# 2026-2027
# Fire Training Addendum


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## Attendance and Methodology Used to Document Missed Hours

Attendance will be taken by the instructor for each class session. Any hours missed by the student during the course of a state certification class shall be made up. No exceptions. **The Student may only make up a maximum 10% of the total hours of the class. The chief of their department will be notified when the student has missed 5% of the hours. The student will be charged a rate of $40.00 per hour to make up any missed hours. The fee shall be paid prior to the student being approved by the program to make up their hours. An agreement shall be signed by the student and the department chief acknowledging this policy. The make-up hours shall be documented on the Attendance Make-up Sheet.**

**If the student misses more than 10% of the class hours, they will be discharged from the class. The student will be issued a continuing education certificate for the portion of the class that they have completed once the tuition has been satisfied.**

All hours are required to be made up by the last scheduled day of the course. The hours shall be made up with an instructor that is under contract with Mid-East CTC. The make-up sheet will be submitted to the Fire Charter Program Coordinator upon completion of the class.

## Methodology Used in Determining Grades

Students will be graded by a combination of open book quizzes (once a quiz closes, it will not be opened back up) and a closed book exam. Students may take the final exam up to 3 times if needed to achieve a passing grade.

The student must achieve an overall class average of 75%, and pass the final exam with a minimum of 75%. ODEMS practicals shall be graded by pass/fail. A student is required to pass all practical exercises. All grade requirements must be met and all fees paid in order to be eligible for the state certification test.

## MECTC Criteria for Successful Admittance and Completion of a Training Program

1. Have completed an online registration form.
2. Submitted NFPA 1582 compliant medical form/s.
3. Submitted a waiver form.
4. Completed the online Courage to Be Safe.
5. Submitted a completed criminal history form.
6. Submitted a photo release form.
7. Not have any outstanding fees to MECTC.
8. Completed NIMS 100,200, & 700.
9. All paperwork must be turned in prior to testing.

## Grounds for Dismissal from the Program
## (Code of Conduct)

The following misconduct constitutes grounds for discipline, up to and including immediate dismissal.

### Serious Offenses

1. Damage, destruction, or theft of school or private property.
2. Assault and/or battery, malice or threat of malice on the person or property of a school employee, student, or other person on the school premises while in custody and control of a school-related activity.
3. Possession of dangerous weapons.
4. Disregard of reasonable directions or commands by school authorities.
5. Possession or use of narcotics, alcoholic beverages, and other dangerous drugs while on school premises or attending school-related activities.
6. Disobedience or disregard for established rules of conduct and procedures of the school and/or fire department affiliates.
7. Use of the profane or abusive language.
8. Purposely setting a fire.
9. Extortion.
10. False alarms, false reports.
11. Explosives.
12. Falsification of personal, medical or employment records on the enrollment application.
13. Falsification of records.
14. Cheating on examinations, quizzes, practical exercises, evaluations including plagiarizing or copying assignments.

## Other Offenses

1. Disruption or interference with classroom/ practical exercises.
2. Smoking or the use of tobacco in an unauthorized location.
3. Operation of a vehicle in an improper or unsafe manner.
4. Violation of the Student Dress Code.
5. Chronic non-attendance or tardiness

For Serious Offenses, the Director may dismiss the student immediately, and file appropriate charges with local authorities.

For Other Offenses, the procedure and sequence of discipline shall be as follows:

- First Offense- Warning from instructor, including (0) for assignment, if applicable.
- Second Offense- Written warning from instructor copied to the Director
- Third Offense- Probation letter from the Director.
- Fourth Offense- Dismissal from the program.

All Code of Conduct items are inclusive. For example, a student will advance through progressive discipline regardless of which combination of offenses occur.

Even upon dismissal for Code of Conduct violation(s), the student will be responsible to pay all tuition and fees to that point in the course, as described in Procedures for Refunding Tuition Payments.

A student may voluntarily withdraw from the school. In this case, the student shall submit a letter of withdrawal to the Program Coordinator.

## Disciplinary, Grievance and Appeals

Any student concerns, suggestions, grievances should be communicated in writing to the Program Coordinator. No student will be harassed and no student needs fear of reprisal for the expression of a legitimate concern or issue. If the Program Coordinator does not satisfy the student's concerns' the student has the right to request in writing, an appeal to the Director of Adult Education.

## Procedures for Voluntary Student Withdrawals

If a class is dropped, once a book has been issued to a student, he or she and or the Sponsoring Department is responsible for payment of the book (no exceptions, and **the student must pay the tuition balance due.** See **Procedures for Refunding Tuition Payments,** for the Mideast CTC collection policy and procedures for outstanding tuition and fees owed. Withdrawal must be in writing to be considered in "good standing."

