reciprocity

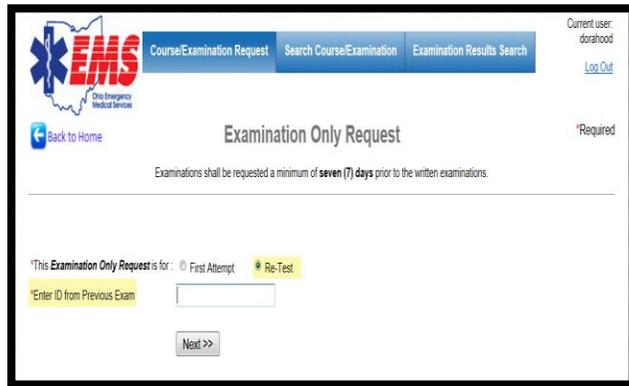
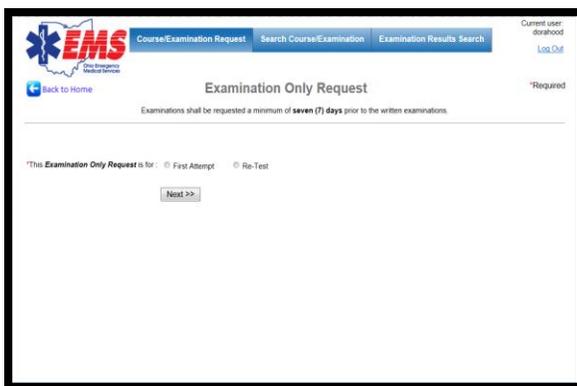
To request a written examination only for the purposes of Reciprocity, **click** on the “Request Written Exam Only” button.

Request Written Exam Only

Use this to request an examination when a course or practicals are not required. (Ex.–Instructor Knowledge pretest).

1. Click on “Request Written Exam Only” button under the Course / Examination Request option.
2. Indicate whether the request is a first attempt or retest and click “Next” for first attempt.

NOTE: For retest, you must include the four digit ID number assigned to the previous exam attempt.



3. Once at the Examination Only Request screen, follow steps 1 through 11 to complete the request.

This is a detailed screenshot of the 'Examination Only Request' form with numbered callouts (1-11) indicating the steps to complete the request:

- 1:** School Type (Radio buttons: Fire Charter, EMS Accreditation)
- 2:** Exam / Certification Type (Radio buttons: Instructor, Reinstatement, Reciprocity, ProBoard)
- 3:** School (Dropdown menu)
- 4:** Exam (Dropdown menu)
- 5:** ADA (Yes/No radio buttons)
- 6:** Written Exam Date (Date input field)
- 7:** Number of Students (Required text input field)
- 8:** Exam conducted at (Radio buttons: Same location as the above selected school, Another Fire Charter, Another EMS Accreditation, Offsite)
- 9:** Session Begin Time (Time and AM/PM dropdowns)
- 10:** Proctor Information (Fields for First Name, Middle Name, Last Name, Proctor E-Mail, Confirm E-Mail, Telephone #, Fax #)
- 11:** Submit and Clear buttons

1. Choose School Type.
2. Choose Exam / Certification Type.
3. Choose School from drop down list.
4. Choose Exam from drop down list.
5. Choose ADA – yes or no. **NOTE:** If you are requesting an exam for an ADA student, please refer to page 12 of this manual. **ADA approval process may take up to thirty (30) days.**
6. Choose Written Exam Date. **NOTE: An exam request must be submitted at least seven (7) days prior to the date of the exam being requested.**
7. Enter the number of students who are anticipated to test at this time. **NOTE:** This number does not need to be identical to the number of students who are actually added to the Exam.

*Exam conducted at

- Same location as the above selected school **8**
- Another Fire Charter
- Another EMS Accreditation
- Offsite

8. Choose location where Exam will be conducted. (**NOTE: if Offsite is chosen, the Division of EMS must have an Offsite Testing Agreement in the Charter file prior to the exam being approved).**)

*Session Begin Time: **9**

12 00 PM

Proctor Information **10**

*First Name: Required

Middle Name:

*Last Name: Required

*Proctor E-Mail: Required

*Confirm E-Mail: Required

*Telephone #: (000)000-0000

Fax #: (000)000-0000

11 Submit Clear

9. Enter the start time of the examination in “Session Begin Time”.
10. Enter Proctor Information.
11. Click “Submit” button.

Written Examination Only Request for Pro-Board Certification

Individuals who hold a Fire Certification in the state of Ohio that was issued prior to when Pro-Board Certificate was offered may test for a certificate. Depending on the date the Ohio firefighter certification was obtained; the individual will take an exam with Practical Skills testing and a written examination **or** a written examination only. The individual must obtain a letter from the Division of EMS with instructions as to whether they need Practical and Written testing or Written testing only. If only a written exam is required, an exam request must be submitted through the Division of EMS Course and Examination Administrative System using the “Request Written Exam Only” option under Course / Examination Request.

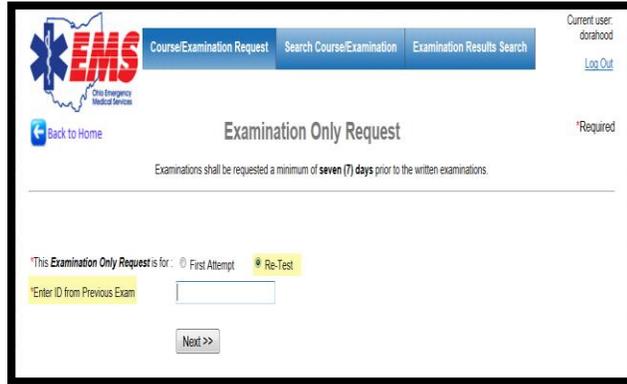
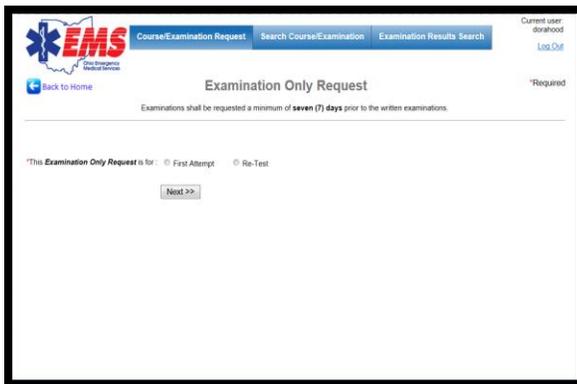
To request a written examination only for the purposes of obtaining a Pro Board certificate, **click** on the “Request Written Exam Only” button.

Request Written Exam Only

Use this to request an examination when a course or practicals are not required. (Ex.–Instructor Knowledge pretest).

1. Click on “Request Written Exam Only” button under the Course / Examination Request option.
2. Indicate whether the request is a first attempt or retest and click “Next” for first attempt.

NOTE: For retest, you must include the four digit ID number assigned to the previous exam attempt.



3. Once at the Examination Only Request screen, follow steps 1 through 11 to complete the request.

1. Choose School Type.
2. Choose Exam / Certification Type.
3. Choose School from drop down list.
4. Choose Exam from drop down list.
5. Choose ADA – yes or no. **NOTE: If you are requesting an exam for an ADA student, please refer to page 12 of this manual. ADA approval process may take up to thirty (30) days.**
6. Choose Written Exam Date. **NOTE: An exam request must be submitted at least seven (7) days prior to the date of the exam being requested.**
7. Enter the number of students who are anticipated to test at this time. **NOTE: This number does not need to be identical to the number of students who are actually added to the Exam.**

8. Choose location where Exam will be conducted. (**NOTE: if Offsite is chosen, the Division of EMS must have an Offsite Testing Agreement in the Charter file prior to the exam being approved).**)

9. Enter the start time of the examination in Session Begin Time.
10. Enter Proctor Information.
11. Click “Submit” button.

Written Examination Only for Fire Instructor Knowledge Exam

A pre-requisite to enter a Fire Instructor course is completion of Fire Instructor Knowledge Exam (Pre-test) with a score of 80% or above. The Fire Instructor exam is requested as a Written Exam Only.

To request a written examination only for the purposes of taking a Fire instructor knowledge exam, follow the same steps for requesting an Examination Only and choose “Instructor” for the “Exam / Certification Type”.

The screenshot shows the 'Examination Only Request' web form. At the top, there is a navigation bar with 'Course/Examination Request', 'Search Course/Examination', and 'Examination Results Search'. The current user is 'dora hood' and there is a 'Log Out' link. The main heading is 'Examination Only Request' with a '*Required' note. Below the heading, a note states: 'Examinations shall be requested a minimum of seven (7) days prior to the written examinations.'

The form is divided into several sections:

- This is an Examination Request for First Attempt** (with a 'Change' link):
 - *School Type: Fire Charter, EMS Accreditation
 - *Exam / Certification Type: Instructor, Reinstatement, Reciprocity, ProBoard
 - *School:
 - *Exam:
 - *ADA: Yes, No
 - *Written Exam Date:
 - *Number of Students:
- *Exam conducted at:
 - Same location as the above selected school
 - Another Fire Charter
 - Another EMS Accreditation
 - Offsite
- *Session Begin Time:
- Proctor Information:**
 - *First Name:
 - Middle Name:
 - *Last Name:
 - *Proctor E-Mail:
 - *Confirm E-Mail:
 - *Telephone #:
 - Fax #:

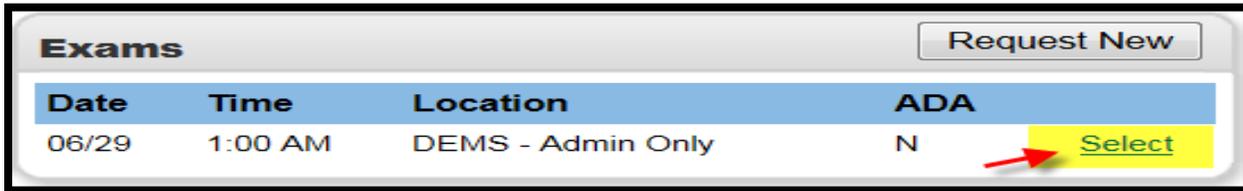
At the bottom of the form are 'Submit' and 'Clear' buttons.

1. Click on “Request Written Exam Only” button under the Course / Examination Request option.
2. Indicate whether the request is a first attempt or retest and click “Next” for first attempt.
NOTE: for a retest, you must include the four digit ID assigned to the previous examination attempt.
3. Once at the Examination Only Request screen, follow steps 1 through 11 to complete the request. (See section on “Requesting a Written Exam Only”.)

