

DEPARTMENT OF FINANCIAL SERVICES
Division of State Fire Marshal

RULE NO.:	RULE TITLE:
69A-37.039	Prescribed Forms for Training and Certification
69A-37.065	Programs of Study and Vocational Courses

NOTICE OF CHANGE

Notice is hereby given that the following changes have been made to the proposed rules in accordance with Section 120.54(3)(d)1., F.S., published in Vol. 39, No. 155, August 9, 2013, issue of the Florida Administrative Register.

Form DFS-K4-1477, Application for Fire Officer I Certification, Form DFS-K4-1448, Application for Fire Officer II Certification, Form DFS-K4-2104, Application for Fire Officer III Certification, and Form DFS-K4-2105, Application for Fire Officer IV Certification, were amended to delete a reference to Form DFS-K4-1020 and other technical changes.

Form DFS-K4-2106, Fire Officer I Task Book, and Form DFS-K4-2107, Fire Officer II Task Book, were amended to state that the Division shall designate an alternate evaluator who shall be a Florida Certified Fire Officer and Florida Certified Instructor.

Rule paragraph 69A-37.065(2)(f) has been amended to read:

(f). Courses submitted for equivalency under subparagraphs (2)(a)1., (b)1., (c)1. and (d)1. shall be reviewed by the Bureau of Fire Standards and Training. The Bureau of Fire Standards and Training shall approve any course which meets the criteria provided in this paragraph (2)(f). Requests for approval shall be submitted in writing to the Bureau, 11655 North West Gainesville Road, Ocala, Florida 34482-1486. The following factors shall be used to determine course equivalency: course title, course grade or record of course completion, number of academic credits earned, course hours attended, course description, course syllabus, student learning outcomes, and course objectives. All requests for course equivalency shall include, at a minimum:

1. Name of course;
2. Passage scores and rates;
3. An educational agenda or syllabus;
4. Required number of classroom hours;
5. Description of the course objectives, student learning outcomes, or job performance requirements covered.

A copy of the revised forms can be obtained by contacting Bill.Wentlandt@myfloridacfo.com or calling (352) 369-2829.

THE FULL TEXT OF THE PROPOSED RULE IS:

69A-37.039 Prescribed Forms for Training and Certification.

(1) Information required by the Bureau in this chapter shall be furnished on-line at www.floridastatefirecollege.org. The information required at www.floridastatefirecollege.org is based on prescribed forms set forth below and incorporated herein. The forms can also be obtained:

(a) through (b) No change.

(c) By downloading them from the website at www.myfloridacfo.com/Division/SFM/BFST.

(2) The following forms are hereby adopted and incorporated by reference in this rule:

(a) through (l) No change.

(m) DFS-K4-1447, rev. 07/13 ~~03/09~~, "Application for Fire Officer I Certification Examination."

(n) DFS-K4-1448, rev. 07/13 ~~03/09~~, "Application for Fire Officer II Certification."

(o) through (w) No change.

(x) DFS-K4-2106, eff. 07/13, "Fire Officer I Task Book."

(y) DFS-K4-2107, eff. 07/13, "Fire Officer II Task Book."

(z) DFS-K4-2108, eff. 07/13, "Fire Officer III Portfolio Workbook."

(aa) DFS-K4-2104, eff. 07/13, "Application for Fire Officer III Certification."

(bb) DFS-K4-2109, eff. 07/13, "Fire Officer IV Portfolio Workbook."

(cc) DFS-K4-2105, eff. 07/13, "Application for Fire Officer IV Certification."

Rulemaking Authority 633.104, 633.128(2)(a), 633.216(9), 633.418(1) ~~633.01, 633.081(9), 633.45(2)(a)~~ FS. Law Implemented 633.112(1), 633.138, 633.216, 633.406, 633.408, 633.412, 633.418 ~~633.081, 633.34, 633.35, 633.38, 633.45, 633.101(1)~~ FS. History—New 9-7-81, Formerly 4A-37.20, 4A-37.39, Amended 11-26-85, 1-3-90, 6-30-91, 3-20-95, 9-13-98, 12-10-01, Formerly 4A-37.039, Amended 3-19-09, 8-27-12, 8-20-13, _____.

69A-37.065 Programs of Study and Vocational Courses.

The following programs of study are developed and revised by the Florida State Fire College, pursuant to Sections 633.128 ~~633.45~~ and 633.216 ~~633.081~~, F.S.:

(1) No Change.

(2) Fire Officer Program. This is an advanced training and certification program designed for firefighters having supervisory and management responsibilities. This program is based on the National Fire Protection Association (NFPA) 1021, Standard for Fire Officer Professional Qualifications. This program is intended to prepare students for service as fire department company and chief officers at four progressive levels: lieutenants, captains or equivalent positions and consists of Fire Officer I and Fire Officer II certificates of competency. The applicant may provide proof of equivalent education and training approved by the Bureau of Fire Standards and Training and meeting the criteria outlined under this subsection (2).

(a) Fire Officer I Certification. The Division shall issue a Fire Officer I Certificate of Competency to a firefighter who meets the program requirements of this paragraph (a), and the qualifications for Fire Officer I set forth by the Division and based on the National Fire Protection Association (NFPA) 1021, "Standard for Fire Officer Professional Qualifications," (2009 Edition), which is hereby incorporated by

reference.