## Procedures for Refunding Tuition Payments

The student (if not sponsored), or sponsoring agency will be responsible for 100% of the tuition once the student has completed,

- 4 hours of the Volunteer Firefighter Class
- 12 hours of the Firefighter I Transition Class
- 16 hours of the Firefighter I Class
- 8 hours of the Firefighter II transition Class
- 4 hours for the Rope Classes
- 8 hours of the Fire & Emergency Service Instructor Class
- 2 hours of the Live Fire Instructor Class
- 1 hour of the EVOC class

If the student is funded through a grant such as The Ohio Department of Commerce FFI grant, and they fail to complete the course, the student (If not sponsored) or the sponsoring agency is then responsible for their tuition.
Once a book is issued, the book fee will not be refunded (no exceptions)

## Instructor and Student Attire

All instructors will be required to wear the appropriate uniform as approved by the Program Director. The uniform will consist of a Mid-East shirt/sweatshirt and either blue uniform pants, or khaki pants, dress shoes or black boots. The only exception to this is when an instructor is providing hands-on training. If hands-on training is being provided, the instructor shall wear a fire department t-shirt (job shirts and sweatshirts are also acceptable) blue work pants or blue jeans and black shoes or boots (turnout gear is acceptable).

All students in the Firefighter training program shall wear blue station pants, black shoes or boots and a fire department or MECTC t-shirt to class. Fire department job shirts, jackets, sweatshirt, polo shirts, toboggans and hats are permissible also. Clothing (including headgear) cannot bear inappropriate messages, alcohol or tobacco related messages. Profane language or sexually suggestive messages are prohibited also. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or could present a safety risk will not be permitted.

Students are to dress appropriately and with modesty at all times. Appropriate dress means that students must avoid the following items: no tank tops, no halter tops, no muscle shirts or midriff blouses, no shorts or skirts, and no open toe shoes. All tops must have sleeves and full backs.

**No hair or facial hair shall be worn that will interfere with the seal of SCBA Mask. No exceptions.** During training evolutions, the appropriate firefighting turn-out gear shall be worn. All turn-out gear shall meet NFPA 1971 *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.* The trainee's turnout gear (including gloves, boots, hood, helmet, coat, pants, SCBA and mask) shall be inspected by an instructor for compliance. Any items deemed unserviceable will be noted and corrective measures must be taken.

## Prohibition against Discrimination

The Mid-East Career and Technology Centers do not discriminate against any individual for reasons of race, color, creed, religion, age, sex, disability or national origin.

## Emergency Responses during Certification Classes

There shall be **NO** emergency responses by the students or instructors during the scheduled class hours.

## Procedures for Reporting Accidents or Injuries

Any accident or injury involving an instructor or student that is incurred during the fire certification training shall be reported through the Public Safety Coordinator on an Employee Incident Report (Form 8442 F1) or Student Accident/ Incident Report (Form 5340 F1). If medical attention is required, the school's emergency procedures will be followed.

## Ohio Department of Emergency Medical Services State Exam

Your State Exam will be set up on a Wednesday evening two weeks after the class ends unless other arrangements have been made with the Fire Training Coordinator. The exam will be taken at Mid-East CTC located at 400 Richards Rd Zanesville Ohio 43701. You have three attempts to pass the exam with at least a 70% score. Your first exam is covered with your tuition fee. All additional exams will have a fee of $100.00 fee and must be paid prior to testing. If you would need to retake your exam or reschedule contact Sondra at (740) 455-3111.

## Volunteer Firefighter Disclaimer

The State of Ohio Certified Volunteer Firefighter Course is an **introductory, awareness-level course** designed to introduce the student to the basic elements of the fire ground safety and support operations and to provide them with the knowledge, skills, and abilities (KSAs), to assist in firefighting support operations with their fire departments. The Ohio Volunteer Firefighter certification is a stand-alone certificate specific to the State of Ohio which **does not meet the minimum** "Standard for Firefighter Professional Qualifications" established by the National Fire Protection Association (NFPA) 1001 as a qualifying level of public safety responder for trained firefighters.

As an awareness-level course, the Ohio Volunteer Firefighter Course is intended to be a foundation upon which firefighters can begin to build their training portfolio. Due to the 36-hour time constraint as set forth in section 4765-55 of the Ohio revised Code, the Ohio Volunteer Firefighter course limits exposures to hazardous environments as described in the Ohio Administrative Code. The course **does not permit** student participation in any instruction involving the type of hazardous environments in which their fire department may operate. Prohibited activities include environments which are considered to be "Immediately Dangerous to Life or Health" (IDLH), including but not limited to, hot zone operations at uncontrolled fires or hazardous materials releases involving fixed structures, mobile equipment, or outdoor areas as well as operation of emergency vehicle apparatus.

