



# **The Ohio Fire Academy**

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## **Student Handbook of Policies & Procedures**

**January 1, 2013**

***An Equal Opportunity Employer and Service Provider***

## **RESPONSIBILITY AND MISSION**

The Ohio Fire Academy, a bureau within the Division of State Fire Marshal, as authorized under ORC 3737.33, is responsible for providing training to Ohio's first responders (firefighters, Emergency Medical Services, and law enforcement).

The mission of the Ohio Fire Academy is to provide fire service personnel and other allied professionals with training, education, and accredited courses that are consistent with nationally recognized standards to improve the safety and proficiency of Ohio's Fire Service.

It is the vision of the bureau to be recognized as the national premier leader in the development and delivery of fire, EMS and Emergency Responder training programs.

### ***Supporting Goals:***

- To maintain valid procedures that measures specific levels of skills, abilities and knowledge consistent with nationally recognized standards approved and adopted by the Ohio Fire Academy.
- To maintain a voluntary accreditation program that will ensure complete impartiality and confidentiality.
- To maintain a statewide and uniform procedure for cognitive testing and psychomotor evaluations.

### **We Believe That...**

- Those served by the Ohio Fire Academy (OFA) deserve the highest quality training and education, responsive to current and local needs.
- The needs of the fire service are best met by working cooperatively in all of our relationships.
- OFA resources need to be available on an equitable basis.
- OFA should advocate pro-active efforts to make Ohio safer.
- Safe and healthful training practices are in the best interest of all served.
- Recognition and development of our personnel is the most cost-effective approach to accomplishing our mission.

## **QUALITY IMPROVEMENT IS INNERMOST TO REACHING OUR GOALS**

### **We Pledge To...**

- Cultivate in all OFA personnel a commitment to quality and belief in the value of continuous process improvement.
- Upgrade and maintain the OFA infrastructure to meet both current and future needs of OFA customers.
- Maximize individual abilities by supporting continuous professional development.
- Increase awareness of the Academy's capabilities and limitations.
- Utilize customer input to improve overall OFA processes.

### **Objective**

To support the development of Ohio's firefighters and EMS personnel by providing and supporting safe and up-to-date fire and EMS training and education, in compliance with the applicable standards and regulations.

### **Accreditation**

The Academy received accreditation from the International Fire Service Accreditation Congress (IFSAC) in 2002, and became the only IFSAC accredited certification agency in Ohio. Accreditation is granted to an educational institution that meets or exceeds IFSAC's standard criteria of educational quality. IFSAC's standardized testing is recognized and accepted in 39 states and 6 foreign countries.

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This manual will serve as the State Fire Marshal, Ohio Fire Academy student policy and information guide.

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# GENERAL POLICIES

When a student enrolls into the Academy, he or she agrees to take advantage of the curriculum and opportunities afforded by the Academy and must agree to be governed by the policies, rules, and regulations set forth. No student's conduct should diminish the rights of others. Students attending the OFA are citizens of two communities: the Academy and the City of Reynoldsburg. The Academy recognizes the rights of all individuals, as well as their freedoms and responsibilities, and expects high standards of mutual respect and behavior acceptable to all concerned. The OFA reserves the right to restrict any student's participation, in any activity while attending the Academy.

## I. Attendance

- a) Students enrolled in OFA state certified classes (on or off campus) shall not be excused during class hours to make an emergency response with their respective departments. Fire: OAC 4765-11-03 (B)(21)(m)
- b) All absences are considered missed time, even if the time is made-up.
- c) Absences will be excused at the discretion of the Training Supervisor and/or Deputy Superintendent.
- d) Excused absences will be "made-up" at the discretion of the Training Supervisor.  
Reference: Fire: OAC 4765-11-03 (B)(21)(b) and OAC 4765-11-03 (C)(3)
- e) All absences will be reported to the Training Coordinator and the student's fire chief or supervisor, and/or fire department/sponsoring agency.
- f) An accumulation of specified hours (see Maximum Allowable Absence Reference Chart below) will result in immediate dismissal from the Ohio Fire Academy.
- g) Tardy students shall report immediately to the Training Coordinator or in the Training Coordinator's absence, report to the Lead Instructor. Tardy is defined as arriving later than the start time.
- h) Students who are tardy, in excess of 30 minutes, must submit a Tardy/Absence Form (Addendum III).

**Absence Due to Illness or Injury:** It is the responsibility of the student to notify the Training Coordinator of any illness or injury that affects a student's ability to participate in training.

### Maximum Allowable Absence Reference Chart:

<b><u>Maximum</u> Allowable Absence Reference Chart</b>	
<b>Firefighter I &amp; II .....</b>	<b>24 Hours</b>
<b>Firefighter I.....</b>	<b>12 Hours</b>
<b>Firefighter II.....</b>	<b>12 Hours</b>
<b>Firefighter IA.....</b>	<b>0 Hours</b>
<b>EMT/AEMT.....</b>	<b>13 Hours</b>
<b>EMT Refresher .....</b>	<b>0 Hours</b>
<b>Instructor (Fire/EMS).....</b>	<b>8 Hours</b>
<b>Fire Safety Inspector .....</b>	<b>8 Hours</b>

**Maximum Allowable Absence Reference Chart  
for Other OFA Classes**

Classes 60-80 Hours.....6 Hours  
Classes 40-59 Hours.....4 Hours  
Less than 40 Hours.....\* Hours

**\*See Superintendent or Deputy Superintendent**

**Voluntary Withdrawal from all OFA Programs:** Any student who voluntarily withdraws from an OFA course shall state his/her reason in writing, utilizing a Dismissal Request form (Addendum IV). The completed request shall be submitted to the Academy's Administration office, after which the student must have an exit interview with the Academy Superintendent or Deputy Superintendent.

Reference: Fire: OAC 4765-11-03 (B)(21)(f) and EMS: OAC 4765-07-02 (A)(21)(k)]

**Refunds:** Refund of tuition fees will be judged by the Superintendent or Deputy Superintendent on a case by case basis. Request shall be made within 24 hours of being dismissed for academic failure, disciplinary action or withdrawal for personal reasons from said course.

Reference: Fire: OAC 4755-11-03 (B)(21)(g) and EMS:OAC 4765-7-02 (A) 21)(d)

## II. Conduct

Student behavior is a direct reflection of their character, their community, the Ohio Fire and EMS Service and specifically, the Ohio Fire Academy. Students must conduct themselves in a dignified manner maintaining the highest standards of integrity at all times while at the Academy.

**Addressing Staff:** The State Fire Marshal's staff and Instructors shall be addressed by Sir/Mam, Mr./Mrs., Miss/Ms. or by Instructor. Persons in uniform shall be addressed by their rank (e.g. Chief, Captain, and Lieutenant).

**Standards of Conduct:** Standards of conduct for which students are subject to disciplinary action include, but are not limited to:

- a) Alcohol and/or illegal drugs are strictly prohibited at the Academy. Underage consumption of alcohol by students will not be tolerated on or off the Academy's campus.
- b) Cheating, dishonesty, plagiarism, or knowingly furnishing false information to the Academy.
- c) Commission of acts - harmful or potentially dangerous to others.
- d) Damage to or theft of Fire Marshal - State of Ohio owned property.
- e) Damage to or theft from fellow students attending the Academy.
- f) Destruction or a disruption of Fire Marshal activities such as administration

of the Academy, Academy programs, social functions, and or outside agencies at the Academy.

- g) Engaging in gambling activities is prohibited.
- h) Exceeding maximum absence hours.
- i) Failure to comply with the directions of Fire Marshal officials or designees acting in the performance of their duties.
- j) Failure to meet program objectives and/or requirements.
- k) Falsification, alteration or misuse of Academy documents, records or identification cards.
- l) Firearm/weapon - Bringing a firearm/weapon on or into Fire Marshal owned property is strictly prohibited.
- m) Harassment (Refer to Addendum I).
- n) Immoral, obscene, indecent, or improper conduct.
- o) Inattention, sleeping in class, disruptive behavior and/or lack of application during training.
- n) Leaving without permission.
- o) Misconduct, abusive or obscene language, excessively noisy, drunken, or illegal behavior on campus or in neighboring communities.
- p) Poor personal appearance.
- q) Threats or act of physical violence towards anyone while attending the Academy.
- r) Unauthorized absences.
- s) Unsanctioned entry to or misuse of Fire Marshal facilities.
- t) Violation of rules governing the use of, or residence of, Fire Marshal-owned or Fire Marshal controlled property
- u) Violation of tobacco use policy.

### **III. Course Information**

Refer The Ohio Fire Academy Website for all course descriptions and fees.

### **IV. Discipline**

**Disciplinary Action:** Disciplinary actions include a wide range of sanctions, but are not limited to:

- a) Recording of incidents in the student's personnel file.
- b) Notification of the student's superiors.
- c) Dismissal from the Academy.

**Right of Appeal/Grievance Procedure:** The student has the right to file a grievance or appeal to any disciplinary action sanctioned against them. The student must present an appeal/grievance in writing to the OFA Superintendent or Deputy Superintendent, within five (5) days of receiving notification of disciplinary action. The Superintendent or Deputy Superintendent will schedule a meeting with the student as soon as practical, in an effort to resolve the grievance. The Superintendent or Deputy Superintendent will then issue a decision supporting the initial disciplinary action, or in support of the filed grievance/appeal.

Reference: Fire: OAC 4765-11-03 B(21)(e) and EMS: OAC 4765-7-02 A (21)(m)

## V. Dismissal

**Dismissal Policy:** Students not in compliance with the Ohio Department of Commerce, Division of State Fire Marshal, Ohio Fire Academy, rules, policy and curriculum requirements of the Academy are subject to dismissal.