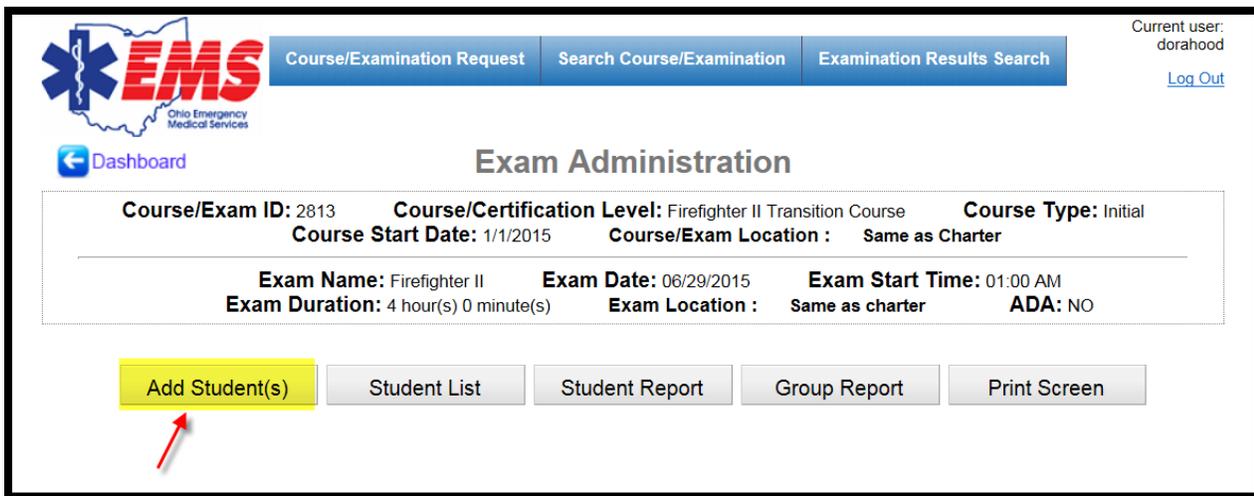
Exam Administration Screen

Scheduling Students for an Examination

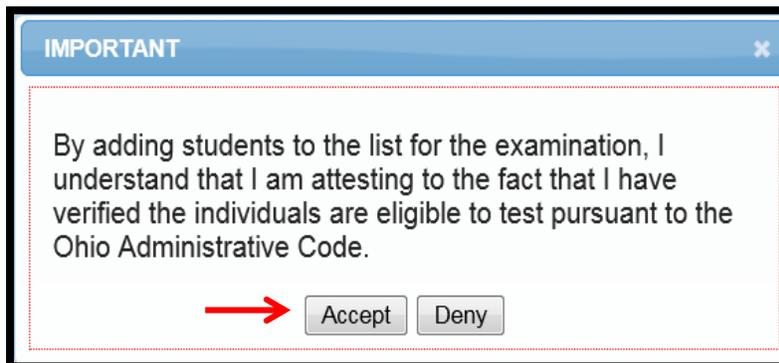
In the Exams box, click on “**Select**” to add student to the written examination.



Adding Students to the Written Examination



After clicking “**Add Student**”, select “Accept” or “Deny” when prompted with the following statement:



By accepting the statement, the Exam Administration page will appear. By selecting “Deny”, the user is returned to the Course Dashboard.

The screenshot shows the 'Exam Administration' page for Course/Exam ID: 2813. The course is 'Firefighter II Transition Course' with a start date of 1/1/2015. Exam details include: Exam Name: Firefighter II, Exam Date: 06/29/2015, Exam Start Time: 01:00 AM, Exam Duration: 4 hour(s) 0 minute(s), Exam Location: Same as charter, Exam Password: password, and ADA: NO. Navigation buttons include 'Add Student(s)', 'Student List', 'Student Report', 'Group Report', and 'Print Screen'. A disclaimer states: 'By adding students to the list for the examination, I understand that I am attesting to the fact that I have verified the individuals are eligible to test pursuant to the Ohio Administrative Code.' Below this are three student categories: 'Eligible Students' (listing Gordon, Barbara; Banner, Bruce; Kent, Clark; Parker, Peter), 'Ineligible Students' (listing Hawke, Connor), and 'Completed Students' (None).

Exam Administration has **three** categories:

1. Eligible Students – Students have completed all requirements and are eligible to take the written examination.
2. Ineligible Students – Students have not met the requirements and are ineligible to take the written examination.
3. Completed Students – Students have completed the program and passed their written examination.

There are two options to add students to the written examination. Students can be added as a group by clicking “**Add all to test**” or added individually by clicking “**Add**” next to each name.

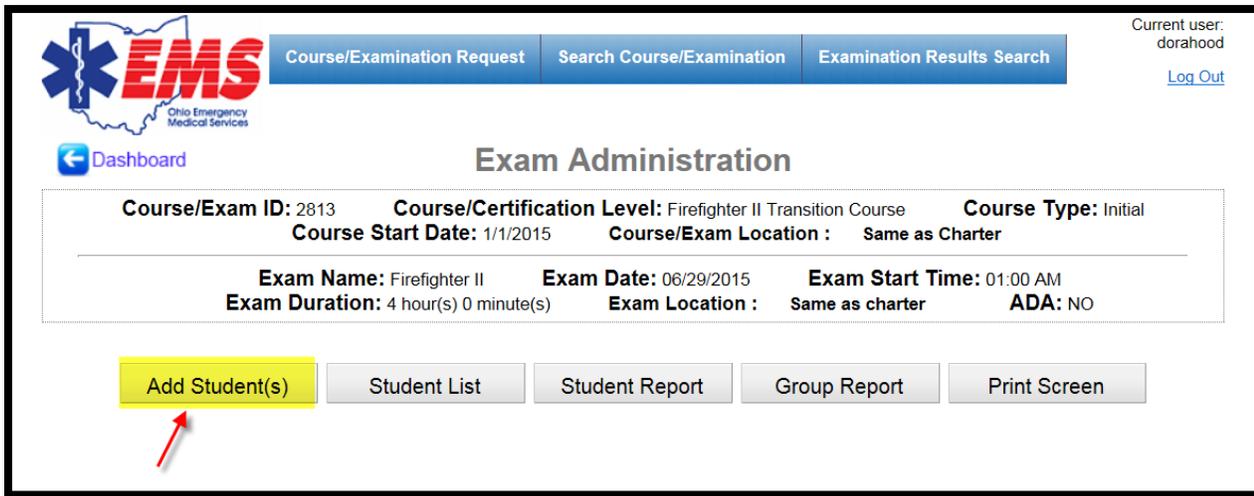
After adding the student in the Eligible Student category, the indicator will change to “**Yes**”.

This close-up shows the 'Eligible Students' table. The 'Added to Exam' column for 'Banner, Bruce (N/A)' and 'Parker, Peter (N/A)' has changed from 'No' to 'Yes', indicated by red arrows. The 'Add' buttons have been replaced with 'Remove' buttons.

Name (Cert #)	Added to Exam	Action
Gordon, Barbara (N/A)	No	Add
Banner, Bruce (N/A)	Yes	Remove
Kent, Clark (N/A)	No	Add
Parker, Peter (N/A)	Yes	Remove

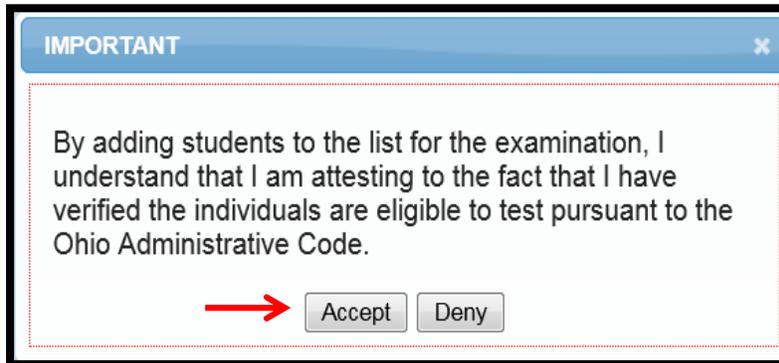
Removing Students from the Written Examination

To remove a student from a written examination, go to the Exam Administration dashboard.

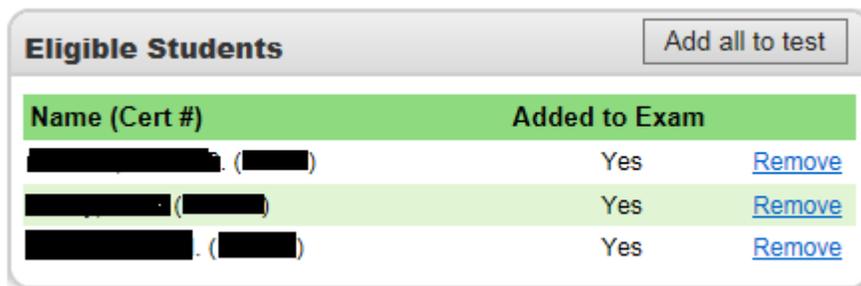


Click "Add Student".

After clicking "Add Student", select "Accept" when prompted with the following statement:



By accepting the statement, the Exam Administration page will appear. By selecting "Deny", the user is returned to the Course Dashboard.



To remove a student that has already been added to an exam, choose "remove" next to the student's name in the "Eligible Students" box. A student who has not taken an exam may be removed at any time from the Exam Administration page.

Managing the Student List

Click on “Select” on the approved exam request on the Course Dashboard to access the Student List.

The screenshot shows the EMS Exam Administration interface. At the top, there are navigation tabs: "Course/Examination Request", "Search Course/Examination", and "Examination Results Search". The current user is identified as "dora hood" with a "Log Out" link. The main heading is "Exam Administration".

Exam details are displayed in a summary box:

- Course/Exam ID: 2813
- Course/Certification Level: Firefighter II Transition Course
- Course Type: Initial
- Course Start Date: 1/1/2015
- Course/Exam Location: Same as Charter
- Exam Name: Firefighter II
- Exam Date: 06/29/2015
- Exam Start Time: 01:00 AM
- Exam Duration: 4 hour(s) 0 minute(s)
- Exam Location: Same as charter
- Exam Password: password
- ADA: NO

Below the details are several buttons: "Add Student(s)", "Student List" (highlighted in yellow), "Student Report", "Group Report", and "Print Screen".

The "Student List" table contains the following data:

Name	Student ID	Email	Exam Status	App. Submitted	Unlock
BANNER, BRUCE	BBanner960	steroids@hotmail.com	Not Taken	No	Unlock
PARKER, PETER	PParker960	webcast@yahoo.com	Not Taken	No	Unlock

The Student List has five categories

1. Name – Listing of students in alphabetical order.
2. Student ID – Individually assigned student username required for written examination login.
3. Student email Address.
4. Test Status – Has three indicators:
 - a. Not Taken – Indicates that the Student has not logged into the test.
 - b. Locked – Indicates the Student has logged into the test.
 - c. Graded – Indicates the Student has completed the test, and the test is graded. The test results will appear in this column.
5. Application Status – “Yes” or “No” depending on whether the student submitted an application.