Due to the limitations of the Ohio Volunteer Firefighter Course, firefighters certified to the Volunteer Firefighter level shall be provided the additional training necessary to participate in the fire department activities that exceed the training in the Volunteer Firefighter Course**. The fire chief or the authority having jurisdiction (AHJ) is responsible to provide the additional proper training in these expanded areas if the firefighter is expected to function safely within an IDLH environment or operate emergency vehicle apparatus. The fire chief acknowledges that he or she shall assume all the risk and liability for deviating from any of the state and/or nationally recognized standards for firefighting.**

## ORC Rule 4765-20-02 | Qualifications for a Volunteer Firefighter Certificate

1) Shall be at least eighteen (18) years of age.
2) Shall successfully complete the following federal emergency management agency training courses:
a. National Incident Management System Course ICS-100
b. National Incident Management System Course ICS-200
c. National Incident Management System Course ICS-700
3) Shall successfully complete a volunteer firefighter training course (36 hours) through an Ohio chartered fire program, and receive a certificate of course completion at the volunteer firefighter level
4) Shall pass the practical skills examination as set forth in rule 4765-20-06 of the administrative code within **one hundred eighty (180) days** of the training course completion.
5) Shall pass the knowledge examination as set forth in rule 4765-20-06 of the Administrative Code within **one hundred eighty (180) days** of the training course completion.
6) Shall submit a completed "Firefighter, Fire safety Inspector, or Hazard recognition Officer Initial Application" within **ninety** (**90) days** of passing the knowledge exam.
7) Applicants shall have not been convicted of the following:
a. Any Felony;
b. A misdemeanor committed in the course of practice;
c. A misdemeanor involving moral turpitude.
8) Applicants shall have not committed fraud, misrepresentation, or deception in applying for or obtaining a certificate issued under section 4765.55 of the Ohio Revised Code and Chapter 4765-20 of the Ohio Administrative Code.

## ORC Rule 4765-20-02 | Qualifications for a Firefighter Certificate

(A) An applicant for a firefighter I or firefighter II certificate shall satisfy all of the requirements listed in the corresponding course packet on the division website to be eligible for certification, including the following:

(1) Pass the practical skills examination as set forth in rule 4765-20-06 of the Administrative Code prior to being eligible to sit for the knowledge examination;
(2) Pass the knowledge examination as set forth in rule 4765-20-06 of the Administrative Code within one **one hundred eighty (180) days** of firefighter I or firefighter II training course completion, prior to submission of a completed "Firefighter or Fire Safety Inspector";
(3) Submit a completed "Firefighter or Fire Safety Inspector Initial Application" within **ninety (90) days** of passing the knowledge examination.

(B) In addition to the requirements set forth in paragraphs (A) to (B) of this rule, as applicable, an applicant for firefighter:

(1) For initial certification, you must pass a criminal history review.

## Rule 4765-20-03 | Qualifications for a Fire Safety Inspector

(A) An applicant for a fire safety inspector certificate shall satisfy all the requirements listed in the "Fire Safety Inspector Course Packet" to be eligible for certification, including the following:

(1) Pass the practical skills examinations as set forth in rule 4765-20-06 of the Administrative Code prior to being eligible to sit for the knowledge examination;
(2) Pass the knowledge examination as set forth in rule 4765-20-06 of the Administrative Code within **one hundred eighty (180)** days of fire safety inspector course completion prior to submission of a completed "Firefighter or Fire Safety Inspector"
(3) Submit a completed "Firefighter, Fire Safety Inspector, or Hazard Recognition Officer Initial Application" within **ninety (90)** days of passing the knowledge examination.

(B) In addition to the requirements set forth in paragraph (A) of this rule an applicant for fire safety inspector:

(1) For initial certification shall pass a criminal history review

## Rule 4765-20-04 | Application for a Firefighter and Fire Safety inspector

(A) An applicant for a firefighter, fire safety inspector, or hazard recognition officer certificate shall submit a completed "Firefighter and Fire Safety Inspector Initial Application."

(B) An application that is not filled out in the manner specified may be deemed incomplete by the executive director. Incomplete applications will not be considered by the executive director.

(C) At the time of application, an applicant who has been convicted of any criminal offense other than a minor traffic offense, shall at the applicant's expense submit the following with the application:

(1) A certified copy of the judgment entry from the court in which the conviction occurred;

(2) A civilian background check from the bureau of criminal identification and investigation (BCI&I); and

(3) A certified copy of the police report or law enforcement agency report, if applicable.

(D) Subject to the discretion of the executive director, failure to submit documentation required above, this rule may render the application incomplete.