Reference: Fire: OAC 4765-11-03 B (21)(d) EMS: OAC 4765-7-02 A (21)(i)

## VI. Dormitory

The SFM reserves all rights related any person's eligibility for, room assignment in and use of any SFM dormitory room or other associated area. The SFM, at its sole discretion, may make changes to any person's access to any part of the dormitory areas or exclude any person from the occupancy and use of all or any parts or of the dormitory areas. The SFM makes no representation of and assumes no liability for the suitability or condition of its or other selected facilities, including any dormitory room or associated areas.

The SFM (including the Ohio Fire Academy) is not liable to any dormitory occupant or visitor for any damages to or for the loss of any occupant or visitor's personal property (including such person's motor vehicles, bicycles or other means or transportation) caused by any means or regardless of where such damage or loss occurs, including damages or property loss caused by theft, vandalism, fire, water, mildew, rain, smoke or explosion. In accordance with Ohio law, the SFM assumes no liability for and shall be indemnified and held harmless for any claims, demands or suits of any nature, kind or description whatsoever, including, but not limited to claims for direct, indirect or consequential damages, acts of god, or any types costs and expenses, for or on account of any loss or damage to property owned or possessed by any occupant of the dormitories or associated areas or any injury to any occupant of the dormitories or associated areas which may result from any cause, including but not limited to, the condition, operation and use of the dormitory areas and the acts or omissions of members of the SFM's staff or the acts or omissions of any other occupant of the dormitories or associated areas.

### **Room Care:**

As a condition of any use or access to the dormitory areas, all dormitory occupants and visitors as deemed to agree to and must accept all portions this policy and such person waive all claims against the SFM for its implementation of this policy. In addition to the general

provisions stated above, the following are specific regulations applicable to the use of the SFM's dormitories and associated areas:

- **Beds:** Each room has two beds which are assigned by the OFA computer. Bed number one shall be the bed on the left; Bed number two shall be the bed on the right, as you are standing at the foot of the bed.
- **Lockers:** Four lockers are provided in each room. Students residing for an extended period, over one week, may use two lockers; however, since the rooms are assigned to others over the weekend, you must confine your items into one locker before leaving for the weekend.
  - To lock the unit press "C" - enter any four digit code and key symbol.
  - To unlock the unit press "C" - enter your four digit number and the key symbol. **It is your responsibility to secure your items in your locker.**
- **Check-Out:** 8:00 a.m. on the final day of class, access cards shall be returned to the designated drop box.
- Residents may not alter the structure of the dorm, its furnishings or its surroundings (e.g. installing radio or television antennas, modify or tamper with electrical outlets or fixtures, plumbing, heating, and air conditioner). Tampering with electrical outlets, sprinklers or fixtures may present cause for eviction.
- Residents are responsible for all damages to any parts, fixtures or other state property in their assigned dormitory rooms caused by any means (other than ordinary wear and tear) or by any persons. Residents are responsible for all damages to any parts, fixtures or other state property in any areas associated with the dormitory (other than ordinary wear and tear) attributable to that resident.
- Students shall keep assigned dorm room neat and orderly at all times. A failure to properly maintain a dorm room will result in disciplinary action.
- Residents may not affix anything to the walls.
- NO SMALL KITCHEN APPLIANCES (ie: microwave ovens, coffee makers, and small grills)
- All dorm rooms are designated NON-TOBACCO AND NON SMOKING AREAS.
- Turnout Gear is not allowed to be worn or stored in student sleeping rooms
- The Ohio Fire Academy will provide cleaning of dorm rooms and restrooms as scheduled.
- Residents may not store hazardous, explosive or flammable materials in or around any dorm. Candles are not permitted in any part of the dormitory building.
- Dormitory rooms are subject to random inspections. The Ohio Fire Academy, designated SFM staff or contract employees of the SFM may enter, inspect, or search a dormitory room under the following conditions:
  - when there is a reasonable suspicion that an occupant may be physically harmed or endangered,
  - when there is a reasonable suspicion that Ohio Fire Academy regulations or federal, state or local laws are being violated, or
  - for periodic health and safety inspection of the dorm room, which may occur daily.

Determination of what constitutes "reasonable suspicion" may be made by the State Fire Marshal or Chief Deputy State Fire Marshal.

- “Quiet Hours” will be observed from 11:00 p.m. to 6:00 a.m. (23:00 – 06:00). A failure to observe quiet hours is grounds for dismissal.
- Dormitory facilities are available for “resident students.” Only the assigned students are allowed in any dorm room.
- The main entrance to the State Fire Marshal’s Office and Ohio Fire Academy will be locked at 12:00 a.m./midnight and will remain locked until 6:00 a.m. Students residing in the dorm will need to be in the building prior to midnight.

**ANY STUDENT REQUIRING ADMITTANCE AFTER (12:00 A.M. MIDNIGHT) MUST REPORT TO THE GUARD ON DUTY.**

**Guests:**

- **Guests of students are not permitted in dorms or student lounge area.**
- Guests must sign-in upon arrival and are permitted in the Lobby of the main building only, unless written permission is obtained from the Training Coordinator stating otherwise. This includes all Academy Grounds. All guests shall leave the Academy property by 23:00 hours.

**Linens:**

- Towels/wash cloths will be replaced weekly per the current schedule.
- Dirty towels/wash cloth shall be placed on the floor of the restroom when you are requesting replacement. Those wishing to conserve resources may wish to reuse towels.
- Students residing for extended periods: Linen shall be replaced by the maid service, once per week.

***Towels and wash clothes shall not be used for the following; polishing shoes/boots and or soaking up blood or other body fluids.***

**Lost/Damaged Items:** Linens, mattresses, furniture or other issued items that are missing, lost, or damaged are subject to a replacement charge payable by the person assigned such item(s).

**VII. Dress & Appearance**

**Appearance:** The pride each student takes in himself/herself is reflected in the manner in which he/she is groomed.

**Dress:** Attendance at the OFA is both an honor and a privilege. You should dress in attire that reflects professionalism and pride in the service you represent. Uniforms are to be neatly pressed, clean, and in serviceable condition. Shoes/Boots must be clean and polished as needed. Students not wearing department uniforms should refer to the Department of Commerce Business Casual dress policy (Addendum II).

- **Specific dress requirements for Firefighter students are listed in Appendix A.**
- **Specific dress requirements for EMT students are listed in Appendix B.**
- **Specific dress requirements for EMT Refresher students are listed in Appendix B.**
- **Specific dress requirements for Advanced EMT students are listed in Appendix B.**
- **Specific dress requirements for Advanced EMT Refresher students are listed in Appendix B.**
- **Specific dress requirements for CFSI students and related courses are listed in Appendix C.**
- **Specific dress requirements for Fire, EMS, and CFSI Instructor students are listed in Appendix D.**

Shorts, cut-offs, ragged clothes, etc., are not permitted in class or cafeteria. Individuals dressed in such attire will be asked to conform to the policy. Protective clothing (turnout gear) is not permitted inside the main Academy building, including the dormitory rooms.

**After Hours Dress:** The following articles of clothing are permitted after hours:

- Sweat Pants/Shorts
- T-shirts
- Sandals

**Hair:** How the student wears his/her hair is a matter of personal taste, except when safety is a concern. There are many acceptable hairstyles, as long as the hair is kept in a neat and clean manner. The acceptability of the style will be judged by the following criteria: Hair styles that preclude the proper wearing of SCBA and firefighting headgear are not permitted. Hair will be worn so that it does not extend below the bottom of the uniform shirt collar while standing in an erect position. Hair may be pinned or worn in a way to keep hair above the bottom of the collar.

**Facial Hair:** Facial hair must not interfere with the SCBA seal.

**Hats:** Hats (ball caps) are not to be worn inside of any building.

**Jewelry:** OFA reserves the right to restrict student participation when safety is a concern. Jewelry must not interfere with classroom activities and/or hands-on training.

**Sunglasses:** Sunglasses are not to be worn inside of any OFA building. Prior authorization by the instructor or Training Coordinator is required for utilization of sunglasses on the training grounds.

## VIII. Emergencies

### Emergencies: **IN CASE OF EMERGENCY CALL 911**

All office telephones, including “A” & “B” Building, and the 911 phone located in front of the “A” Building, require you to dial 9 first before dialing 911. (9-911)

#### Emergency 911 Radio Call Boxes are located:

- Burn Building – Shelter Area
- Combustible Liquid/LPG Control Tower
- Training Tower – Shelter Area
- LPG Control Tower
- Confined Space Rescue Area

Reference: OAC 4765-11-03 (B)(21)(n)

**Fire Alarms:** Please review fire escape plans posted in rooms and become familiar with evacuation procedures and designated meeting places in the event of a fire or fire drill.

**Health & Safety:** For the purpose of providing a healthy and safe experience for each student attending the Academy, it is imperative that each student provide their undivided attention to the information contained within this policy, as well as the instructions given by the instructional staff.

**Tornado Warnings:** In the event of a tornado, or a tornado drill, persons in the main building should go directly to the basement. Persons in the “A” building, go directly to the hallway by the restrooms. “B” Building, go directly to classrooms B101, B102 or the restrooms. Those in the dorm rooms should seek shelter in their dorm room restroom. If you are on the training grounds, seek an area of refuge, (e.g. 1<sup>st</sup> floor interior area of the burn building) if the early warning will allow seek shelter in the “A” building, “B” building, or main Academy building.

**Infection Control Guidelines:** Students, faculty and staff must adhere to the following infection control guidelines throughout all training at the Ohio Fire Academy. Incidents involving possible body substance exposures, the following shall be worn:

- Eye protection whenever there is a potential for splash exposure.
- Protective gloves whenever there is a potential for exposure to bodily fluids.
- Protective gloves must be changed between each patient contact.