NOTE: Proctor may also find the examination password in the Exam Administration field.

The screenshot shows the EMS Exam Administration interface for a different exam. The current user is "dora hood".

Exam details are displayed in a summary box:

- Course ID: 1856
- Course/Certification Level: Volunteer Firefighter
- Course Type: Initial
- Course Start Date: 10/1/2014
- Course/Exam Location: Same as Charter
- Exam Date: 10/24/2014
- Exam Start Time: 10:50 AM
- Exam Duration: 5 hour(s) 0 minute(s)
- Exam Password: Password
- ADA: NO

Buttons include: "Add Student(s)", "Student List", "Student Report", "Group Report", and "Print Screen".

The "Student List" table contains the following data:

Name	Student ID	Email	Exam Status	App. Submitted	Unlock
BUNNY, BUGS	BBunny647	bbunny@hotmail.com	Locked	No	Unlock
DUCK, DAFFY	DDuck157	dduck@gmail.com	80%	No	Unlock
FUDD, ELMER	EFudd13	efudd@google.org	Not Taken	No	Unlock
GONZALES, SPEEDY	SGonzales620	sgonzales@hotmail.com	85%	Yes	Unlock
WAYNE, BRUCE	BWayne450	me@gmail.com	Not Taken	No	Unlock

If the student loses connection before completing and grading the examination, the proctor can “Unlock” the student so that the student can log back in (see page 71).

Viewing Test Schedule

Administrators have the ability to view all courses that have been scheduled for a particular school in the Division of EMS Course and Examination Administration System.

Click on “**Course / Examination Search**” at the top of the screen. Choose the name of the school from the drop-down list.

The screenshot shows the EMS Course Search interface. At the top left is the EMS logo (Ohio Emergency Medical Services). Navigation tabs include 'Course/Examination Request', 'Search Course/Examination', and 'Examination Results Search'. The current user is identified as 'dorahood' with a 'Log Out' link.

The main heading is 'Course Search'. Below it are search filters:

- School Type: Fire Charter, EMS Accreditation
- School: Southern Hills Career Center (dropdown menu)
- Course Start Date: (calendar icon)
- Course ID:
- Course Level: (dropdown menu)

 Search and Clear buttons are located below the filters.

The results table is as follows:

Course ID	Course Type	Location	Level	Course Start Date	Lead Instructor
2647	Initial	Southern Hills Career Center	Volunteer Firefighter	2/15/2015	
1597	Initial	Southern Hills Career Center	Firefighter I	4/1/2014	
1085	Initial	Southern Hills Career Center	Assistant Fire Instructor Knowledge - FFI	3/26/2014	
1181	Initial	Southern Hills Career Center	Volunteer Firefighter	3/22/2014	
1226	Initial	Southern Hills Career Center	Volunteer Firefighter	3/10/2014	
1229	Initial	Southern Hills Career Center	Volunteer Firefighter	3/10/2014	
1086	Initial	Southern Hills Career Center	Assistant Fire Instructor Knowledge - FFI	2/24/2014	
1279	Initial	Southern Hills Career Center	Volunteer Firefighter	2/24/2014	
296	Initial	Southern Hills Career Center	Volunteer Firefighter	10/1/2013	
297	Initial	Southern Hills Career Center	Fire Safety Inspector	10/1/2013	

Page 1 of 2. Navigation buttons: 1, 2, >

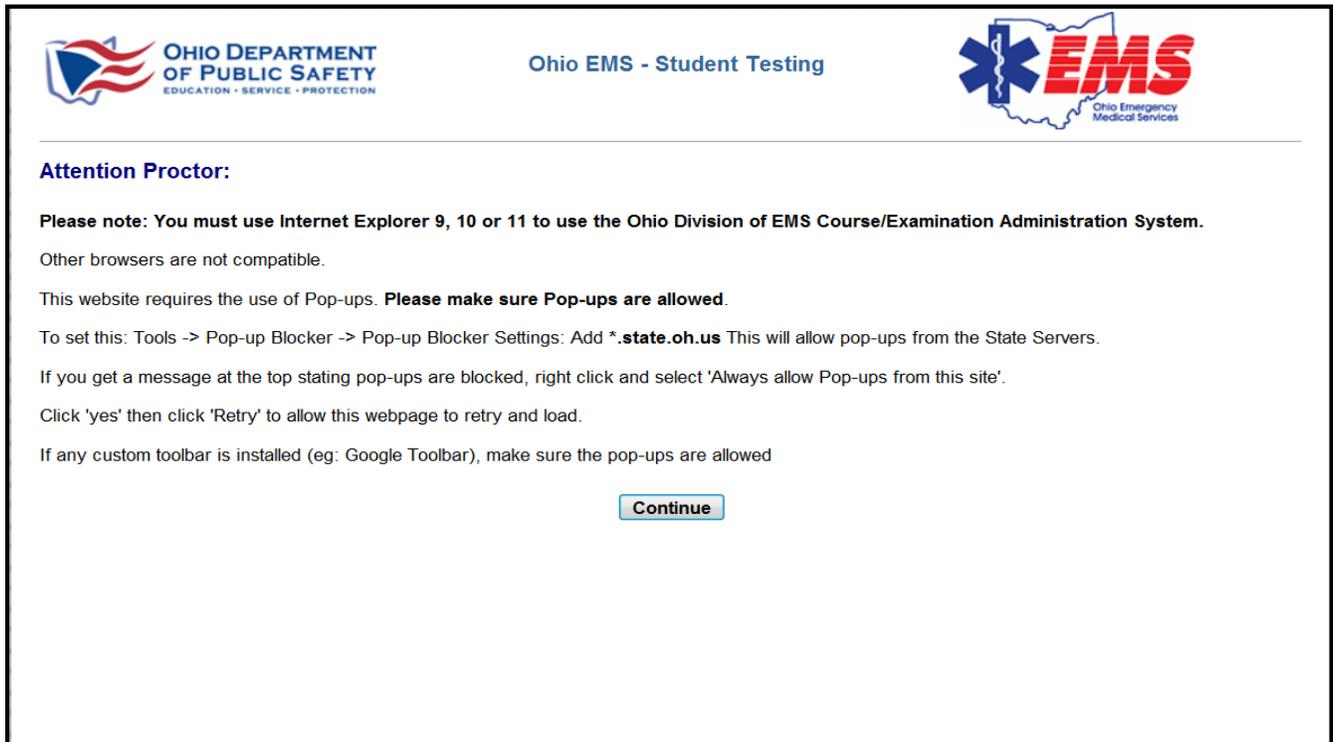
Proctor Functions

Steps for Examination Room Setup

The Proctor will log in using the following link:

<https://services.dps.ohio.gov/EMSStudent/>

Review the technical requirements below and click “Continue”.



OHIO DEPARTMENT OF PUBLIC SAFETY
EDUCATION • SERVICE • PROTECTION

Ohio EMS - Student Testing

EMS
Ohio Emergency Medical Services

Attention Proctor:

Please note: You must use Internet Explorer 9, 10 or 11 to use the Ohio Division of EMS Course/Examination Administration System.
Other browsers are not compatible.

This website requires the use of Pop-ups. **Please make sure Pop-ups are allowed.**

To set this: Tools -> Pop-up Blocker -> Pop-up Blocker Settings: Add *.state.oh.us This will allow pop-ups from the State Servers.

If you get a message at the top stating pop-ups are blocked, right click and select 'Always allow Pop-ups from this site'.

Click 'yes' then click 'Retry' to allow this webpage to retry and load.

If any custom toolbar is installed (eg: Google Toolbar), make sure the pop-ups are allowed

Proctor Room Setup Instructions

The Proctor will have the computer ready for student log in prior to student arrival in the examination room.

Proctors shall monitor registration for all examinations. Scheduled students shall, upon reporting, provide photo identification (ID). Acceptable forms of photo ID include state ID cards, military ID cards, or drivers' licenses.

Students will not be allowed to bring any electronic devices into an exam e.g., cell phones, blackberries, IPODs, palm pilots, pagers, radios, cameras, or any other electronic device. Any approved electronic devices needed for the testing will be provided by the examination site.

Students shall be spaced to ensure that they cannot readily observe each other's computer screens.

Students shall be informed that if they need to use restroom facilities, it should be done prior to testing. In the event they need to use restroom facilities during the test, students will only be allowed to leave the room one at a time.

Proctors shall be the only persons allowed in the room during testing and shall not leave the room for any reason during the entire examination process.

Student Testing Log In



**OHIO DEPARTMENT
OF PUBLIC SAFETY**
EDUCATION • SERVICE • PROTECTION

Ohio EMS - Student Testing - Login



EMS
Ohio Emergency
Medical Services

Notice to Student

This is a State of Ohio computer system and is the property of the State of Ohio.

It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.

Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, State of Ohio, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign.

By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or State of Ohio personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties.

By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.

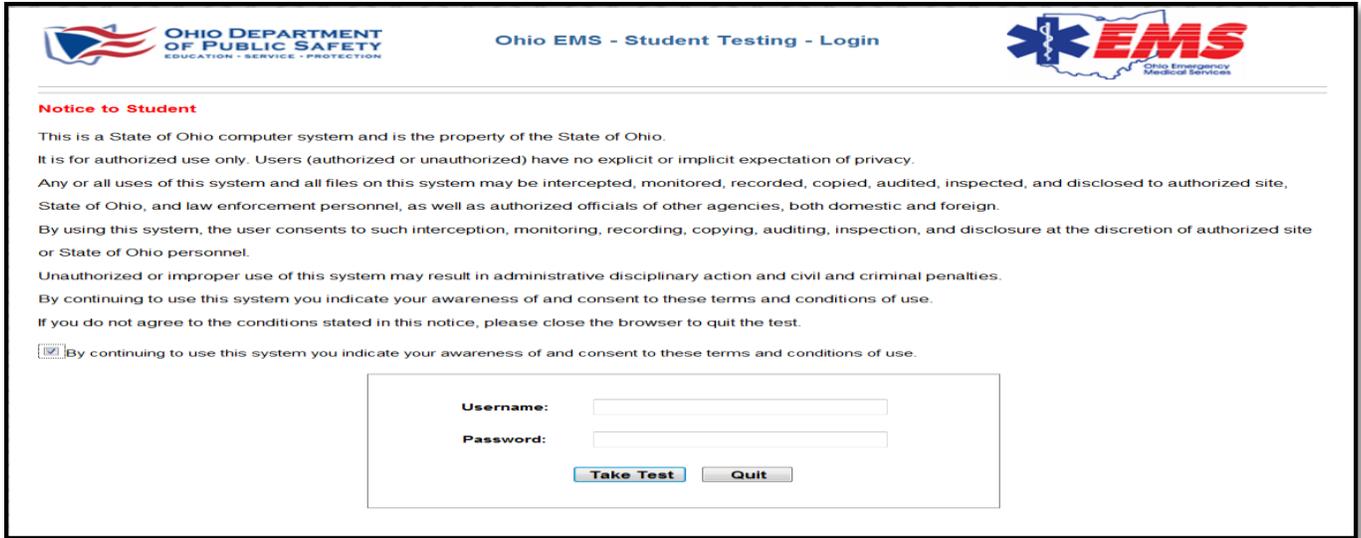
If you do not agree to the conditions stated in this notice, please close the browser to quit the test.