## Rule 4765-20-06 | Firefighter and Fire Safety Inspector Examinations

(A) The initial examinations required for a firefighter certificate shall consist of a knowledge examination and a practical skills examination as approved by the executive director, with the advice and counsel of the committee.

(1) The knowledge examination for a firefighter certificate shall meet the following:

(a) The knowledge examination shall be taken at the level of firefighter certification sought;

(b) A passing score of at least seventy per cent on the knowledge examination is required for certification;

(c) The knowledge examination required for certification shall be passed within three attempts;

(d) If the applicant is unable to pass the knowledge examination within three attempts, the applicant shall complete a new course of instruction as set forth in the appropriate level firefighter course packet.

(2) The practical skills examination shall consist of skills testing applicable to the level of firefighter certificate sought and shall meet the following:

(a) The practical skills examination shall be administered by a chartered program;

(b) The practical skills examination shall be evaluated by a practical skills evaluator;

(c) The practical skills examination shall be based on a pass or fail grading system;

(d) The applicant shall pass each skill in its entirety. Failure to pass any portion of a tested skill requires re-testing of the entire skill.

(e) A maximum of three attempts per skill is permitted, with no more than two attempts occurring on the same day;

(f) If the applicant is unable to pass the practical skills examination within three attempts, the applicant shall complete a new course of instruction as set forth in the appropriate level firefighter course packet.

(3) An applicant shall successfully pass the practical skills examination as set forth in paragraph (A)(2) of this rule prior to attempting the knowledge examination as set forth in paragraph (A)(1) of this rule.

## Rules 4765-18-05 & 4765-21-03

## Course Admission Requirements for Fire & Emergency Services Instructor

(a) In the preceding seven (7) years, has been certified or licensed for at least **five (5)** years as a Fire and/or EMS provider, registered nurse, or physician assistant

(b) Possesses a current and valid certificate in good standing as a Fire and/or EMS provider, or holds a current valid Ohio license to practice as a registered nurse or a physician assistant

## Rules 4765-18-05, 4765-24-15, 4765-08-01, 4765-20-02, 4765-18-04, 4765-24-15

## Qualifications for Certification as a Fire & Emergency Services Instructor

(a) Has successfully completed a Fire and Emergency Services Instructor II training program as set forth in the Fire Emergency Services Instructor I & II course packet. Has successfully completed the National Incident Management ICS 200
(b) Has passed the Fire and Emergency Services Instructor II examination established by the board pursuant to section 4765-11 or 4765-55 of the ORC within **one hundred eighty (180) days** of completion of the Fire and Emergency Services Instructor II training program. Failure to pass the examination within three (3) attempts will require a new Fire and Emergency Services Instructor II training program
(c) Is in compliance with the requirements for a certificate as set forth in paragraphs (A)(6-12) of the rule 4765-8-01 and/or (C)(1-3) of rule 4765-20-02 of the Administrative Code

## Course Admissions Requirements for Ohio Live Fire Instructor

(a) Students shall hold a valid Firefighter II certificate, issued under rule, in good standing and has been certified **five (5)** of the previous seven (7) years.

(b) Students shall hold a current valid Fire and Emergency Services Instructor I, or a Fire and Emergency Services Instructor II-certificate that is in good standing, issued under rule.

(c) Students shall have successfully completed National Incident Management System 100, 200 and 700

## Ohio Live Fire Instructor-Certification Requirements

(a) Applicants shall hold a valid Firefighter II that is in good standing.

(b) Applicants shall hold a valid Fire & Emergency Services Instructor I or II that is in good standing, issued under rule.

(c) Applicants shall complete the “Live Fire Instructor Course” through a chartered fire training program.

(d) Applicants shall submit a completed “Live Fire Instructor initial application” within **ninety (90)** days after satisfying all course completion requirements of the “Live Fire Instructor Course” as attested to by the Fire Charter Program Coordinator.

## Course Admissions Requirements for Ohio Emergency Vehicle Operations Course

(a) Students shall be at least 18 years of age except that a chartered fire training program may admit a student that is 17 years old provided that the student has graduated or is in the 12th or final grade in a secondary school program. A chartered fire training program may admit a student into a secondary school firefighter I course who is 16 years of age provided that the student is enrolled in the 11th grade or 12th grade in a secondary school public safety program.

(b) Individuals shall meet all admission requirements established by the chartered fire training program.

(c) Individuals shall possess a valid Ohio Driver's License

I have read, understood the contents and received a copy of the 2026-2027 Fire Training Addendum.

Printed Name-_____

Signature-_____

Date-_____

Fire Department-_____

Chiefs Name-_____

Fill this page out, remove from packet and turn in to the Instructor