**Injury Procedure:** Academy staff shall be notified any time a student requires medical attention. Staff will administer needed First Aid. Should the student require hospital care, the local EMS service will transport the student. Any and all costs incurred for such hospital care shall be the responsibility of the student or his/her sponsoring organization. An injury report form must be completed and submitted to the Training Coordinator within 24 hours of the injury occurring.



**After Hours Injury or Illness Procedure:** In the event an injury occurs after hours, Security shall be notified so they may make the appropriate notifications.

## **IX. Equipment**

Equipment used by students and instructors are tested and repaired in accordance with the appropriate NFPA standards. Apparatus will undergo DOT safety inspections on an annual basis.

## **X. Facilities**

**Computer Lab:** Computers are provided for student's use in completing class assignments, research and email communications.

- a) Instruction sheets and log-on information is located at the computers.
- b) Students are prohibited from adding software or modifying system configurations.
- c) Personal computer systems are not permitted access to the Ohio Department of Commerce Computer Network
- d) Personal computer systems are allowed in classroom for course note taking purposes only.

*The accessing, downloading and visiting pornographic, sexually explicit or sexually oriented, or other objectionable and/or offensive websites and information is prohibited. Any student found doing so will be subject to immediate dismissal (reference "Computer Use Agreement Appendix".)*

**Lake Osmond (Pond):** Students living on campus may fish, observing the catch and release rule (anything caught shall be returned to Lake Osmond immediately) from 1700 until dusk, when not attending class. All those fishing shall use the buddy system at all times. **NO SWIMMING IS PERMITTED AT ANY TIME.** The Academy Administration may deny access to Lake Osmond for fishing without prior notice.

**Pagers & Cell Phones:** Please extend the courtesy to fellow students by placing cell phones and pagers on vibrate. If you must accept or make a call, please remove yourself from the classroom. Firefighter I & II and EMS Training students, please refer to appropriate Appendix for further clarification.

**Parking:** All Students should park in designated parking areas (Student Lot 1 & 2).

**Physical Training Equipment:** Exercise equipment is available for use by Ohio Fire Academy students, faculty, employees of the State Fire Marshal and the Department of Natural Resources. Contact the Academy staff prior to use of equipment.

**Recreation:** Recreational equipment (pool table, foosball and basketball) is available for your recreation (contact OFA staff for equipment).

**Resource Center:** The Academy's Resource Center has an extensive collection of fire-related materials for your viewing. For assistance, see the Academy Staff.

**Shower Facilities:** Showers are available for both resident and non-resident students; however, linen such as wash clothes and towels are provided for resident students only. Lockers are available for non-resident students to store toiletries. Lockers are located in the exercise room.

**Telephone Calls:** In case of emergency, family and/or agencies may contact the Academy at 614-752-7196, or after 5:00 p.m. at 614-752-7171.

**Television:** Televisions are available in the student lounge. Students are permitted to bring a small T.V. (not larger than a 13 inch) for their dorm room. Cable service is provided in the dorm room.

**Tobacco Use:** Smoking will be allowed outside the shipping and receiving area located on the west side of the building near the mail room. Smoking is not permitted in the "A" building, main building, loading dock by the cafeteria, maintenance building, entrances to the dorm areas, dorm rooms, student lounge or on the grounds/parking. Please place all tobacco waste products in the appropriate waste containers.

**Vending Machines:** Vending machines are located on the first floor of the main building in the cafeteria, "A" Building and "B" Building lobby for your use.

## **XI. Food Service**

The Academy provides food service through a third party source. The guidelines for the meal plan have been constructed in such a way to meet the needs of most individuals.

Food service hours are: Breakfast: 7:00 a.m. – 8:00 a.m.  
Lunch: 11:00 a.m. – 1:00 p.m.  
Dinner: 5:00 p.m. – 6:00 p.m.

Coffee, pop, snacks, etc. are available through the cafeteria's serving line from 7:00 a.m. - 1:00 p.m.

**Closed Lunch Hour:** Students participating in the Basic Fire and EMS Training Programs, are not permitted to leave during the lunch break without permission by the Training Coordinator.

**Closed Dinner Hour:** Students participating in the Basic Fire Training Programs are not permitted to leave scheduled evening classes dinner break without receiving the permission of the Training Coordinator.

## **Meal Cost:**

**Resident and Non-Resident:** Lunch is provided by the OFA with your course fees. Breakfast is NOT provided but available on a pay per item basis.

Note: FF I & II students – please see the *Meal Cost* section appendix “A”.

**NOTE:** Please be advised that the cafeteria can no longer invoice students or departments for meals. Payments must be paid by cash (or credit card) as services are received.

## **XII. Instructor**

All state certified programs are conducted by Instructors certified by the Ohio Department of Public Safety, Division of EMS. Annually, the Academy performs an audit of the instructor list to verify active certification.

## **XIII. Student ID Policy**

The Ohio Fire Academy / State Fire Marshal’s Facility located at 8895 E. Main St. Reynoldsburg, OH will issue ID badges and electronic key cards. All badges/cards will be issued based on the specific needs of the designated student. All badges/ cards will only be valid for use during the specified length of the course. Students may not reuse badges/cards after completion of the specified course. Electronic Key Cards will only be issued to students staying in OFA dorms. These cards will allow residential students access to specific campus buildings that are electronically locked and controlled after normal business hours. These buildings include the “A” Building or Apparatus Building until 10:00 p.m. and the Main Building prior to 12:00 a.m. (Midnight).

**ANY STUDENT REQUIRING ADMITTANCE AFTER 12:00 MIDNIGHT MUST REPORT TO THE GUARD ON DUTY.**

ID badges must be worn visibly by the student in all classroom settings, practical evolution settings, physical training, traveling from building to building, during meal-times, and in common areas after normal class hours when the student is on campus.

Students will be required to present their identification badge upon request from Security and /or OFA / SFM Staff.

Each student is responsible to secure their individual badge(s) when it is not being worn.

### **Exceptions to wearing photo ID badges:**

- 1) Wearing the badge in a manner or situation that could cause harm or compromise student safety.
- 2) Interference with personal protective clothing.

**Loss of Photo ID Badges and Electronic Key Cards:** If a student loses their photo ID and/or electronic key card, it must be reported to the appropriate Training Coordinator immediately and the student will be required to obtain a new card as soon as possible. A lost or misplaced electronic key card will result in a **\$20.00** processing fee for a replacement card.

### **Badge holders must be returned to the Registrar's office.**

## **XIV. Mail/Messages**

**Mail:** In-coming mail for students shall be addressed to:

Your name c/o Training Supervisor,

Ohio Fire Academy, 8895 East Main Street, Reynoldsburg, Ohio 43068- 3395. Out-going mail may be given to the Training Coordinator or placed in the out-basket in the Academy office, with postage attached.

**Messages:**

**Normal Business Hours:** Messages including emergency messages for students will be delivered by the Training Coordinator or OFA staff.

**After Business Hours:** The security officer will attempt to locate resident student, if student is not in the dorm, the message will be posted in the student lounge on the Message Board.

## **GENERAL TESTING POLICY**

### **Written Test:**

- All written OFA tests require a minimum of 70% to pass.
- If a student fails to pass a written test, he/she will be permitted to retake the test two (2) additional times.
- Student must pass all written test before proceeding to the next scheduled tests.
- Student shall not retest on the same day.
- Testing time allotments will be provided by the Training Coordinator.
- Retests will be scheduled at the discretion of the Training Coordinator.
- The student will be dismissed from the course for failure to obtain a minimum score of 70% within the allotted test retake opportunities.

- Testing for initial State Certification - Please refer to the appropriate appendix.
- Subject to the approval of the State Fire Marshal, Academy Administration may alter, amend and or exclude any OFA test or other graded materials it has determined to be flawed, inadequate or compromised prior to the issuance of a final grade. The Superintendent, with the consent and approval of the State Fire Marshal, will make a determination of the appropriate action of such circumstances within a reasonable timeframe. Corrective action may include revised test, additional test or graded materials.

**Grading Chart:**

OAC 4765-11-03 (B)(21)(a) and OAC 4765-7-02 (A)(21)(h)

- Test Score Percentage Calculation:
- The percentage score for each student’s test is determined by dividing the number of correctly answered test questions by the total number of test questions.

The following formula demonstrates this procedure:

Where: “A” (divided) is the number of correctly answered questions:

And: “B” (divisor) is the total number of test questions:

And: “C” (quotient) is the percentage of correctly answered test questions.

Then: “A” ÷ “B” = C

Examples:

A Student answered 79 (A) questions correctly on a test with 100 (B) possible questions.

A	÷	B	=	C
79	÷	100	=	0.79 or 79%

A student answered 17 (A) questions correctly on a 30 (B) question test.

A	÷	B	=	C
17	÷	30	=	.566 or 56%

Grades are not rounded up. The grade % is based on the actual % of correct answers.

**Refer to Appendix A for Firefighter grade determination procedure.**

**Refer to Appendix B for EMT grade determination procedure.**

**Refer to Appendix B for EMT Refresher grade determination procedure.**

**Refer to Appendix B for Advanced EMT grade determination procedure.**

**Refer to Appendix B for Advanced EMT Refresher grade determination procedure.**

**Retakes:** Two test re-takes will be permitted for each test administered, allowing for a total of three (3) attempts to pass each test. Test re-takes must be taken prior to the next scheduled test following the failure of the respective test. Students shall not retest on the same day. A maximum score of 70% will be allowed on a re-take test, for the purpose of determining the student's overall grade point average. Retakes will be administered at the discretion of the Academy Training Coordinator and/or Training Supervisor.

## **Performance Skill Testing**

The OFA uses multiple methods of ensuring competency of subject matter including cognitive or performance skill testing. Performance skill testing, measures the individual's ability to perform specific tasks or applications against a given or known standard.