By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.

The Proctor will instruct the student to read the “Notice to Student”.

The Proctor will then ask if the student(s) have any questions. Once all questions are answered, the Proctor will instruct them to click the checkbox below the statement.

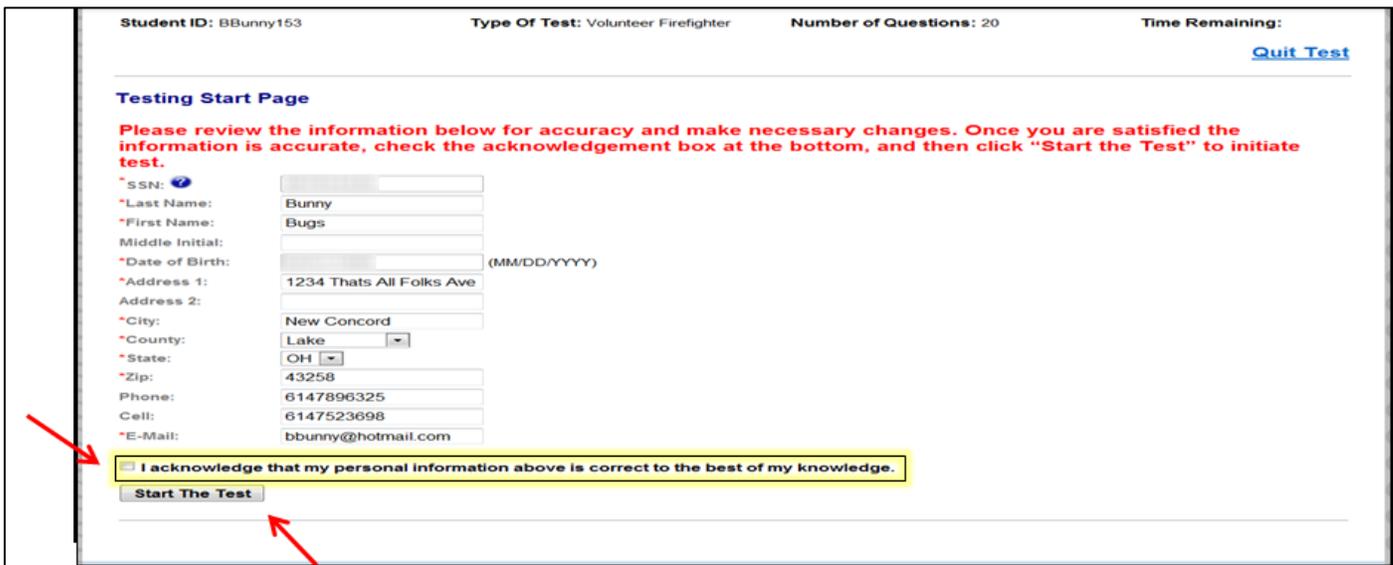
The student will only be permitted to take the examination by clicking the checkbox. If the student refuses they will be required to leave the examination room without testing.



Student enters the Student ID as the Username.

Student enters the Password as instructed by the Proctor.

Student clicks on the “Take Test” button.

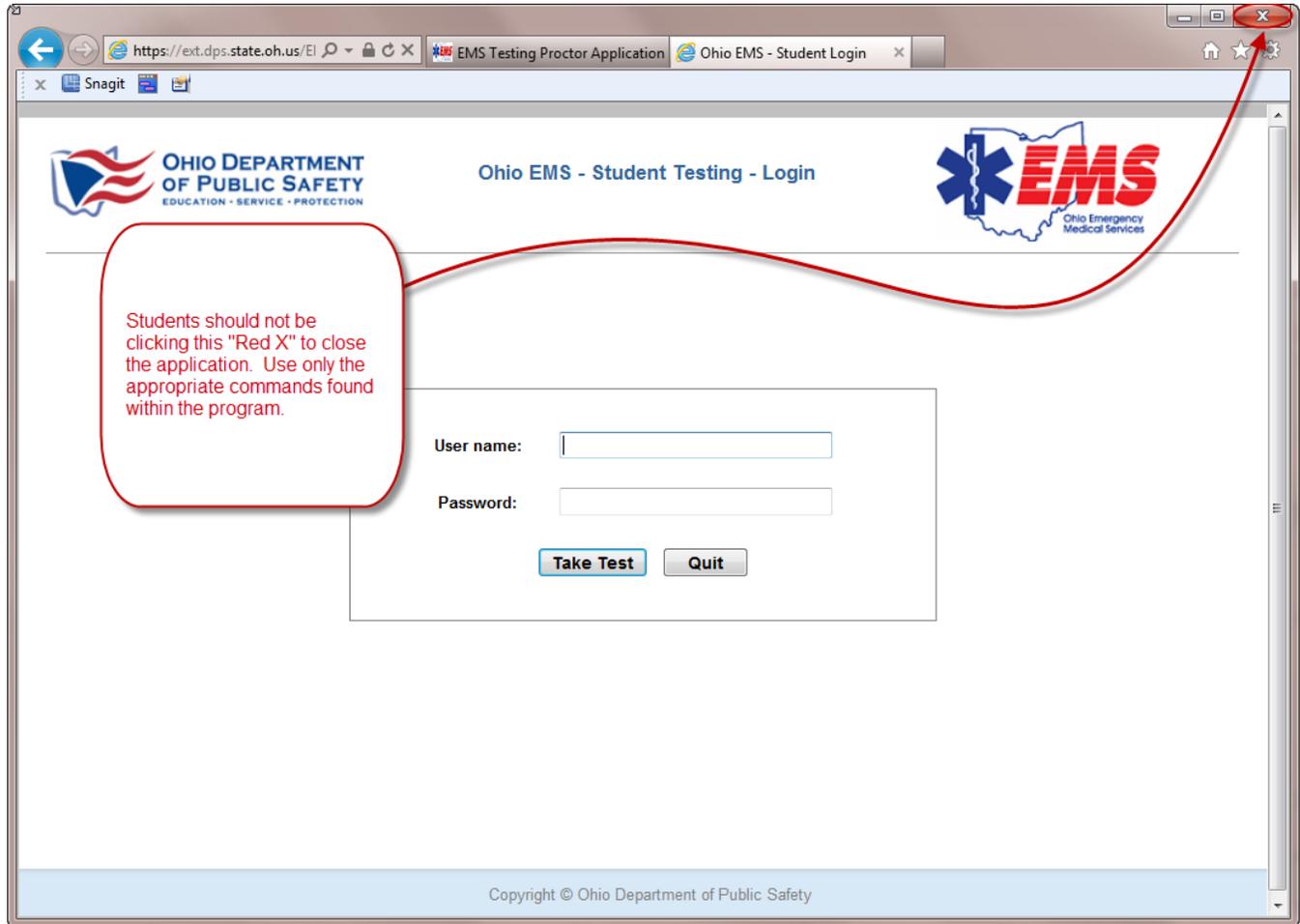


Students must acknowledge that their personal information is correct. Any information that may be changed should be done by the student at this time. **IMPORTANT: If a student’s Social Security number or date of birth is incorrect, the student may test, however documentation to correct the error must be submitted to the Division of EMS as soon as possible.**

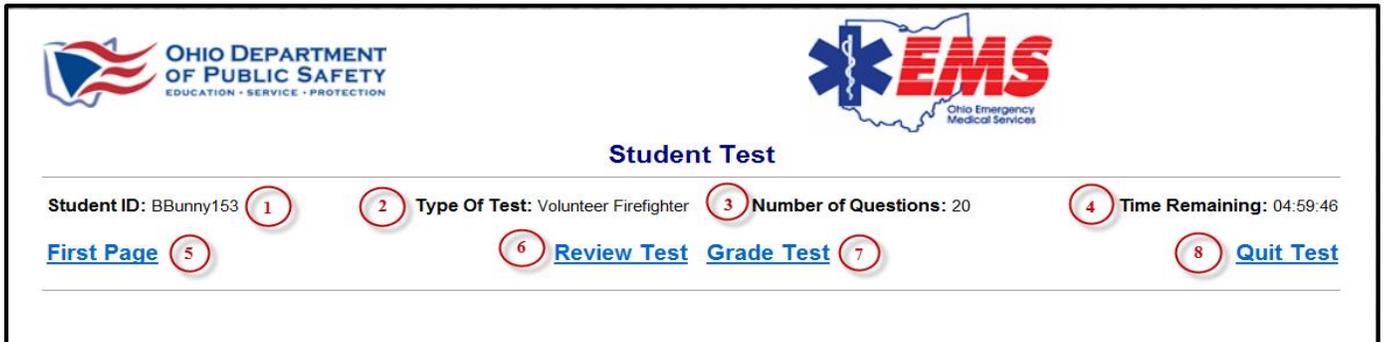
Click “Start the Test” to begin the written examination.

Cautioning Students against the Improper Closing of the System

Students must not try to close the application by closing the Internet Explorer browser window using the "red X" found in the upper right-hand side of the window. Doing so may cause them to lock themselves out of the test once it has begun.



