

## Meet the requirement to report a conviction?

Pursuant to Ohio Administrative Code, EMS and Fire certificate holders are required to report convictions to the Division of EMS.

### EMS

1. Pursuant to OAC 4765-9-01, within fourteen days of the final sentencing of any criminal offense the certificate holder must, provide written notification to the Division of such offense. The certificate holder may use the EMS Declaration of Criminal History Form to send notification
2. An EMS certificate holder shall within sixty days of the final sentencing of any criminal offense, provide the division with the following:
  - a. A certified copy of the judgment entry from the court in which the conviction occurred;
  - b. A certified copy of the police or law enforcement agency report, if applicable; and
  - c. A Bureau of Criminal Identification and Investigation (BCI&I) Civilian background check (also known as the "Webcheck®").

### FIRE

1. Pursuant to OAC 4765-22-01, within fourteen days of the final sentencing of any misdemeanor involving moral turpitude, any misdemeanor committed in the course of practice, or any felony, provide written notification to the division of such offense. The certificate holder may use the Fire Declaration of Criminal History Form to send notification,
2. A person issued a fire service training certificate shall within sixty days of the final sentencing of any misdemeanor involving moral turpitude, any misdemeanor committed in the course of practice, or any felony, provide the division with the following:
  - a. A certified copy of the judgment entry from the court in which the conviction occurred;
  - b. A certified copy of the police or law enforcement agency report, if applicable; and
  - c. A Bureau of Criminal Identification and Investigation (BCI&I) Civilian background check (also known as the "Webcheck®").

Declaration forms can be downloaded at: [http://www.ems.ohio.gov/ems\\_forms.stm](http://www.ems.ohio.gov/ems_forms.stm)

Download the BCI&I Webcheck® form at:  
[http://www.publicsafety.ohio.gov/links/ems\\_hdi\\_webcheck.pdf](http://www.publicsafety.ohio.gov/links/ems_hdi_webcheck.pdf)