**Grades:** Performance skill tests are typically Pass or Fail unless otherwise specified. Testing for initial State Certification: Refer to the appropriate appendix.

**Retakes:** Two performance skill test re-takes will be permitted for each performance skill test administered, allowing for a total of three (3) attempts to pass each test (refer to the specific appendix for specific course policy). Students may retest for a second time in the same day at the discretion of the Academy Training Coordinator and/or Training Supervisor. Third attempts may not be less than one day after the second attempt. All final re-takes will be observed by the Superintendent, Deputy Superintendent or designee.

Failure to obtain a passing grade within the allotted (3) attempts will result in the student's dismissal. An exit interview with the Academy Superintendent or Deputy Superintendent will be held prior to dismissal.

## **Curriculum Assistance**

**Remediation:** Any student who fails any test, and who wishes additional assistance before taking the retake test, can request such assistance from the Training Coordinator and Training Supervisor. The Training Coordinator and the Training Supervisor will make provisions to provide the assistance requested. All remediation will be at the convenience of the Academy's Training Coordinator and/or Training Supervisor.

**ADA Compliance:** Students with a documented learning disability, as that term is used in the American with Disabilities Act (ADA), may qualify for reasonable assistance under Ohio Department of Public Safety Policy Number FP-004 "Alternative Fire Testing for ADA Candidates." Pursuant to the Department of Commerce ADA policy, qualified individuals with a disability may request a reasonable accommodation.

If you believe that you meet these criteria, please contact the Training Coordinator for more information. *Contact must be made up to and including the first day of class.* EMT Students must also consult the NREMT for agency specific requirements.

[www.nremt.org](http://www.nremt.org)

## Grade Determination Procedure for all OFA Testing

Upon successful completion of all the assigned work, a student's final course average will be determined by averaging the weighted scores of all tests, performance based skills and research paper to determine the student's final (alpha) letter grade for submission for college credit.

93	100	A
85	92	B
77	84	C
70	76	D
BELOW	69	F

## Apparatus Use Policy

It is the goal of the Ohio Fire Academy to provide all persons training at the Academy with the necessary tools and equipment to successfully complete their respective course requirements. The fire apparatus & medic at the Academy is here for your use during training and we expect that all students will use and maintain it in a responsible manner and that great care will be taken when using this equipment.

***It is the policy of the Ohio Fire Academy that any student OFA or otherwise, who disregards the safety and well being of others, or fails to comply with these policies will be immediately dismissed/removed from the Academy facilities.***

## Prerequisite Operating Provisions

Persons are only permitted to operate Academy apparatus when the following provisions have been met:

1. Has a current motor vehicle operator's license.
2. Successfully completed an emergency vehicle drivers training program approved by the Academy.

## Driving & Operation

The following items are mandatory for safe vehicle operation: A Safety inspection (walk-around) of the vehicle shall be conducted prior to initial use.

- a.) ALL persons riding in any of the Academy apparatus will be properly seated and seat belted prior to the movement of the vehicle.
- b.) ALL persons riding in/on Academy apparatus will not depart from the vehicle until it has come to a complete stop and the brake is set or vehicle is in park.
- c.) *No person(s) shall ride on the outside of any of the Academy vehicles (Exception: Hose bed under the supervision of Academy Staff while loading LDH)*
- d.) Maximum speed for Academy apparatus operating on the grounds is 15 mph.
- e.) Academy apparatus are not permitted to be operated in areas designated as parking lots.
- f.) Emergency lights should only be used when the training evolutions require.
- g.) The use of sirens on campus is considered horseplay and will not be tolerated.

## **Backing Apparatus**

No student shall back any Academy apparatus for any reason without the use of a “*Backer*” or “*Spotter*” at the rear of the vehicle to insure it is clear to do so.

## **Care**

It is the responsibility of the person or persons using Academy apparatus to place the vehicle back in-service (*make it better than you found it*);

- Replace wet/dirty hose with dry/clean hose
- Wash/dry the vehicle if needed
- Wipe down the interior if needed

## **After Hours Use of Apparatus**

The use of Academy apparatus for training after hours is at the discretion of the Course Coordinator and/or Academy operations. Approval must be obtained from the Course Coordinator or Training Grounds Supervisor prior to operating apparatus.

## **Damage**

All damage shall be reported immediately to the Training Grounds Supervisor, Training Coordinator, or Deputy Superintendent of the Academy. If the damage in any way effects the operation of the vehicle, the apparatus shall be placed “Out of Service”.

## **Outside Agencies**

Since many outside agencies use the facility in the evening hours, the availability of apparatus and equipment after normal hours will be dependant upon their schedules. If an outside agency is scheduled to use apparatus or equipment, they will have priority over you. Contact the Lead Instructor of said agency to insure there will be no conflict.



# **Addendum I – Anti-Harassment**

# ANTI-HARASSMENT

## *Policy Number 205.0*

**Purpose:** To ensure employees can work without fear of a hostile or offensive work environment.

**Revised Date:** February 2005

**Cross Reference:** Title VII of the Civil Rights Act of 1964 and subsequent amendments  
Ohio Revised Code 4112

### I. Policy

It is the policy of the Department to maintain a work environment free from any discrimination and to prohibit harassment of applicants, customers, clients, employees, temporary employees, interns, contractors and consultants, including discriminatory sexual advances or harassment adversely affecting an individual's terms and conditions of employment.

Accordingly, the Department is committed to addressing Equal Employment Opportunity (EEO) concerns and continually improving our EEO program. The Department has developed a plan to correct problem areas and to continually improve our EEO program. The EEO plan is updated annually and a copy can be obtained from the Human Resources Office upon request. Dissemination of the agency's policy statement is made to all employees as well as recruitment sources. In addition, the EEO Section displays informational posters from the Ohio Civil Rights Commission and the Equal Employment Opportunity Division to publicize this commitment to equal employment opportunity.

It is the policy of the Department to fully comply with the State of Ohio's EEO program and all applicable cities, state and federal laws, rules, regulations and guidelines as they relate to non-discrimination in employment. It is illegal to discriminate against or harass an applicant or employee due to his/her race, color, sex (including sexual harassment and pregnancy), national origin, ancestry, disability, religion, age (40 or over) or veteran's status (i.e. Vietnam Era, Desert Storm/Shield). In addition, retaliation against an individual because they have raised a complaint of employment discrimination or participated in an investigation of such a complaint is also illegal. Harassment may consist of unwelcome conduct, either verbal or physical, which is based upon a person's protected status. The Department will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with another's work performance, or that creates an intimidating, hostile or offensive work environment, based upon an individual's race, color, sex, national origin, ancestry, disability, religion, age or veteran's status.

For purposes of the Department's EEO policy, sexual harassment may include unwelcome sexual advances, requests for sexual favors and other physical, verbal or visual conduct based upon sex when:

- 1) Submission to the conduct is an explicit term or condition of employment;
- 2) Submission to or rejection of the conduct is used as the basis for an employment decision;
- 3) The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

### II. Procedures

Any employee, temporary or intern who believes that he/she is a victim of harassment or discrimination based upon his/her race, color, sex, national origin, ancestry, disability, religion, age (40 or over) or veteran's status, should report such incidents to the Department's EEO Administrator, his/her manager or to the Chief of Human Resources. Every attempt will be made to resolve the situation in a timely manner. Resolution may include non-formal discussions between the parties, internal investigations and possible recommendations for additional training and/or disciplinary action, up to and including possible termination. The nature of the resolution will be determined based upon the individual circumstances of the situation and the results of the internal investigation.

All managers and supervisors shall respond to every complaint they receive or any possible violation of this policy and shall report the incident to the EEO Administrator within twenty four hours. Failure to do so may result in disciplinary action.

Once the EEO Administrator has received an allegation of an EEO violation, an informal inquiry will be conducted. If the informal inquiry substantiates a possible EEO violation, the person accused of engaging in improper activity will be notified that the issue has been brought to the attention of the Human Resources Office. Upon determination by the EEO Administrator that a formal investigation is warranted, further interviews will be conducted with any individual who is believed to have relevant information concerning the issues involved. Written statements detailing

the information provided will be prepared and provided to each witness for his/her review and signature. All employees are expected to fully comply with any EEO investigation and must provide a truthful statement upon request. Failure to do so will be considered a violation of the EEO policy. Once the evidence has been gathered the EEO Administrator will review the findings and prepare a report of summary. If the EEO Administrator determines that there has been a violation of the EEO policy or that further administrative action is necessary, appropriate recommendations will be made to the Chief of Human Resources. The complainant, the complainant's supervisor, and the person accused of improper conduct will be notified of the conclusion of the investigation and will have the results communicated to them.

An employee has the right to appeal the Department findings to the Ohio Department of Administrative Services, Equal Employment Opportunity Division within fifteen (15) days.

### III. Additional Information

An employee may elect to file his/her complaint with the State of Ohio, Department of Administrative Services Equal Employment Opportunity Division instead of utilizing the Department's internal EEO process. A complainant has thirty (30) calendar days after the alleged discriminatory act in which to file with the Equal Employment Opportunity Division. Further information is available at 30 E. Broad St., Level 18, Columbus, Ohio 43266-0601. Telephone: (614) 466 – 5628. Additionally, complaints may be filed with the Ohio Civil Rights Commission within six (6) months of the date of alleged discrimination or with the Equal Employment Opportunity Commission within 300 days of the alleged acts.

If you have any questions about this policy or believe that you have been subjected to harassment or discrimination in violation of this policy, please contact:

EEO Administrator - 77 S. High St., Level 23 - Columbus, Ohio 43266-0544  
(614) 728 – 4292 or EEO Administrator@com.state.oh.us.