Test Header for Student Test



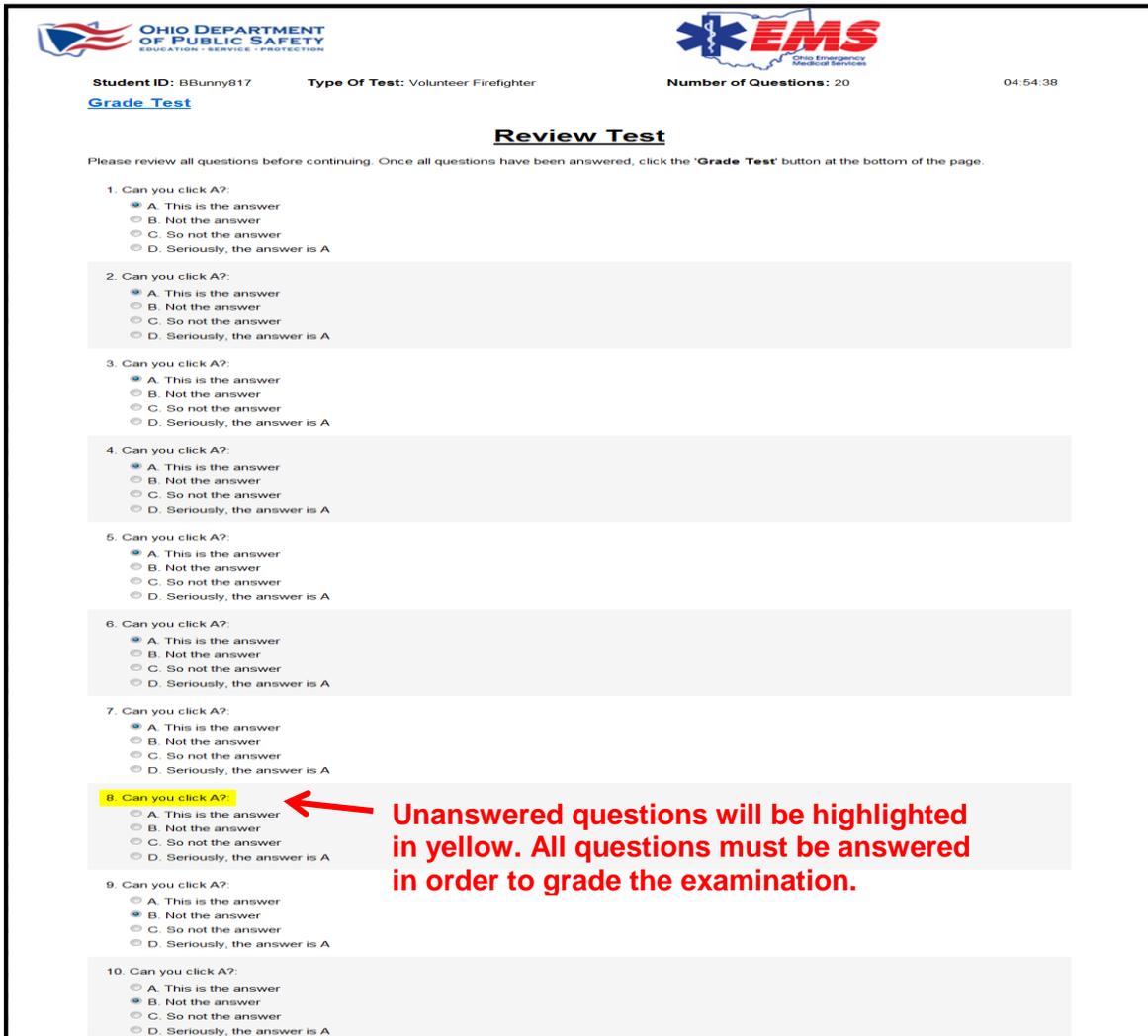
1. Student ID.
2. Type of Test.
3. Number of Questions on the Test
4. Time Remaining to complete the test.
5. First Page of Test.
6. Review Test – By clicking this link during the test the student can review their examination. **NOTE: Once the student clicks “Review Test” the examination page format will change to review mode (all questions and answers will now appear on a single scrollable screen). They will not be able to return to the regular format (10 Questions per page).**
7. Grade Test – By clicking this link the student is indicating they have completed the examination and submitting their test to be graded. If they have not answered all the questions, they will be prompted to do so.
8. Quit Test – By clicking this link the Student will exit the test; in order to continue the test, the Proctor will need to “Unlock” the student (see page 71). The student will be unlocked only if time allows.

Student Test Footer

The student can click the page number to go to that page of the exam



Review Test Screen



1. Students are to wait for the Proctor to instruct them when to begin the test. Once they click “Start the Test”, the clock begins counting down their available time.
2. Exams consist of 10 questions per page.
3. Clicking “Next” moves to the next 10 questions.
4. The system will save every time the student clicks on “Next”. Be sure to instruct students not to click the “Grade Test” option until all questions have been completed on all screens.
5. Instruct students not to click on the “Review Test” link until they have completed the test. Once the “Review Test” link is clicked, they will not return to the original format and will need to complete the test on the single page format.
6. Clicking on “Grade Test” before the entire test is completed will result in a message requesting the student answer any questions without a response. All questions must be answered before the system will grade the examination.
7. Students are not to exit the system until they have submitted their certification application.
NOTE: This does not apply to Fire or EMS Instructor applicants, or candidates for Reciprocity or Reinstatement who must submit paper applications. Paper applications are available on the Division’s website at <http://ems.ohio.gov/index.stm> in the EMS & Fire Certifications section.

Submitting an Application for Certification

NOTE: This does not apply to Fire or EMS Instructor applicants, or candidates for Reciprocity or Reinstatement who must submit paper applications. Paper applications are available on the Division’s website at <http://ems.ohio.gov/index.stm> in the EMS & Fire Certifications section.

Students will be able to view their test results by clicking on “Grade Test” (see screenshot below).

It is important for students to be told to click on “Submit Application” and not to click on “Exit” or “Quit Test”.

Student Test

Student ID: BBunny153 Type Of Test: Volunteer Firefighter Number of Questions: 20 Time Remaining: [Exit](#)

DO NOT EXIT UNTIL YOU SUBMIT APPLICATION FOR CERTIFICATION.
Click the [SUBMIT APPLICATION](#) button below to fill out the application.

SUBMIT APPLICATION

Test Results

Score Summary			
# Correct	Total Questions	Score	
Total: 18	20	90%	

Required Test Score: 70%

← Test Results

← Test Breakdown by Category

Score Details			
Category	Correct	Total Questions	Score
1.0TestCategory1	10	10	100%
1.0TestCategory2	8	10	80%
Total	18	20	90%

← Student must click here to complete their state certification.

Upon clicking “Submit Application” the Fire Application will appear, allowing the student to complete the application online.

The first screen to appear collects Armed Forces Information.

Fire Certification Application

Student ID: DORahood110 Type Of Test: Volunteer Firefighter Initial Application for: Volunteer Firefighter

Please fill out the following information. Your certification card will be mailed to you shortly.

Armed Forces Information * Required

Using the definition of armed forces provided, check all that apply and provide information requested.

Armed forces means the armed forces of the United States, including the army, navy, air force, marine corps, coast guard, or any reserve components of those forces; the national guard of any state; the commissioned corps of the United States public health service; the merchant marine service during wartime; such other services as may be designated by congress; or the Ohio organized militia when engaged in full-time national guard duty for a period of more than thirty days. (R.C. Section 5903.01)

- I am a veteran of the armed forces, discharged / released under honorable conditions.
- I am a current member of the armed forces.
- I am a spouse of a current member of the armed forces or a veteran, discharged / released under honorable conditions.
- I am a surviving spouse of a service member or veteran, discharged / released under honorable conditions.
- None of the above.

Next >>

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At this screen, all applicants are required to provide information to complete the application. More than one item may be selected, if applicable. If the applicant checks a box stating that a discharge or release from the armed forces has occurred, the year of discharge / release will need to be furnished.

Please fill out the following information. Your certification card will be mailed to you shortly.

* Required

Armed Forces Information

Using the definition of armed forces provided, check all that apply and provide information requested.

Armed forces means the armed forces of the United States, including the army, navy, air force, marine corps, coast guard, or any reserve components of those forces; the national guard of any state; the commissioned corps of the United States public health service; the merchant marine service during wartime; such other services as may be designated by congress; or the Ohio organized militia when engaged in full-time national guard duty for a period of more than thirty days. (R.C. Section 5903.01)

I am a veteran of the armed forces, discharged / released under honorable conditions.
Year of discharge / release

I am a current member of the armed forces.

I am a spouse of a current member of the armed forces or a veteran, discharged / released under honorable conditions.
Year of veteran's discharge / release

I am a surviving spouse of a service member or veteran, discharged / released under honorable conditions.
Year of veteran's discharge / release

None of the above.

[Next >>](#)

Next, the applicant will need to indicate affiliations with any Ohio department or agency, if any.




Fire Certification Application

Student ID: DORahood110 **Type Of Test:** Volunteer Firefighter **Initial Application for:** Volunteer Firefighter

Please fill out the following information. Your certification card will be mailed to you shortly.

* Required

Affiliation(s)

An **affiliation** is the department or agency with which you work using this certificate, in either a paid or volunteer status. You are not required to have an affiliation to obtain/maintain your certificate. You also may have more than one affiliation.

Do you currently have any **affiliation(s)** for this Certification? If YES, provide affiliation(s) for this certification. *

Yes No

[<< Previous](#) [Next >>](#)

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Ohio does not require fire certification holders to be affiliated. If, however, “Yes” is answered to the Affiliation question, the applicant will be required to provide information of his or her **OHIO** affiliation(s). Agencies may be searched by name or county.

Add Agency Affiliation

Search and Add Agency Affiliation
Please enter **Agency Name** or **County** or **both** to search for agency!

Agency Name

County

Search Result(s)

Agency	County	Address	City, State	Zip	
Columbus Connection	Franklin	1165 Dublin Road	Columbus OH	43215	<input type="button" value="Select"/>
Columbus Division of Fire	Franklin	Administration Office 3675 Parsons Avenue	Columbus OH	43207	<input type="button" value="Select"/>
Port Columbus Int Fire Dept	Franklin	4925 Sawyer Rd	Columbus OH	43219	<input type="button" value="Select"/>

An applicant may add agency information for an affiliation not found on the agency list by choosing the “Add an OHIO Affiliation Manually” option.




Fire Certification Application

Student ID: DORahood110

Type Of Test: Volunteer Firefighter

Initial Application for: Volunteer Firefighter

Please fill out the following information. Your certification card will be mailed to you shortly.

* Required

Affiliation(s)

*An **affiliation** is the department or agency with which you work using this certificate, in either a paid or volunteer status. You are not required to have an affiliation to obtain/maintain your certificate. You also may have more than one affiliation.*

Do you currently have any **affiliation(s)** for this Certification? If YES, provide affiliation(s) for this certification. *

Yes No

Included Affiliation(s) *

Agency Name	Address	City, State - Zip	County	Employment Type	Is Primary	
Columbus Division of Fire	Administration Office 3675 Parsons Avenue	Columbus OH 43207	Franklin	FullTime	Yes	Edit Remove

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Once added, applicant will be asked to provide some basic information regarding the affiliation(s).

Applicants may have more than one affiliation and may indicate whether the affiliation is a primary affiliation and the employment type the applicant has with the indicated agency.

Add Agency Affiliation * Required

Columbus Division of Fire
 Administration Office 3675 Parsons Avenue
 Columbus OH 43207
 Franklin

Primary Affiliation *

Yes
 No

Employee Type *

Full-Time ?
 Part-Time ?
 Volunteer ?

