

4765-11-17

Continuing education course requirements for fire charter programs.

(A) When a chartered program provides courses for continuing education credit, the program shall meet all the requirements set forth in this rule and this chapter.

(B) Each course shall be related to fire service or the NFPA standards.

(C) Each fire continuing education course shall be taught by a holder of a certificate to teach, in accordance with Chapter 4765-21 of the Administrative Code and except as provided in paragraphs (H)(2) and (H)(4) of this rule.

(D) The chartered program shall issue a certificate of completion to each student upon successful completion of the course. The certificate of completion shall include the following information:

(1) Charter number;

(2) Program director signature;

(3) Student's name;

(4) Date on which the course was completed;

(5) Number of total hours completed;

(6) Course title reflecting the subject matter of the course offering.

(E) A single session of the continuing education shall be at least one-half contact hour.

(F) The chartered program shall provide and maintain written documentation of clear objectives, course content and method of delivery for each continuing education course.

(G) The chartered program shall assign continuing education credit to a course according to a formula whereby fifty to sixty minutes of training will equal one contact hour and twenty five to thirty minutes will equal one-half contact hour.

(H) A chartered program may provide continuing education courses in any of the following formats:

(1) Instruction in a instructional classroom environment or a seminar setting;

(2) Online education, as defined in rule 4765-11-01 of the Administrative Code. Each online education program shall include all of the following:

(a) Written documentation of clear objectives, course content from the program director;

- (b) Prior approval from the program director;
- (c) Course content developed by a fire instructor and facilitation of the program by a fire instructor;
- (d) A testing process which shall be completed prior to the issuance of a certificate of completion.
- (3) Distance learning, as defined in rule 4765-11-01 of the Administrative Code. Each distance learning course shall consist of all of the following:
  - (a) Prior written approval of the program's authorizing official;
  - (b) Written documentation of clear objectives, course content from the program director;
  - (c) Prior approval from the program director;
  - (d) Course content developed by a fire instructor and facilitation of the program by a fire instructor;
  - (e) A testing process which shall be completed prior to the issuance of a certificate of completion.
- (4) A skill practicum course which shall include an evaluation of skills performance.
- (5) Other formats as approved by the executive director;
- (I) The chartered program shall maintain documentation of each continuing education course.
- (J) The chartered program shall maintain documentation of compliance with all requirements set forth in rules 4765-11-03 of the Administrative Code.