## **Addendum II – Personal Appearance**

# PERSONAL APPEARANCE

*Policy Number: 509.0*

**Purpose:** To give guidelines on what is considered professional attire for the workplace.

**Revised Date:** February 2005

**Cross Reference:**

## I. Professional Image Required

All employees are required to maintain a “professional image” in attire and appearance at all times.

## II. Professional Image Standards

To decide whether a professional image standard is met, employees shall consider the purpose for which a particular piece of clothing is designed. A failure to exercise good judgment in making decisions as to what is a professional image may result in discipline. There are two standards for what is considered a “professional image”.

### 1) Traditional Business Attire

Traditional business attire is that which is common and traditional in formal business settings. It is characterized by clothing that is designed to present a competent business image. This is not a very subjective standard. Employees are expected to be reasonably aware of what professional business people normally wear when attempting to dress in a formal business setting.

### 2) Business-Casual Attire

Business-Casual attire is neither traditional business attire nor casual attire. It is a standard somewhere between the two. Business-Casual attire is that which is designed to present a professional image while allowing for more relaxed style of clothing. (Remember, it’s business first and casual second.)

Regardless of the professional image standard applied, clothing should always be clean, in good repair, and well-fitting. Traditional standards of personal hygiene must be observed at all times.

## III. Business – Casual Authorization

Employees must be in traditional business attire unless specifically authorized to be in business-casual attire by the Director, Superintendent or Office Chief.

## IV. Uniforms

Employees who have been issued uniforms by the department must follow policies for wearing uniforms of the division or office in which the employee is assigned.

## V. Casual Attire

In general, attire that is not designed to present a professional image or is more appropriate in a non-business setting than a business setting is prohibited. On occasions when traditional business and business-casual attire are not appropriate for the work being performed, employees may request to wear casual attire. At times when casual attire is approved, employees are still expected to wear clothing that is clean, in good repair, and well-fitting.

For the purpose of this policy the term “Casual attire” and “dressed-down” are synonymous.

## VI. When in Doubt

When you are looking at your wardrobe deciding what to wear, and you’re not sure if it is too casual, here are a few pointers...

- 1) If you think it’s too casual...it probably is.
- 2) As a guideline, try not to dress more casually than your supervisor.
- 3) It’s not important what *you* think looks good. It’s important what image you are presenting to your customer.
- 4) Remember, the standard attire is traditional business attire.

**Addendum III**  
**Student Tardy/Absence Form**

# STUDENT TARDY / ABSENCE FORM

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Last four digits of SSN: \_\_\_\_\_ Course #: \_\_\_\_\_

Date Tardy / Absent: \_\_\_\_\_

Total Time Missed: \_\_\_\_\_ minutes/hours

Topic Missed: \_\_\_\_\_

Reason for being tardy or absent;

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**I understand that I will have to make-up any missed material at the discretion and convenience of the Training Coordinator.**

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**Student's Signature  
Coordinator**

**Training**

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## FOR OFFICE USE ONLY

- Absence Acceptable
- Absence Un-Acceptable

Comments : \_\_\_\_\_

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## **Addendum IV: Dismissal Request**





# **Appendix A: Firefighter I & II**

# Appendix A: Firefighter I & II

## Overview:

The Ohio Fire Academy offers hands-on training, emphasizing practical applications of fire suppression and prevention techniques for persons seeking careers in the Fire Service. Throughout our intensive programs, students are afforded an opportunity to complete requirements for several levels of firefighter certifications.

## Content:

Our courses are designed to meet certification requirements as established by the Ohio Department of Public Safety and NFPA Standards pertaining to firefighter basic training. Our Firefighter I&II, Firefighter I, Firefighter II, Hazardous Materials Awareness & Operations Level courses also meet the requirements for International Fire Service Accreditation Congress (IFSAC).

## Admission Policy

### Eligibility:

Enrollment is open to any firefighter and other persons interested in the vocation of firefighting, who meet the following criteria:

- Must be a high school graduate or have earned a G.E.D.
- Must be at least 18 years of age at the time of Registration.
- Must have a valid driver's license at the time of application.
- Must provide proof of health insurance or letter from fire chief indicating proof of health insurance.
- Must meet OAC 4765-11-03 (B)(17)

Basic Firefighter applicants are placed on a list, according to the following priorities:

1. Full-time paid firefighter according to date OFA receives registration form.
2. Part-time paid firefighter according to date OFA receives registration form.
3. Volunteer firefighter according to date OFA receives registration form.
4. In State persons sponsored by a fire department organization according to date OFA receives registration form.
5. In State non-fire department affiliated persons according to date OFA receives registration form.
6. Out of State non-fire department affiliated persons according to date OFA receives registration form.

**Physical Fitness:** The Academy has a comprehensive physical fitness program which is designed around each individual's level of fitness and includes running and weight lifting.

**Hydration:** Students are required to maintain a sufficient intake of water to prevent dehydration during training.

## **Meal Cost:**

**Resident:** Lunch is provided with your course fees. Residential students will be billed a meal expense for breakfast and dinner by the Academy. Dinner meals will only be provided when an evening class is scheduled.

**Non-Resident:** Lunch is provided with your course fees. Breakfast is not provided but available on a pay-per-item basis. Payment is expected at the time of service. During scheduled evening classes, (closed dinner hour) non resident students will be billed for dinner by the Academy.

## **Dress & Grooming:**

OAC 4765-11-03(B)(21)(i)

The daily uniform while in the classroom will consist of the following:

### **Physical Training:**

- FD or plain T-Shirt / Sweat Shirt
- Sweat Pants / Sweat Shorts / Running Shorts
- Running Shoes

### **Roll Call, Classroom, Cafeteria:**

- Uniform work pants and uniform shirt (shirts buttoned and neatly tucked in)
- Black shoes / Duty boots
- Black Socks
- Black Belt
- Name Badge w/ a Personal Accountability Tag (P.A.T. - supplied by OFA)

### **Training Grounds:**

- Uniform work pants and Fire department approved T-shirt or a plain T-shirt.
- All Applicable PPE

**Facial Hair:** Students shall be clean shaven prior to class instruction each day. Beards, goatees, long mustaches, and other facial hairstyles are not authorized for safety reasons. The Industrial Commission Standard will be adhered to strictly.

OAC 4123:1-21-02(O)(10) Respiratory Protection

**Pagers, Cell Phones, & Cameras:** Pagers, cell phones, and cameras are not permitted during training. Students living on campus shall leave these items, secured in their dorm rooms. Commuter students shall either leave these items at home or properly secure them in their vehicle. Only in cases of special circumstance will students be permitted to carry a cell phone and/or pager, while in class. The Training Coordinator will make that determination.

## Conduct

**Leadership:** Each student shall be required to perform the duties and responsibilities of a company leader/EMS crew leader during training. Students will be evaluated on the following leadership traits:

- a) Ability to communicate effectively
- b) Ability to demonstrate courtesy and tact
- c) Ability to keep subordinates informed
- d) Being accountable for actions
- e) Demonstrating dependability
- f) Demonstrating reliable judgments
- g) Displaying enthusiasm
- h) Making timely decisions
- i) Maintaining physical and mental fitness
- j) Seeking and accepting responsibility

**Duties:** The duties and responsibilities of a company leader/EMS crew leader include, but are not limited to the following:

1. Assigning daily work details & insuring work is satisfactorily completed
2. Assisting the lead instructor with carrying out special orders/requests
3. Assisting all Instructors
4. Insuring all class participants are accounted for at all times
5. Insuring class participants complete daily PPE inspections
6. Insuring that all equipment and apparatus are cleaned and readied for use after the training session is completed
7. Insuring that all training sites used are policed and placed in order after the training session has concluded
8. Performing morning inspections

## Training Schedule

Training will begin promptly at the scheduled time and will end when all objectives have been met for that day's training. The Academy reserves the right to adjust schedules and times to meet the needs of the respective programs.

The start time for the first day of all on-site OFA classes is 9:00 am, unless otherwise noted.

**Roll Call:** Roll call will be used as a means for the duty officer and Academy to maintain documentation of attendance and accountability of students.

Roll Call will be taken at the following times:

- a) Start/End of Physical Training session
- b) Start of Apparatus/Equipment Checks
- c) Start of Morning Classroom Session
- d) Lunch Break (Dinner Count Obtained)
- e) Start of Afternoon Session

- f) Dinner Break
- g) Start of Evening Session
- h) End of Training Day

**Morning Roll Call:** Morning Roll Call is an important function of our training program. It requires students to be assembled and prepared to proceed with their daily duties/training at a specific time. Morning Roll Call is the time information will be passed onto the class from the Training Coordinator or Instructional Staff.

Morning Roll Call will be used to provide a means for the Duty Officer to complete his/her Morning Inspection of the class to insure OFA Standards of Dress & Appearance is being met, assignment of work details and other assigned duties.

**Morning Inspection(s):** Morning Inspections is the time when students complete assigned work details (e.g. apparatus inspection, PPE inspection, and clean-up).

**Apparatus Inspections:** Apparatus Inspections are to be completed daily to insure all equipment and apparatus is “Ready for Use” unless otherwise directed.

**PPE Inspections:** Personal Protective Equipment Inspections shall be completed on a daily basis to insure “Ready for Use” status as well as safe operation of said equipment.

**Clean-Up Detail:**

A daily clean-up schedule will include, but not be limited to the following:

- a) Empty/Load Hose Dryers
- b) Empty Trash
- c) Laundry as Needed
- d) Mop Floors as Needed
- e) Sweep Apparatus Bays
- f) Sweep Student Locker Room
- g) Vacuum Floor Mats

**Daily Log:** The Duty Officer will be responsible for maintaining the “Daily Log.” The Daily Log will be used for recording:

- a) Accidents/ Incidents (Near-Misses)
- b) Announcements
- c) Company Work Assignments
- d) Daily Training Activities
- e) Equipment Out-of-Service
- f) Reportable Injuries
- g) Tardiness or Absences

**Daily Report:** The Officer of the day will report to the Training Coordinator daily at a designated time and provide a detailed report on training activities, attendance, etc...