If applicant has questions regarding the definition of the Employee Types, further information may be accessed by clicking on the “?”.

Each applicant is also required to answer questions regarding criminal history. If the applicant has had a certificate revoked or suspended in another state, that information must also be disclosed.

Fire Certification Application

Student ID: DOrahood110 Type Of Test: Volunteer Firefighter Initial Application for: Volunteer Firefighter

Please fill out the following information. Your certification card will be mailed to you shortly.

* Required

Application Questions

1. Do you have any charges pending or have a conviction for a felony or a misdemeanor, other than a minor traffic violation? *

Yes No

2. Have you had any fire certificate, in this or any other state, suspended, revoked, or placed under disciplinary sanction(s)? *

Yes No

When the applicant answers yes to the pending charges or convictions question, or the suspension / revocation question, the following box will appear. This gives the applicant an opportunity to review the answer and either correct the answer or confirm the answer is yes.

Please select the reason!

You have answered "Yes" for the last question.

Please select one of the following:

I answered **Yes** by mistake and would like to return to the application to change my answer.

My answer is correct. I would like to finish the application for this certificate and understand that my application will be referred to the EMS Investigation Section.

If the applicant indicates the answer is correct, the following screen will appear. The applicant will indicate whether there are charges pending, convictions or both.

Please fill out the following information. Your certification card will be mailed to you shortly.

* Required

DECLARATION OF CRIMINAL HISTORY

I am reporting the following: *

Both Conviction(s) and Charge(s) Pending
 Charge(s) Pending
 Conviction(s)

Applicant will then need to enter information regarding the pending charges and / or convictions by choosing "Add New" on the following screen:

Please fill out the following information. Your certification card will be mailed to you shortly.

* Required

DECLARATION OF CRIMINAL HISTORY

I am reporting the following: *

Both Conviction(s) and Charge(s) Pending
 Charge(s) Pending
 Conviction(s)

Pending Charge(s) *

Description of Charge(s)	Date of Arrest	Arresting Agency	Court (if known)
NO PENDING CHARGE(S)			
<input type="button" value="Add New Pending Charge"/>			

Conviction(s) *

Criminal Conviction	Court Where Conviction Occurred	Conviction Date	Conviction Level	Arresting Police Agency
NO CONVICTION(S)				
<input type="button" value="Add New Conviction"/>				

I. If you have been convicted of any felony or misdemeanor, other than a minor traffic offense, you shall provide the Division of Emergency Medical Services (EMS) with the following:

1. A civilian background check from the Bureau of Criminal Identifications & Investigations (BCI&I)
2. Certified copy of the police or law enforcement agency report, if applicable.
3. Certified copy of the judgment entry from the court in which the conviction occurred.

II. If you have previously disclosed any of the above information to the Division of EMS, please explain below to include when you reported the conviction(s) and submitted the documentation to the Division of EMS, and disposition taken by the Executive Director:

The following information will need to be provided for pending charges:

Add New Pending Charge

* Required

Description of Charge(s)**

Date of Arrest**

Arresting Agency**

Court (if known)

The following information will need to be provided for a conviction:

Add New Conviction

** Required

Criminal Conviction**

Court Where Conviction Occurred**

Conviction Date**

Conviction Level**
 Felony Misdemeanor

Arresting Police Agency**

After entering all required information regarding pending charges and / or convictions, applicant will complete the following attestation by marking the box and then clicking "Submit Application".

Fire Certification Application

Student ID: DOrahood110
Type Of Test: Volunteer Firefighter
Initial Application for: Volunteer Firefighter

Please fill out the following information. Your certification card will be mailed to you shortly.

* Required

FIREFIGHTER OR FIRE SAFETY INSPECTOR APPLICANT

I attest that I am the certificate holder or person seeking to obtain certification, and that all information provided is true and accurate to the best of my knowledge. I understand that a false statement on this application constitutes falsification under Section 2921.13 of the Ohio Revised Code and is a misdemeanor of the first degree. Any false statement may also be grounds for denial, suspension, revocation, or other disciplinary action taken against my certificate, as determined by the Executive Director. I further attest that I satisfy all requirements for a certificate at the level sought in this application, as set forth in Section 4765.55 of the Ohio Revised Code and Chapter 4765-20 of the Ohio Administrative Code. I affirm that I am solely responsible for my certificate. I understand that I must maintain records relating to the requirements for continuing education and such records are subject to audit by the Division of Emergency Medical Services (EMS). I hereby give permission to the Ohio Department of Public Safety, Division of EMS, to verify any of the above information.*

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Confirmation of the successful submission of an application will appear with additional information regarding verifying the submission and information regarding status of the application and information regarding Pro Board registration. NOTE: Successful submission does not mean a certification is immediately active.

OHIO DEPARTMENT OF PUBLIC SAFETY
SAFETY · SERVICE · PROTECTION

EMS
Ohio Emergency Medical Services

Click here to verify the status of the individual

Application Submitted

Your application for Certification has been successfully submitted on 5/24/2016 8:53:47 AM.

You can verify certification status at <https://services.dps.ohio.gov/EMSProviders/Verification/>.

Pending means the certification will become active on midnight of the effective date. The new certification card will be mailed within 7-10 days after the effective date.

Needs Approval means that the Division of EMS staff needs to review the application before it can be processed. For questions, please call the Division of EMS at 1-800-233-0785 or email ems-firecertifications@dps.ohio.gov.

Exit & Close Window

Pro Board information will be sent to the applicant’s personal email account if the eligibility requirements are met once the certification is active. (Applicant must successfully meet the NFPA Firefighter Standard at each level to be eligible for a Pro Board certificate).

If the application is in “needs approval” status, applicant will receive the following important message:

IMPORTANT MESSAGE: Your application has **not** been approved and has been placed in "Needs Approval" status. You answered "Yes" to a question regarding pending charges, convictions or that your certification has been suspended or revoked. Your application will be forwarded to EMS Investigative Services for further review.

If you have been convicted of any felony, a misdemeanor committed in the course of practice, or a misdemeanor involving moral turpitude, you shall provide the Division of Emergency Medical Services(EMS) with the following:

1. A civilian background check from the Bureau of Criminal Identifications & Investigations(BCI&I).
2. Certified copy of the police or law enforcement agency report, if applicable.
3. Certified copy of the judgement entry from the court in which the conviction occurred.

This documentation should be submitted to:

EMS Investigative Services
P.O. Box 182073
1970 West Broad Street
Columbus, Ohio 43218-2073

If you have any questions regarding this procedure, please contact EMS Investigative Services, 1-800-233-0785, or emsinvestigations@dps.ohio.gov.

You can verify certification status at <https://servicesq.dps.ohio.gov/EMSProviders/Verification/>.

Pending means the certification will become active on midnight of the effective date. The new certification card will be mailed within 7-10 days after the effective date.

Needs Approval means that the Division of EMS staff needs to review the application before it can be processed. For questions, please call the Division of EMS at 1-800-233-0785 or email ems-firecertifications@dps.ohio.gov.

Exit & Close Window

If an applicant has had a certificate revoked or suspended in another state, that information must also be disclosed.

Please fill out the following information. Your certification card will be mailed to you shortly.

* Required

Suspension / Revocation Information *

III. Provide an explanation for the suspension, revocation, or other disciplinary sanction(s) issued against your certificate(s), to include the name of the agency that took the disciplinary action and the date the action was taken:

The following screen will appear if the applicant successfully submitted the application:




Application Submitted

Your application for Certification has been successfully submitted on 5/24/2016 8:53:47 AM.

You can verify certification status at <https://services.dps.ohio.gov/EMSProviders/Verification/>.

Pending means the certification will become active on midnight of the effective date. The new certification card will be mailed within 7-10 days after the effective date.

Needs Approval means that the Division of EMS staff needs to review the application before it can be processed. For questions, please call the Division of EMS at 1-800-233-0785 or email ems-firecertifications@dps.ohio.gov.

Click here to verify the status of the individual

To verify status:

1. Go to <https://services.dps.ohio.gov/EMSProviders/Verification/>.
2. Enter either name or Certification number.
3. Click on "Search".
4. The results will be shown as in this example.


EMS and Fire Providers

Certification Verification

Search

Cert Number

(OR)

Last Name

First Name

City

State

County

*City, State & County fields are based on residential information

Results

Displaying 6 Result(s)

Name (Last, First)	CertNo	City, State	County
Testcase, EMS	173268	Columbus, Ohio	Franklin
Testcase, EMS	173301	Columbus, Ohio	Franklin
Testcase, EMS	173302	Columbus, Ohio	Franklin
Testcase, EMS	173303	Columbus, Ohio	Franklin
Testcase, EMS	173304	Columbus, Ohio	Franklin
Testcase, EMS	173305	Columbus, Ohio	Greene

Cards will be received within 10-14 days of becoming: "Active" in the system.

A certification will show as "Pending" until it becomes "Active". A new certification will remain in "Pending" status until the certification card prints. In cases where the certification holder is under 18, the certification will go from "Pending" to "Active" at midnight on the certificate holder's 18th birthday.

Status showing as "Needs Approval" indicates that the Division of EMS staff needs to review the application before it can be processed. If this occurs and the student has questions, they may call the Division of EMS at 1-800-233-0785 or send an email to ems-firecertifications@dps.ohio.gov.

Student Application for Pro Board Certificates

Information regarding how to apply for a Pro Board certificate will be sent to the student's personal email account (see below) if they meet the eligibility requirements. Students must successfully meet the NFPA 1001 Standard for Firefighter Professional Qualifications at each level to be eligible for a Pro Board certificate. **NOTE: The Pro Board link will not become active until the certification has changed from "Pending" to "Active". Applicant should verify status before attempting to complete the Pro Board application.**

Unlocking a Student

Click “Select” on the Exam Date.

Click on “Course Search” at the top of the screen. Search from any of the fields provided. Locate the correct course and click “Select” to access the Course Dashboard.

Name	Student ID	Email	Exam Status	App. Submitted	Unlock
BUNNY, BUGS	BBunny647	bbunny@hotmail.com	Locked	No	Unlock
DUCK, DAFFY	DDuck157	dduck@gmail.com	80%	No	Unlock
FUDD, ELMER	EFudd13	efudd@google.org	Not Taken	No	Unlock
GONZALES, SPEEDY	SGonzales620	sgonzales@hotmail.com	85%	Yes	Unlock
WAYNE, BRUCE	BWayne450	me@gmail.com	Not Taken	No	Unlock

Click on “Student List”. The student will appear as “Locked” in the Exam Status column.

Click on “Unlock”.

As long as the student has not yet been graded, the test is unlocked and the student is able to re-enter the test at the point where the test was last saved by the system.

