



How Do I Become an Approved CE Institution?

Thank you for your interest in Emergency Medical Services (EMS) education. By law, only those Ohio institutions approved by the State Board of Emergency Medical Services (EMS Board) may offer EMS continuing education training to individuals wishing to obtain an EMS certificate to practice. A certificate of approval is awarded to an Ohio institution that has met all of the requirements to provide quality EMS continuing education training.

Requirements for EMS approved institutions are outlined in the law, Ohio Revised Code (ORC), and rule, the Ohio Administrative Code (OAC). **You will especially want to refer to OAC 4765-7-09** which details the criteria for an EMS certificate of approval. The law and rule can be downloaded using a link on the Ohio Division of EMS website - <http://ems.ohio.gov/rules.htm>.

Of utmost importance is the selection of a program director to oversee the EMS continuing education training program and a program Medical Director that specializes in emergency medicine. By law all EMS training and continuing education courses must be developed under the direction of a physician who specializes in emergency medicine. For more information on the Ohio continuing education requirements, approved curricula and refresher curricula see: OAC 4765-12 (First Responder); 4765-15 (EMT-B); 4765-16 (EMT-I); and 4765-17 (EMT-P).

All courses offered must be taught by an individual who holds a certificate to teach as an EMS Instructor, Assistant EMS Instructor or EMS Continuing Education Instructor. You may also use a Special Topics Instructor (STI) until February 1, 2010. For more information on instructor qualifications see OAC 4765-18.

To obtain an initial application for a certificate of approval use the following link http://ems.ohio.gov/Forms/Initial_App_Revised071906.pdf or contact an Education Coordinator at the Division of EMS. The Education Coordinator can provide consultation on the application and will assist you with any questions or concerns you may have regarding the application.

Ohio Division of EMS
Attn: Chuck Milam
EMS Education Coordinator
1970 West Broad Street
Columbus, OH 43223
800/233-0785
wmilam@dps.state.oh.us

Upon receipt of your completed application, the program director will be contacted to schedule an on-site review. The on-site review will include a meeting with the program director and a review of the program facilities and equipment. Following the on-site review, a recommendation will be presented to the State Board of EMS at the regularly scheduled meeting.

Per ORC 4765.17, the EMS Board has 120 days from receipt of the application to take action.