**Attendance/Accountability Board:** All students will place one (PAT) Personal Accountability Tag on the Attendance/Accountability Board before Roll Call each day (provided by the Academy). This board will be maintained by the duty officer, so students may be accounted for throughout the training day.

## Curriculum Requirements

OAC 4765-11-13

Students are required to successfully complete ALL assigned work. A failure to complete assigned work will result in unsuccessful completion of the course.

Curriculum includes but is not limited to:

1. Physical Fitness Training (excluding the night Firefighter I & II class)
2. Firefighter I & II Curriculum
3. Pumping Apparatus Driver/Operator Curriculum
4. Research Report
5. Written Test
6. Performance Based Skill Test
7. ICS 100 and NIMS IS-700

### Written Test:

- Four Weekly Tests
- One Mid-Term
- One CPR Test
- One First Aid Test
- One State Certification Examination

\*Note: All written tests require a minimum of 70% to pass.

If a student fails to pass the State Certification Exam, he/she will be permitted to retake the examination two additional times. Students are required to wait (5) business days before being permitted to take a retake of the State Certification Exam. Pursuant to Ohio Department of Public Safety, Division of EMS Testing agreement, if the student fails to successfully pass the next two opportunities, he/she will automatically fail the course.

Reference: [Test agreement with OH Dept. of Public Safety, Division of EMS]

### Performance Based Skill Tests:

- 10% of Firefighter I & II Skill Sheets
- 10% of the Hazardous Materials Skill Sheets for Awareness and Operations Level
- 10% of the Driver Operator – Pumper skills sheets

Note: All performance based examinations are Pass-Fail.

Pass 1<sup>st</sup> attempt = 100%, 2<sup>nd</sup> or 3<sup>rd</sup> attempt maximum score = 70%

If a student fails to pass a performance based skill test, he/she will be permitted to retake the test two additional times. Students are required to wait 24 hours after the 2<sup>nd</sup> retake before being permitted to take their 3<sup>rd</sup> and final attempt. If the student fails to successfully pass the 3<sup>rd</sup> opportunity, he/she will be dismissed from the course.

**RETAKES:** Retakes will be taken at the discretion of the Academy staff. All final retakes will be observed by OFA Superintendent or Deputy Superintendent.

## **GRADE DETERMINATION PROCEDURE**

### **Final Letter Grade:**

Upon successful completion of all the assigned work, a student's final course average will be determined by averaging the combined scores of OFA written tests, performance based skill tests, and research paper.



# Appendix B: EMS Training

## **APPENDIX B: EMS TRAINING**

### **Overview**

The Ohio Fire Academy offers classroom and hands-on training, emphasizing practical applications of Emergency Medical Skills, Practices, Illness and Accident Prevention techniques, for persons seeking careers in the Fire and EMS Service. Throughout our intensive program, students are afforded an opportunity to prepare and complete requirements in preparation for a Certificate to practice in the State of Ohio as an Emergency Medical Service Provider.

### **Admission Policy**

Students who enroll in the Ohio Fire Academy EMS Program must meet the following:

- Must have a valid driver's license at the time of application.
- Must meet all prerequisites identified in the registration process.
- Students who are enrolling, who are seventeen (17) years of age, shall currently be enrolled in a secondary school program with a GPA of 4.0.
- Student must be eighteen (18) years old or a student who is at least seventeen (17) years old, who is enrolled in the twelfth or final grade in a secondary school program and who otherwise meets the requirements for admission into the EMS training program to be admitted and to complete the EMT training program;
- Must meet the applicable sections of the OAC 4765-8-01 & ORC 4765.30
- Advance level student applicants must submit verification of certification as an EMT, showing compliance with OAC 4765-7-02.19

### **Student Financial and Personal Information**

OAC 4765-7-02.A.21.q - Student financial and personal information shall be protected as outlined by the policies of the State of Ohio, Department of Commerce, State Fire Marshal.

### **Qualifications for a Certificate to Practice**

OAC 4765-8-01

(A) An applicant for a certificate to practice as an Emergency Medical Responder, EMT, Advanced EMT, or Paramedic must meet the following requirements:

(1) Submit a completed application on a form approved by the board;

(2) Successfully complete an EMS training program through an accredited institution, pursuant to section 4765.17 of the Revised Code and Chapter 4765-7 of the Administrative Code, and receive a certificate verifying completion of such program at the level for which the certificate to

practice is sought. Such program must have been completed no more than two years prior to making application;

(3) Submit documentation of successful completion of the following training courses:

(a) National incident management system course IS-700 and incident command system course IS-100, both of which can be accessed at the federal emergency management agency web site (<http://training.fema.gov/emiweb/IS/crslist.asp> for online courses or [http://www.fema.gov/emergency/nims/nims\\_compliance.shtm](http://www.fema.gov/emergency/nims/nims_compliance.shtm) (March 1, 2004) for materials and information on instructor lead classroom-based courses). These courses are also listed on the division of EMS web site (<http://www.ems.ohio.gov>). Completion of the above topics is mandated by the department of homeland security pursuant to homeland security presidential directives five (HSPD-5, February 28, 2003) and eight (HSPD-8, December 17, 2003) and approved by the board as being necessary for initial training.

(4) Pass an initial certification examination in accordance with rule 4765-8-05 of the Administrative Code;

(5) Be at least eighteen years of age;

(6) Has not been convicted of, pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment and/or intervention in lieu of conviction for, any of the following:

(a) Any felony;

(b) A misdemeanor committed in the course of practice;

(c) A misdemeanor involving moral turpitude;

(d) A violation of any federal, state, county, or municipal narcotics or controlled substance law;

(e) Any act committed in another state or jurisdiction that, if committed in Ohio, would constitute a violation set forth in this paragraph.

(7) Has not been adjudicated mentally incompetent by a court of law;

(8) At the time of application, is not under indictment for any felony or has any misdemeanor charges pending as outlined in paragraph (A)(6) of this rule;

(9) Does not engage in the illegal use or illegal acquisition of controlled substances, alcohol, or other habit-forming drugs or chemical substances while on duty as an Emergency Medical Responder or EMT;

(10) Has not committed fraud or material deception in applying for, or obtaining a certificate issued under Chapter 4765. of the Revised Code;

(11) Has not been convicted, in this state or another state, of providing emergency medical services or representing himself/herself as an EMS provider without a license or certificate, or similar crime directly related to the profession of EMS;

(12) If the applicant is, or has been, certified or licensed as an EMS provider in this state or another state, the applicant's certificate or license is not currently on probationary status nor has it been suspended or revoked by the board or the EMS certifying or licensing entity in another state.

(B) In deciding whether to grant a certificate to practice, the board has the following options:

(1) The board shall issue a certificate to practice to an applicant who meets all of the requirements listed in paragraph (A) of this rule;

(2) The board shall refuse to grant a certificate to practice to an applicant who fails to meet one or more of the requirements listed in paragraphs (A)(1) to (A)(5) of this rule;

(3) The board may grant, refuse to grant, or limit a certificate to practice to an applicant who meets the requirements listed in paragraphs (A)(1) to (A)(5) of this rule, but fails to meet one or more of the requirements listed in paragraphs (A)(6) to (A)(12) of this rule.

Effective: 07/02/2009

## Course Content

The Emergency Medical Technician Training Program is designed to meet the requirements of the Ohio Revised and Administrative Code 4765. This program includes classroom instruction, laboratory practical application, and hospital emergency department or vehicle clinical experience. Course content and instruction meets or exceeds the minimum number of hours established by the Ohio Department of Public Safety, Division of EMS Board's rules in all required areas.

Course content is provided to students with a correlated textbook and workbook.

## Course Schedule

Students will be issued a course schedule upon successful enrollment/admission to a course. Training will begin promptly at the scheduled time and will end when all objectives have been met for that day's training. The Academy reserves the right to adjust schedules and times to meet the needs of the respective programs.

**The start time for the first day of all on-site OFA classes is 9:00 am, unless otherwise noted.**

## **EMS Initial Certification Course (EMT and Advanced EMT):**

The typical Ohio Fire Academy Initial Certification EMS Course is four weeks in length. Class room time is Monday – Friday 08:00 – 17:00. Students are required to participate in course projects, including study and review as well clinical / hospital sessions on the evening and weekends during the course.

## **EMT Refresher Course:**

This course is four days in length. Class room time is Monday – Thursday 08:00 – 17:00. Students are required to participate in course projects, including study and review sessions.

## **The Duty Officer will be responsible for maintaining the “Daily Log.” The Daily log will be used for recording:**

- a) Accidents/Incidents (Near-Misses)
- b) Announcements
- c) Crew Work Assignments
- d) Daily Training Activities
- e) Equipment Out-of-Service
- f) Reportable Injuries
- g) Tardiness or Absences

**Daily Report:** At the Conclusion of Each day, the Officer of the day will report to the Training Coordinator and provide a detailed report on training activities, attendance, etc...

## **Dress & Grooming**

OAC 4765 -7 -02 (A)(21)(j)

The daily uniform while in the classroom will consist of the following:

- Duty uniforms may be worn per individual department requirements
- Students not affiliated with a department must wear work pants (navy or black) and uniform shirt with collar.
- Shirts must remain buttoned and neatly tucked in.
- Black shoes /Duty boots/shoes
- Black Socks
- Black Belt

## **No Hats Shall Be Worn In The Classroom**

Students will be issued the following personal protective equipment and shall maintain it through-out the course:

- safety goggles – wrap-around design
- pocket mask
- disposable penlight
- stethoscope

**Hair:** Beards, goatees, and mustaches must be clean, and neatly trimmed. Hair styles must not interfere with classroom activities or the performance of practical skills.