Note 1: If the test has already been graded, the test cannot be unlocked.

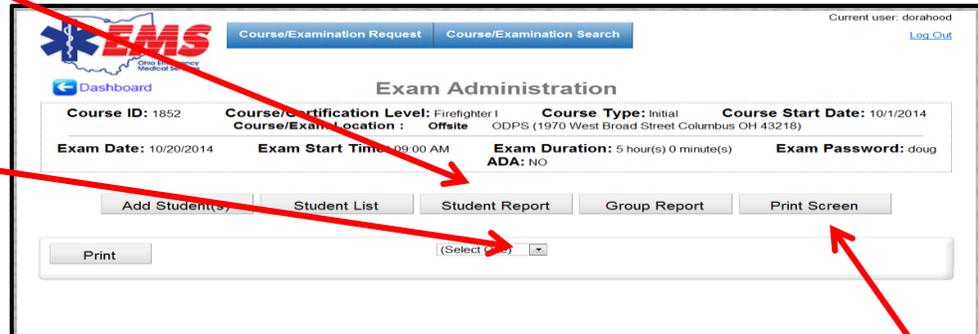
Note 2: Once the exam time window has ended, no students may be unlocked.

Student Reports

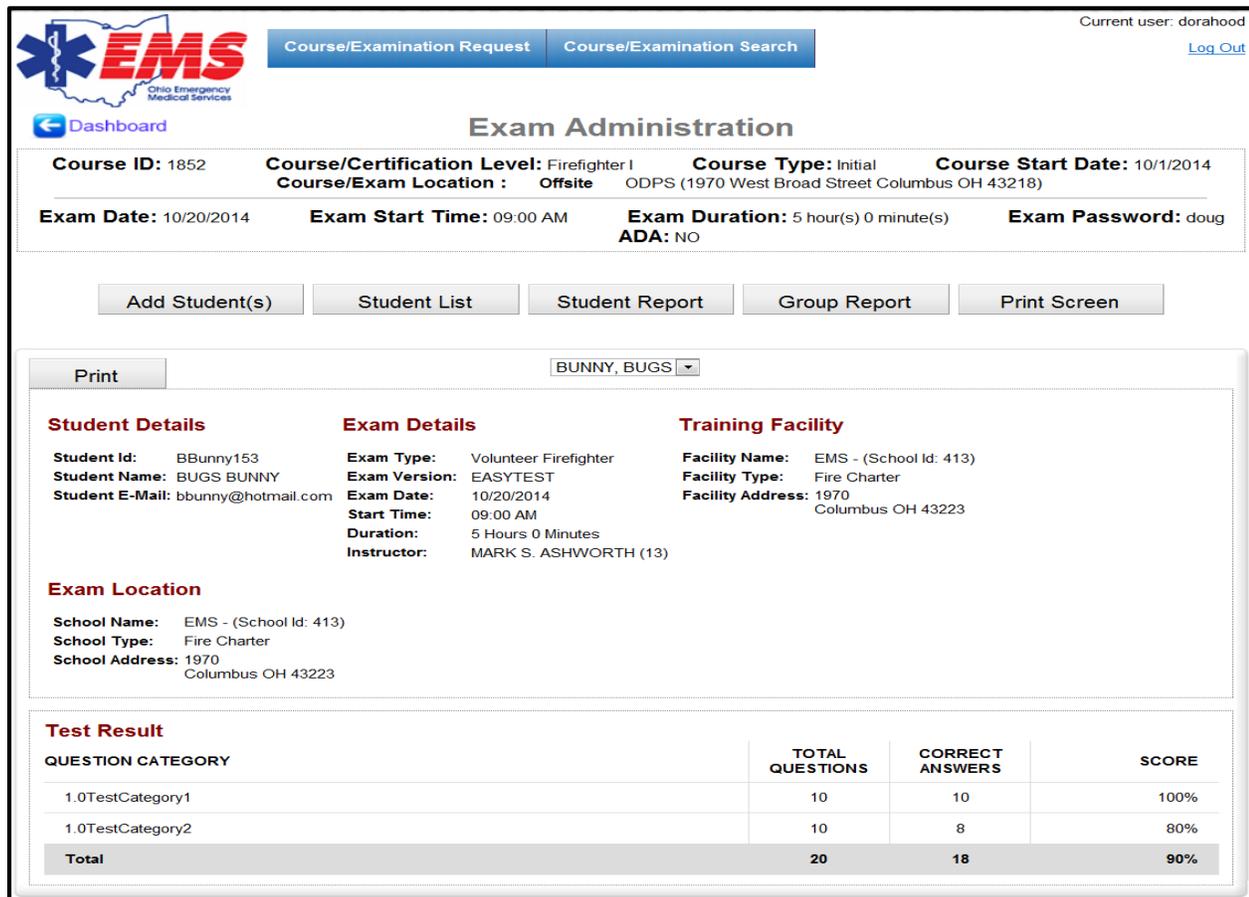
The results on this page are to be printed out by the Proctor and given to the student.

Click "Student Report".

Select the Student Name from the dropdown list.



Click the "Print Screen" button on the Exam Administration screen to print a copy of the test results.



Group Reports

Group Report is a three-part report that will assist the program director in evaluating the course. This report includes the results for all members of the class who took the test during the same session.

The first part of the report will give a breakdown of the course by test item.

The screenshot shows the EMS Exam Administration dashboard. At the top, there are navigation buttons: 'Course/Examination Request', 'Search Course/Examination', and 'Examination Results Search'. The current user is 'dorahood'. The main title is 'Exam Administration'. Below this, course details are displayed: Course/Exam ID: 2813, Course/Certification Level: Firefighter II Transition Course, Course Type: Initial, Course Start Date: 1/1/2015, Course/Exam Location: Same as Charter. Exam details include: Exam Name: Firefighter II, Exam Date: 06/30/2015, Exam Start Time: 11:00 AM, Exam Duration: 4 hour(s) 0 minute(s), Exam Location: Same as charter, and ADA: NO. A row of buttons includes 'Add Student(s)', 'Student List', 'Student Report', 'Group Report', and 'Print Screen'. Below the buttons, a section titled 'Student Testing: 1' contains a table of test results. A red arrow points to the 'Group Report' button, and another red arrow points to the 'Student Testing: 1' section.

QUESTION #	CATEGORY	TOTAL CORRECT	TOTAL INCORRECT	AVG CORRECT RESPONSES
1	5.1.1 GENERAL KNOW	1	0	100
2	5.1.1 GENERAL KNOW	1	0	100
3	5.1.1 GENERAL KNOW	1	0	100
4	5.2.1 EMERGENCY RESP	1	0	100

The second part of the report will give a breakdown of the course by test category.

QUESTION CATEGORY	NUM OF QUESTIONS	TOTAL STUDENTS TESTING	AVG CORRECT RESPONSES
5.1.1 GENERAL KNOW	3	1	100
5.2.1 EMERGENCY RESP	3	1	100
5.3.1 SCBA/PPE	8	1	100
5.3.10 INT. ATTACK	5	1	80

The third part of the report will give a breakdown of the course by practical skills. This only displays for courses that have practical elements within them

SKILL	SKILL DESCRIPTION	PASSES	FAILS	TOTAL ATTEMPTS	% PASSING ATTEMPTS
24-1	Ignitable Liquid Fire (Flip the Switch)	5	0	5	100
26-1	Vehicle Extrication (Flip the Switch)	4	2	6	66.67
25-1	Flammable Gas Fire (Flip the Switch)	5	1	6	83.33

Division of EMS Contacts

Contact the Division of EMS at (614) 466-9447, or (800) 223-0785

Testing Questions	OFSTesting@dps.ohio.gov
Fire Education Questions	FireEducation@dps.ohio.gov
EMS Education Questions	EMSEducation@dps.ohio.gov

Division Personnel:

Mel House	Executive Director	mrhouse@dps.ohio.gov
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EMS / Fire Education Section

Doug Orahood	EMS / Fire Education Coordinator	dorahood@dps.ohio.gov
Susan Edwards	Fire Testing / Education Staff	skedwards@dps.ohio.gov
Loretta Garred	Fire Testing / Education Staff	lgarred@dps.ohio.gov

Certification Section

Jean Booze	Certification Coordinator	jabooze@dps.ohio.gov
Certification Questions		EMS-FireCertifications@dps.ohio.gov

Important URLs

Account Center	https://ext.dps.state.oh.us/AccountCenter/Pages/Public/Login.aspx
Proctor Site	https://services.dps.ohio.gov/EMSProctor/
Student Center	https://services.dps.ohio.gov/EMSStudent/



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APPENDIX

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Appendix A: Recommended Hour Guide for Fire Training Courses



OHIO DEPARTMENT OF PUBLIC SAFETY
 DIVISION OF EMERGENCY MEDICAL SERVICES
**RECOMMENDED INSTRUCTIONAL HOUR
 GUIDE FOR FIRE TRAINING COURSES⁽¹⁾**



TOPIC	VOLUNTEER HOURS ⁽²⁾	FIREFIGHTER I TRANSITION HOURS	FIREFIGHTER I HOURS	FIREFIGHTER II TRANSITION HOURS	FIREFIGHTER I & II HOURS
Fire Department Organization and Safety	3	X	3	5	8
Life Safety Initiatives	X	4	4	X	4
Fire Alarm and Communications	X	2	2	4	6
Fire Behavior	1	2	3	X	3
Overhaul	1	X	1	X	1
Personal Protective Equipment / SCBA	6	X	6	X	6
Fire Hose, Appliances and Streams	3	6	9	7	16
Foam Fire Streams	X	X	X	13	13
Fire Control	2	14	16	7	23
Fire Cause and Origin	X	1	1	5	6
Rescue	2	X	2	30	32
Water Supplies	3	X	3	4	7
Fire Detection Alarm and Suppression Systems	X	2	2	10	12
Fire Prevention, Fire Education, Fire Cause	X	2	2	4	6
Building Construction	X	8	8	5	13
Forcible Entry	2	4	6	X	6
Ventilation and Tools	3	9	12	X	12
Ropes	X	3	3	X	3
Salvage	X	4	4	X	4
Fire Extinguishers	1	2	3	X	3
Ground Ladders	3	8	11	X	11
Emergency Medical Care	X	8	8	X	8
Hazardous Materials	X	16	16	X	16
ICS	X	1	1	X	1
Practical Evolutions	6	X	6	X	6
Live Fire Training	X	8	8	10	18
Driving	X	16	16	X	16
TOTAL	36 hours max.	120 hours min.	156 hours min.	104 hours min.	260 hours min.

EMS 0118 3/15 [760-1265]

(1) The topic hours listed are recommendations. Chartered fire training programs may reallocate topic hours to meet student needs so long as all course objectives are met. Proper documentation of students meeting course objectives is required.

