

CHAPTER VIII Training and Education
SUBJECT 5 EMS Continuing Education
TOPIC 1 Training Certificates

Requirements

- A. The State of Ohio requires EMT Basics to have 40 hours of continuing education in a 3 year period to re-certify.

Policy

- B. Required training is available via the current online training vendor and through the State of Ohio's website.
- C. Members are reminded that their EMT certification is their personal responsibility and is a condition of employment with the Fire Department.
 - 1. Members must notify the State when they have a change of address.
 - 2. All EMTs are required to possess a hard copy of their EMT card.
 - 3. When a Member receives their card from the State, they must submit a copy of their card to the Fire Department EMS Coordinator A.S.A.P.
 - 4. To obtain a hard copy of an EMT card write to:
Ohio Department of Public Safety
EMS Division
P.O. Box 182073
Columbus, Ohio 43218-2073

Members will need to complete their certification process and update their information through the Ohio State Department of Public Safety website at:

www.ems.ohio.gov

Click on: "Online certification renewal"

Enter: E-mail address and Password or register if not already registered.

Login: As indicated and follow prompts for completion.

Online State of Ohio Fire Fighter Certification Process

- 5. Go online on the internet to www.ems.oh.gov
 - In all cases be guided by the online instructions for completing the certification process
- 6. Look down the middle column under the heading Online Services and click on **"EMS and Fire Certification Renewal"**
- 7. The **Ohio EMS Certification Renewal** page will come up.
 - Click on **"Need to Register"**. If you recertified your EMS card on line, you are already in the system and you can sign on with your email address and your password.
- 8. Check the renewal boxes for both firefighter and fire safety inspector.
 - Then check the lower box, **"Renew Selected Items"**

9. Fill in your personal information at the top of the page. You can update any info as needed at this time.

10. Scroll down the page and answer the questions that follow.

- The firefighter certification will be completed first.

CHECK YES TO THE QUESTION. HAVE YOU FULFILLED ALL CONTINUING EDUCATION REQUIREMENTS. NO HOURS ARE REQUIRED FOR THIS INITIAL CERTIFICATION.

11. The next form to complete is the DMA, (Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization) form.

- Carefully read the questions and answer them appropriately. **Be sure to check the agreement box at the bottom of all forms.**

12. Next Click on the box to do the Fire Service Inspector (FSI) form. Follow the same process for answering the questions.

- Check the "I agree" box at the end.
- You do not have to complete the DMV terrorist form a second time, so after you complete the (FSI) form you are finished.

13. You will receive email confirmation of your new certification and you will receive cards in the mail in 2 - 4 weeks.

Once you receive your card in the mail make a copy and send it to training for your file. We have a database to track completion of the requirements.