**Pagers, Cell Phones, & Cameras:** Pagers, cell phones, and cameras are not permitted during training. Students living on campus shall leave these items, secured in their dorm rooms. Commuter students shall either leave these items at home or properly secure them in their vehicle. Only in cases of special circumstance will students be permitted to carry a cell phone and/or pager, while in class. The Training Coordinator will make that determination.

## **EMT Student Conduct Expectations**

**Leadership:** Each student shall be required to perform the duties and responsibilities of a company leader/EMS crew leader during training. Students will be evaluated on the following leadership traits:

- a) Ability to communicate effectively
- b) Ability to demonstrate courtesy and tact
- c) Ability to keep subordinates informed
- d) Being accountable for actions
- e) Demonstrating reliable judgments
- f) Demonstrating dependability
- g) Displaying enthusiasm
- h) Making timely decisions
- i) Seeking and accepting responsibility
- j) Maintaining physical and mental fitness

**Duties:** The duties and responsibilities of a company leader/EMS crew leader include but are not limited to the following:

1. Assigning daily work details & insuring work is satisfactorily completed
2. Assisting all Instructors
3. Assisting the lead instructor with carrying out specials orders/request
4. Insuring class participants complete daily PPE inspections
5. Insuring that all class participants are accounted for at all times
6. Insuring that all equipment, and apparatus are cleaned and readied for use after the training
7. Insuring that all training sites used are policed and placed in order after the training session has concluded.
8. Performing morning inspections

## **INFECTION CONTROL GUIDELINES**

OAC 4765 -7-02 (17)(m)

Students, faculty and staff must adhere to the following infection control guidelines throughout all training at the Ohio Fire Academy.

**CPR Training Infection Control Guidelines:**

- CPR mannequins must be cleaned and disinfected following each class session in compliance with manufacturer, AHA, ARC, ASHI and CDC guidelines.
- Do not use CPR mannequins if you have:
  - cuts or sores on your head, face, lips or mouth (cold sores)
  - respiratory infections – cold or sore throat
  - a communicable disease
- Individual face shields must be used at every practice session (No direct mouth to mannequin practice is permitted)
- Wash hands thoroughly prior to each practice session

**Incidents Involving Possible Exposures to Body Substances, the following shall be worn:**

- Eye protection whenever there is a potential for splash exposure
- Protective gloves whenever there is a potential for exposure to bodily fluids
- Protective gloves must be changed between each patient contact

**Morning Roll Call:** Morning Roll Call is an important function of our training program. It requires students to be assembled and prepared to proceed with their daily duties/training at a specific time.

Morning Roll Call is the time information will be passed onto the class from the Training Coordinator or Instructional Staff.

Morning Roll Call will be used to provide a means for the Duty Officer to complete his/her morning inspection of the class to insure OFA Standards of Dress & Appearance is being met, assignment of work details and other assigned duties.

**Roll Call:** Roll call will be used as a means for the duty officer/staff to maintain documentation of attendance for training as well as an Accountability of students during training.

Roll Call will be taken at the following times:

- a) Start of Morning Classroom Session
- b) Lunch Break (Dinner Count Obtained)
- c) Start of Afternoon Session.
- d) Dinner Break
- e) Start of Evening Session
- f) End of Training Day

## **Specific Testing Requirements**

### **EMT - Examinations and Evaluations**

OAC 4765-7-02 A(d)(e)(j)

Student testing will consist of:

1. Three (3) Computer Based Tests (CBT)- Module tests
2. One (1) written CPR test ( requires 70 % to pass)
3. One (1) CBT course final test OAC 4765 -7-02 (A)(j)
4. One (1) set of CPR performance based skill ( pass or fail required skill)
5. One (1) set of final practical performance based skill test(s)

### **EMT Refresher - Examinations and Evaluations**

OAC 4765-7-02 A(d)(e)(j)

Student testing will consist of:

1. One (1) written course final test OAC 4765 -7-02 (A)(j)
2. One (1) set of final practical performance based skill test(s)

### **Advanced EMT - Examinations and Evaluations**

OAC 4765-7-02 A(d)(e)(j)

Student testing will consist of:

1. CBT for every module
2. One (1) CBT course final test (OAC 4765 -7-02 (A)(j))
3. One (1) set of final practical performance based skill test(s).

### **Advanced EMT Refresher - Examinations and Evaluations**

OAC 4765-7-02 A(d)(e)(j)

Student testing will consist of:

1. One (1) written course final test (OAC 4765 -7-02 (A)(j))
2. One (1) set of final practical performance based skill test(s)



**EMS - PERFORMANCE BASED SKILLS TESTING (EMT, EMT Refresher, Advanced EMT, and Advanced EMT Refresher):**

Students will be issued a copy of all applicable performance based skill tests. Testing will be administered when appropriate at the conclusion of each lesson. All performance based skill tests will be based on the National Registry of Emergency Medical Technicians (NREMT) practical skills examination sheets. A passing grade is a minimum of 70% of the overall point value of the individual skill sheet and no critical criteria missed. Students must have successfully completed each of the performance based skills as outlined by the ORC / OAC prior to completing the final performance based skill testing.

**EMS – Certification Examination for State of Ohio Certificate to Practice:**

Students who have successfully completed the training program and have passed the program final written and practical exam will be issued a program certificate of completion. OAC 4765 –7– 02(A)(j)

Any student having been issued a program certificate of completion is eligible to take the initial certification exam and must pass the initial certification exam in accordance with the Ohio Administrative Code.

Students will self-schedule the Computer Based Test at an NREMT authorized test center. Further information for test registration will be provided to the student upon successful completion of the program.

**NREMT FINAL REQUIRED PERFORMANCE BASED SKILL TESTING:**  
OAC 4765 -8-05

All required NREMT Practical Skill Testing will be completed at the end of the course. A minimum score of 70% is required on all NREMT Practical Skill test. Student(s) who fail up to and including three (3) of the final practical skills test, given on the last day of the course, will be permitted to re-take the practical skills test(s) **one** time only that same day, with a different evaluator. Any student requiring a third attempt of a required NREMT performance base skill test will be evaluated by a different evaluator and the test must be monitored by the OFA Superintendent and / or Deputy Superintendent.

Failure of four (4) or more final skills evaluations constitutes failure of the entire final practical examination. Students failing the final practical examination are required to retest the entire final practical examination at the next regularly scheduled EMT program at the Ohio Fire Academy or as determined by the Program Director.

# Clinical Experience Policies

## General Policies:

Students are required to successfully complete clinical hours in the pre-hospital environment (EMS Squad) and the hospital (Emergency Department) to comply with OAC. Clinical time will be scheduled by the EMS Training Coordinator at an approved clinical site with a current Memorandum of Understanding between the Ohio Fire Academy and the approved clinical site and its designated preceptors.

Students must utilize appropriate PPE in all clinical and practice settings. Strict adherence to OFA and the clinical agency guidelines must be followed at all times. Failure to comply with these practices will result in disciplinary action up to and including possible dismissal from the EMT program.

Adjustments to scheduled Squad clinical experience shall only be made by the EMS Coordinator. Failure to comply with this policy may result in disciplinary action, non-credit for clinical experience, and/or dismissal from the EMS program.

Students must also comply with specific rules of the clinical site during their designated clinical time.

## Specific Policies:

1. Scheduling of Clinical Experience time is prohibited during scheduled class time.  
OAC 4765-7-02 (19)(A)
2. Students may not be utilized for substitute paid personnel during clinical experience times.  
OAC 4765-7-02 (19)(B)
3. All clinical time will be scheduled for you by the OFA EMT Training Coordinator. You are expected to be at the clinical site 15 minutes prior to the assigned date and time.  
You are responsible for notifying the clinical site and OFA Training Coordinator if you must cancel a scheduled time. Early arrival or stay over times must be approved by the clinical person in charge. Any and all missed clinical times require submitting a letter of explanation to the OFA EMT Training Coordinator. Missed clinical time shall result in not being allowed to sit for the State (NREMT) written certification examination until such time is completed.
4. The OFA dress and grooming policy must be followed during all clinical experience.
5. You must have a stethoscope, black ball-point pen and watch with a second hand.
6. Professional behavior is required.
7. Each individual student is responsible for the completion of the clinical experience form for each session and patient encounter. All required fields must be thoroughly completed with appropriate documentation and signatures. Return all completed clinical experience forms to the OFA EMS Training Coordinator.

8. All clinical experience sessions will be evaluated by a preceptor. Unsatisfactory evaluations will require scheduling a conference with the OFA EMT Training Coordinator and the Deputy Superintendent.

Hospital and Squad Clinical experience is provided as a service to the Ohio Fire Academy. Please respect and appreciate this service at all times. **STUDENTS ARE RESPONSIBLE FOR ALL STUDENT DOCUMENTATION COMPLETION AND SUBMISSION TO THE EMS EDUCATION COORDINATOR**

### **Clinical Experience Additional Exposure Guidelines:**

Personal Protective Equipment (PPE) includes but is not limited to:

- Eye protection (goggles with wrap-around lenses)
- Non-latex impermeable gloves
- Masks appropriate to the potential threat level
- Incidents of actual/potential infectious exposure or other injury or illness incurred must be immediately reported to the clinical person in charge as well as the OFA Program coordinator, the clinical person in charge will confer with hospital staff members regarding completion of any required incident reports. Students involved in an actual/potential infectious exposure must complete an Ohio Fire Academy Injury Report form. All completed forms must be returned to the Training Coordinator.