Student contact hours: 50-60 minutes = 1 hour; 25-30 minutes = ½ hour.

Instructional hours may include topic instruction, material review, and testing for knowledge, e.g. quizzes. Instructional hours do not include practical skill or written testing for certification, or instruction on any topic(s) not listed on this guide.

(2) The Firefighter and Fire Safety Inspector Training Committee recommends all initial volunteer firefighting students complete the 16 Life Safety Initiatives as a pre-requisite to the volunteer firefighter course. For more information on the 16 Life Safety Initiatives go to:

<http://www.everyonegoeshome.com/initiatives.html>

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Appendix B: Test Questions for Fire Exams and Exam Durations

Examination Level	Number of Questions	Examination Duration
Volunteer Firefighter	75	1 Hour 45 Minutes
Firefighter 1	100	2 Hours
Firefighter 2	125	2 Hour 30 Minutes
Fire Safety Inspector	100	3 Hours
Fire Safety Inspector Knowledge	100	3 Hour
EMS and Fire Instructional Methods	100	2 Hours
Fire Instructor Knowledge	125	2 Hour 30 Minutes

The general accommodation for ADA is extended time (time and a half) and must be approved prior to the exam.

Reciprocity and Reinstatement are given at most levels listed above. The duration of the examination will remain the same.

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Appendix C: Policies and Directives

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- Bureau of Motor Vehicles
- Emergency Management Agency
- **Emergency Medical Services**
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio State Investigative Unit
- Ohio State Highway Patrol



John R. Kasich, Governor
 John Born, Director
 Melvin R. House
Executive Director

Emergency Medical Services
 1970 West Broad Street
 P.O. Box 182073
 Columbus, Ohio 43218-2073
 (614) 466-9447 • (800) 233-0785
 www.ems.ohio.gov

July 9, 2015

TO: Program Directors, Ohio Chartered Fire Training Institutions

**FROM: Melvin House, Executive Director
 Ohio Division of Emergency Medical Services**

REF: Request an ADA Accommodation for Written and / or Practical Examination

Americans with Disabilities Act of 1990 (ADA) allows for reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act for individuals with documented disabilities who demonstrate a need for accommodation.

The purpose of test accommodations is to provide students with full access to the test. However, test accommodations are not a guarantee of improved performance or test completion. The Division of EMS provides reasonable and appropriate test accommodations to individuals with documented disabilities who demonstrate a need for test accommodations.

Test accommodations are individualized and considered on a case-by-case basis. Consequently, no single type of test accommodation (e.g. extra time) would necessarily be appropriate for all individuals with disabilities. Simply demonstrating that an individual meets diagnostic criteria for a particular disorder does not mean that the person is automatically entitled to test accommodations.

Specific test accommodations should be related to the functional limitations. It is essential that the documentation of the disability provide a clear explanation of the current functional limitation(s) and a rationale for each requested test accommodation. A student should work with program directors and instructors who know them to determine which test accommodations are appropriate.

All students who are requesting test accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This shall include but not be limited to the following:

- Individual Educational Plan (IEP) dated in the last five (5) years;
- Documentation from a medical or other qualified professional who diagnosed the condition;
- A detailed letter from a certified vocational evaluator who has evaluated the student.

The documentation submitted must contain the following:

- The nature and extent of disability;

- Proposed accommodation;
- Rationale behind the proposed accommodations; and
- Type of accommodations made to the student during training.

The Program Director of the chartered training program is responsible to submit a signed letter with the documentation with the following details.

1. Describe the type of accommodations granted to the student while in the fire training program.
2. Attach the documentation that includes a detailed justification for the proposed accommodation.
3. Identify the individual that will be administering the examination. Include their position and experience with administering examinations to those with disabilities granted by the Division of EMS. Such representative shall be approved by the Division of EMS prior to administering the examination. The chartered training program is responsible for ensuring the security of the examination and the integrity of the testing process.
4. Attach a signed statement by the student explaining the type of accommodations they are requesting. The statement must include the following:
 - a. The student legal name;
 - b. Current address;
 - c. Student preference for method of testing (computer or paper).
5. In the event a paper-and-pencil written examination is requested as an accommodation, the chartered fire training program test security policies shall be included with the submitted documentation.

To ensure adequate time to evaluate ADA requests, the accommodation(s) request and all required documentation should be forwarded to the Division of EMS at least thirty (30) days prior to the examination date request.

The student is responsible for arranging and bearing the cost for appropriate evaluation.

The determination and provision of reasonable accommodations involves a process of discussion and negotiation between the student and the Division of EMS. With the goal of maximizing the independence of the adult learner, the Division of EMS will make a good-faith effort to provide effective accommodations to students with disabilities. The final determination as to whether to allow an accommodation and the type of accommodation that will be allowed rests with the Division of EMS.

Accommodations are determined on a case-by-case basis depending on the identified needs of the student and analysis of supporting documentation and available resources. Ohio Department of Public Safety employees may be consulted as to whether an accommodation is reasonable given program requirements and structure.

The Division of EMS is not compelled to make accommodations which would fundamentally alter the nature of the training or compromise the certification process.

Please contact the Division of EMS Education Section at FireEducation@dps.ohio.gov or (614) 466-9447 with questions or concerns.

ACCOMMODATION REQUEST FOR WRITTEN EXAMINATION

Please type or print the information requested on the front of this page except for your signature. Some accommodation requests may require additional documentation. If additional documentation is needed, please have the appropriate professional complete the reverse side of this form.

Student Information:

Print Student Name: _____

Address: _____

City: _____ State: _____ Phone number: () _____

Email Address: _____

Examination Information:

Accommodation is requested for the following examination: _____
(Level)

to be administered on _____ at: _____
(Date) (Time) (Test Location)

Course ID#: _____ Examination ID#: _____

PLEASE MARK ALL THAT APPLY (Please Justify):

- ___ Separate Testing Area
- ___ Extended Time
- ___ Reader as accommodation for learning disability
- ___ Other: (please specify): _____

Student Signature: _____ **Date:** _____

The applicant has discussed with me the nature of the test to be administrated. It is my opinion that because of this applicant’s disability, he / she should be accommodated by providing the following:

PLEASE MARK ALL THAT APPLY:

- ___ Separate Testing Area
- ___ Extended Time
- ___ Reader as accommodation for learning disability
- ___ Other: (please specify): _____

Program Director’s Name (Print): _____ **Charter #:** _____

Program Director Signature: _____ **Date:** _____

NOTE: PLEASE ATTACH ANY OTHER DOCUMENTATION REGARDING THE INDIVIDUAL’S DISABILITY THAT SHOULD BE CONSIDERED IN PROVIDING ACCOMMODATION IN AN EXAMINATION SETTING.



John R. Kasich, Governor

John Born, Director

- Bureau of Motor Vehicles
- Emergency Management Agency
- **Emergency Medical Services**



- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol

Melvin R. House
Executive Director

Emergency Medical Services
1970 West Broad Street
P.O. Box 182073
Columbus, Ohio 43218-2073
(614) 466-9447 • (800) 233-0785

www.ems.ohio.gov

March 20, 2015

TO: Program Directors, Ohio Chartered Fire Training Institutions

FROM: Melvin House, Executive Director

Ohio Division of Emergency Medical Services

REF: Course Request Approval Requirements

As of February 9, 2015 all course requests (formerly known as Opening Reports) must be submitted through the EMS Course Administration and Examination System. In order to facilitate course approval, a class schedule / syllabus showing topic hours and total course hours must be submitted by email attachment or fax to Division of EMS Fire Education staff.

We are requesting that this information, along with the course request, be submitted at least seven (7) days prior to the start of the course. This will allow our staff adequate time to review the documents and communicate with charter programs, if needed, to ensure compliance with Ohio Administrative Code requirements.

Failure to comply with this request may result in denial of course requests and could impact students' abilities to become certified in Ohio.

Please contact the Division of EMS Education Section at FireEducation@dps.ohio.gov or (614) 466-9447 with questions or concerns.

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John R. Kasich, Governor

John Born, Director

- Bureau of Motor Vehicles
- Emergency Management Agency
- **Emergency Medical Services**



- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol

Melvin R. House
Executive Director

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April 24, 2015

TO: Program Directors, Ohio Chartered Fire Training Institutions

FROM: Melvin House, Executive Director

Ohio Division of Emergency Medical Services

REF: Examination Request Approval Requirements

As of February 9, 2015 all written certification examination requests must be submitted through the EMS Course Administration and Examination System. Per page 39 of the current EMS Course Administration and Examination System Manual, "Examinations must be requested a minimum of seven days prior to the desired date of the written examination."

The Division understands extenuating circumstances may sometimes occur that are out of the program's control. In those cases, contact the Division for guidance. Otherwise, failure to comply may result in denial of examination requests and could impact students' abilities to become certified in Ohio.

Please contact the Division of EMS Education Section at FireEducation@dps.ohio.gov or (614) 466-9447 with questions or concerns.

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- Bureau of Motor Vehicles
- Emergency Management Agency
- **Emergency Medical Services**
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- Ohio Homeland Security
- Ohio State Investigative Unit
- Ohio State Highway Patrol



John R. Kasich, Governor
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July 9, 2015

TO: Program Directors, Ohio Chartered Fire Training Institutions

**FROM: Melvin House, Executive Director
 Ohio Division of Emergency Medical Services**

REF: ODPS Division of EMS Web-Based Testing Appeal Process

An examinee that wishes to appeal the failure to pass an ODPS Division of EMS examination administered by a chartered fire training program or accredited institution shall submit the appeal in writing to the chartered program or accredited institution program director within five (5) business days. The written appeal shall include a detailed explanation including name of the examinee, contact information, the specific examination taken, the date, time, and location of the examination, and the basis for the appeal. The program director shall review the appeal and provide for resolution, if possible. If the program director is unable to provide a satisfactory resolution, the program director shall forward the written appeal to the Division of EMS Fire Testing Coordinator (OFSTesting@dps.ohio.gov) for review, no later than (5) business days after appeal review.

An examination may be appealed on the basis of improper examination administration or examination content.

Upon receipt of an appeal, Division of EMS staff will review the appeal and draft a report, including recommendation(s) for appeal resolution or denial, for review by the Executive Director. The report shall be reviewed by ODPS Legal Services when appropriate. The Division of EMS shall provide a written response within five (10) business days of receipt of the appeal. The response shall be directed to the student, with a copy to the program director.

Resolution of appeals that result in a student passing an examination shall result in the appropriate action, i.e. certification, instructor course eligibility, etc.

Please contact the Division of EMS Education Section at FireEducation@dps.ohio.gov or (614) 466-9447 with questions or concerns.

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