### **Guidelines for Patient/Victim Contact in the Pre-hospital Setting**

#### **Purpose:**

- To recognize, observe, and/or participate in emergency care given in acute medical, trauma, pediatric, OB/GYN, and psychiatric emergencies. These situations include but are not limited to: cardiac/respiratory arrest; acute myocardial infarction; cardiogenic shock; hypovolemic shock; respiratory distress, multiple trauma; diabetic emergencies; poisonings; emergency child birth and related complications; drug overdose; alcohol related illness; and psychological emergencies.
- To observe and/or participate in the care and treatment of patients/victims in emergency situations.

The student is expected to participate in patient assessment and care procedures; perform selected procedures as directed by and under the direct supervision of a pre-hospital provider/preceptor.

**If you are requested to perform a procedure outside your scope of training, you must immediately inform the person requesting such procedure that the procedure is beyond your scope of training as outlined by the ODPS Division of EMS and ORC & OAC.**

**Patient confidentiality and patient rights must be respected at all times.**

# **Appendix C: Fire Safety Inspector Training**

## **Appendix C: Fire Safety Inspector Training**

### **Overview**

The Ohio Fire Academy offers a comprehensive classroom and hands-on training program covering the techniques for persons seeking certification as a Fire Safety Inspector (CSFI).

### **Content**

Our course is designed to meet certification requirements as established by the Ohio Department of Public Safety, and NFPA Standards pertaining to Fire Inspector qualifications. Our CFSI course also meets the requirement for International Fire Service Accreditation Congress (IFSAC).

### **Dress & Grooming**

OAC 4765-11-03(B)(21)(i)

#### **Classroom and Cafeteria:**

- Uniform work pants and uniform shirt (shirts buttoned and neatly tucked in) or business casual attire.
- Black shoes / Duty boots

### **Admission Policy**

OAC 4765-11-14 (C)(1)(2)(a)(b)(c)(d)

### **Eligibility:**

- Enrollment is open to any firefighter interested in the vocation of fire inspection/code enforcement, who meets the following criteria:
- Must be a high school graduate or have earned a G.E.D.
- Must be at least 18 years of age at the time of Registration.
- Must be certified at a fire fighting level of 1A or higher.
- Must be employed by the State Fire Marshal's Office or a fire department in the State of Ohio as defined by (A) (3) of section 9.60 of the Ohio Revised Code or a private fire company as defined in division (A)(5) of section 9.60 of the Revised Code that is providing fire protection in accordance with division (B) (C) or (D) of section 9.60 of the Revised Code.
- Must have submitted employment verification letter from SFM or fire chief.
- Must be trained to the Haz-Mat Awareness level.

### **Curriculum Requirements:**

OAC 4765-11-14 (A)(B)(C)(D)

Students are required to successfully complete ALL assigned work. A failure to complete assigned work will result in unsuccessful completion of the course.

**Curriculum includes but is not limited to:**

1. Overview of the Ohio Fire and Building Code
2. Fire Safety Inspector Curriculum (NFPA 1031)
3. Walk through inspections
4. Performance Based Skilled Testing (22)
5. Written Test

**Written Test:**

- Two (2) OFA written tests
- Final Test (State Certification)

**Performance Based Skill Testing:**

- Completion of 10 randomly selected CFSI Skill Sheets as chosen by the Superintendent of the Academy or his/her designee.
- All Performance Based Skill Testing are Pass/Fail

If a student fails to pass a performance based skill examination, he/she will be permitted to retake the test one additional time. If the student fails to successfully pass the 2<sup>nd</sup> attempt, he/she will be dismissed from the course.

Reference: [Ohio Department of Public Safety CFSI Instructor Guide]

**State Certification Requirements:**

Student must successfully complete the following:

- Pass written tests
- Pass Performance Based Skill Test
- Pass Final Test

If a student fails to pass the State Certification Exam, he/she will be permitted to retake the examination two additional times. Students are required to wait (5) business days before being permitted to take a retake of the State Certification Exam. Pursuant to Ohio Department of Public Safety, Division of EMS Testing agreement, if the student fails to successfully pass the next two opportunities, he/she will automatically fail the course.

Reference: [Test agreement with OH Dept. of Public Safety, Division of EMS]

## **Appendix D: FIRE /EMS /CFSI Instructor Course**

## **Appendix D: FIRE/EMS/CFSI INSTRUCTOR COURSE**

### **OVERVIEW:**

The Ohio Fire Academy offers a comprehensive classroom and hands-on training program covering the techniques for persons seeking certification as a Fire/EMS/CFSI Instructor.

### **CONTENT:**

The course is designed to meet certification requirements as established by the Ohio Department of Public Safety, and NFPA standards pertaining to Fire Instructor qualifications.

### **Dress & Grooming**

OAC 4765-11-03(B)(21)(i)

#### **Classroom and Cafeteria:**

- Uniform work pants and uniform shirt (shirts buttoned and neatly tucked in) or business casual attire.
- Black shoes / Duty boots

### **ADMISSION POLICY:**

#### **Eligibility:**

Enrollment is open to any individual interested in becoming a Fire, EMS or Certified Fire Safety Inspector Instructor and who meets the following criteria:

- Must be a high school graduate or have earned a G.E.D.
- Must be at least 18 years of age at the time of applying for the course.  
OAC-4765-20-02 (4)

#### **Registration Process:**

- At the time of registration, students must declare which Certification they are requesting:  
Fire Instructor (OFA Course #0020), EMS Instructor (OFA Course #0030) or CFSI Instructor (OFA Course #0021).
- Only Students who have passed the pre-course test and provide documentation shall be registered in the class.

#### **(0020) Fire Instructor Qualifications:**

OAC 4765-20-02

- Must have at least five (5) years work experience as a firefighter including the three (3) years immediately prior to submission of an application for instructor status.
- Must pass a written exam that demonstrates a level of knowledge in firefighting consistent with Firefighter Level I & II (a score of 80% or better within three attempts is required. Candidates who cannot pass the exam within three attempts shall contact the Division of EMS for information on further testing options).



- Must submit a student registration form along with a grade letter from the Charter Agency that administered the test, indicating student's score.

**(0030) EMS Instructor Qualifications:**

OAC 4765-18-03

- Must possess a current certificate to practice as an EMS provider, or candidate may possess a license to practice as a registered nurse.
- Must have at least five (5) years of experience as an EMS provider or registered nurse in the preceding seven (7) years.
- Prior to acceptance into the program, must pass a written exam that demonstrates a level of knowledge in emergency medical services consistent with the individual's current certificate to practice. The examination is administered by the National Registry of EMT's. Candidates must register for the exam by creating an account with the NREMT. This must be done online at [www.nremt.org](http://www.nremt.org). Once the candidate has completed this process, the NREMT will contact the Ohio Department of Public Safety, Division of EMS, to approve the candidate for the Instructor Knowledge Exam.
- Must pass this exam within three (3) attempts.
- Must pass a practical exam for their current level of certification.
  - The practical exam shall be administered by an accredited institution and will be at the level of the candidate's current certificate to practice.
  - A minimum score of 80% is required for each skill.
  - The candidate must provide a letter signed by the Accredited Program Director with proof of successful completion of the practical examination.
  - Programs approved only for Continuing Education (CE) cannot provide the testing.
  - The validity of the practical skills exam will be per the Ohio Administrative Code 4765-18-05 (5)

**0045 Certified Fire Safety Inspector Instructor Qualifications (OFA Course #0045).**

OAC 4765-20-03

- Must have at least five (5) years work experience as an Ohio Certified Fire Safety Inspector including the three (3) years immediately prior to submission of an application for instructor status.
- Must pass a written exam that demonstrates a level of knowledge in fire inspection and code enforcement (a score of 80% or better within three attempts is required. Candidates who cannot pass the exam within three attempts shall contact the Division of EMS for information on further testing options).
- Must complete ten (10) out of ten (10) practical skills as selected/approved by the OFA Superintendent or his/her designee per the Ohio Department of Public Safety Division of EMS.
  - The practical exam shall be administered by a chartered institution.
  - The candidate must provide a letter signed by the Accredited Program Director with proof of successful completion of the 10 practical skills.

- The OFA's policy accepts practical skills within three (3) years from test date.
- Must submit a student registration form along with a grade letter from the Charter Institution that administered the test, indicating student's score.

**STUDENTS MUST COMPLETE ALL COURSE PREREQUISITES NO LESS THAN THIRTY (30) DAYS PRIOR TO START OF CLASS.**

**STUDENTS WHO PASS THE PRE-TEST HAVE TWO (2) YEARS TO TAKE THE INSTRUCTOR CLASS.**

**Curriculum Requirements:**

Students are required to successfully complete **ALL** assigned work. A failure to complete assigned work will result in unsuccessful completion of the course.

**Curriculum includes but is not limited to:**

- Fire Instructor Curriculum (NFPA 1041)
- Curriculum development
- Teach-backs and public speaking
- Written test
- Performance Based Skill testing
- Instructor Orientation

**Written Test:**

- Two (2) written Academy tests will be given.
- Final test (State Certification Exam)

**Performance Based Skill Test:**

- Completion of four (4) randomly selected IFSAC Skill Sheets.

**State Certification Requirements:**

- Upon successful completion of the above curriculum requirements, student will sit for the written State Certification Exam.
- Complete ten (10) hours of supervised teaching.
- Return Forms to OFA.

If a student fails to pass the State Certification Exam, he/she will be permitted to retake the examination two additional times. Students are required to wait (5) business days before being permitted to take a retake of the State Certification Exam. Pursuant to Ohio Department of Public Safety, Division of EMS Testing agreement, if the student fails to successfully pass the next two opportunities, he/she will automatically fail the course. Reference: [Test agreement with OH Dept. of Public Safety, Division of EMS]