1. Program Requirements Length of Program. To qualify for certification, a candidate must complete the prerequisite course titled "Courage to be Safe" or a course determined by the Division to be equivalent. This program shall consist of not less than 180 hours of training. Each course shall be no less than 45-hours in duration. This program shall consist of the following courses or those of equivalent interactive instruction, as approved by the Bureau of Fire Standards and Training.

a. Company Officer. This program consists of no fewer than seven courses, vocational or academic, of at least 280 hours or the equivalent of interactive instruction, as approved by the Bureau of Fire Standards and Training.

b. Fire Service Course Delivery. Effective July 1, 2001 this program shall increase to eight courses of at least 320 hours or the equivalent of interactive instruction, as approved by the Bureau of Fire Standards and Training.

c. Building Construction for the Fire Service.

d. Firefighting Tactics and Strategy I.

2. Approved Courses Content of Program. Courses under this paragraph (a) must be approved by the Bureau of Fire Standards and Training within the Division and meet the curriculum requirements of the program. Approved courses are delivered by the Division; or

a. A provider whose course is registered in the Florida Department of Education Statewide Course Numbering System; or The program includes coursework in firefighting tactics, leadership of fire companies, fire prevention techniques, fire protection systems, and instructional methodology.

b. The United States Fire Administration – National Fire Academy; or After July 1, 2001, the program shall also include coursework in building construction and incident management.

c. A regionally accredited or nationally accredited college or university as outlined in subsections 69A-37.084(5) and (6), F.A.C.; or

d. A provider whose course is recognized by the Fire and Emergency Services Higher Education program; or

e. A provider whose course is determined by the Division to be equivalent to the Statewide Course Numbering System or Fire and Emergency Services Higher Education course.

3. Instructor Qualifications. An instructor providing training under this paragraph (a) must be qualified by the Bureau of Fire Standards and Training within the Division. Qualified instructors are:

a. Instructors with requisite faculty credentials for the academic institution that is registered in the Florida Department of Education Statewide Course Numbering System to teach the course; or Instructor I must hold a state certificate of competency for Fire Officer I.

b. Instructors with requisite faculty credentials as determined by the United States Fire Administration – National Fire Academy; or Instructor II or III may teach provided he or she has successfully completed the course.

c. Instructors with requisite faculty credentials as determined by the respective regionally accredited or nationally accredited university or college; or

d. Instructors who hold an active Single Course Exemption Certification issued by the Division as outlined in subsection 69A-37.059(4), F.A.C.; or

e. Instructors who hold an active Fire Officer II Certification issued by the

Division after [effective date of this rule] and an active Instructor II Certification issued by the Division.

f. Instructors who hold an active Firesafety Inspector I, Firesafety Inspector II, or Fire Code Administrator Certification issued by the Division and an active Instructor II Certification issued by the Division may teach the course "Building Construction for the Fire Service."

4. Requirements for Certificate of Competency. To be eligible to receive a Fire Officer I Certificate of Competency, the applicant shall:

a. Successfully completion of all required course work; and-

b. Passing a the Fire Officer I state examination with a score of 70% or higher; and-

c. Possess an active Firefighter Certificate of Compliance issued by the Division or have met the curriculum requirements for Firefighter Part I as defined in subsection 69A-37.055(1), F.A.C.; and

d. Meet the qualifications for Fire Officer I set forth by the Division and based on the National Fire Protection Association (NFPA) 1021, "Standard for Fire Officer Professional Qualifications," (2009 Edition), which is hereby incorporated by reference; and

e. Submission of the required application (Form DFS-K4-1447), "Application for Fire Officer I Certification," which is incorporated by reference in subsection 69A-37.039(2), F.A.C., and can be obtained where indicated in subsection 69A-37.039(1), F.A.C., with all supporting documentation and fees, to the Bureau of Fire Standards and Training; and-

f. Submit the required Form DFS-K4-2106, "Fire Officer I Task Book," which is incorporated by reference in subsection 69A-37.039(2), F.A.C., and can be obtained where indicated in subsection 69A-37.039(1), F.A.C., to the Bureau of Fire Standards and Training.

(b) Fire Officer II Certification. The Division shall issue a Fire Officer II Certificate of Competency to a firefighter who meets the program requirements of this paragraph (b), and the qualifications for Fire Officer II set forth by the Division and based on the National Fire Protection Association (NFPA) 1021, "Standard for Fire Officer Professional Qualifications," (2009 Edition), which is hereby incorporated by reference.

1. Program Requirements Length of Program. To qualify for certification, a candidate must complete the prerequisite courses titled "ICS-300: Intermediate ICS for Expanding Incidents," "Florida State-Wide Emergency Response Plan (SERP)," and "Courage to be Safe" or courses determined by the Division to be equivalent. This program shall consist of not less than 180 hours of training. Each course shall be no less than 45-hours in duration. This program shall consists of no fewer than eight courses, vocational or academic, of not less than 320 hours or the following courses or those of equivalent of interactive instruction, as approved by the Bureau of Fire Standards and Training.

a. Fire Service Course Design.

b. Firefighting Tactics and Strategy II.

c. Fire Prevention Practices.

d. Private Fire Protection Systems I.

2. Approved Courses Content of Program. Courses under this paragraph (b) must be approved by the Bureau of Fire Standards and Training within the Division and meet the curriculum requirements of the program. Approved courses are

~~delivered by the Division; or The program includes coursework in business writing, computer literacy, fire chemistry, origin and cause, fire department administration, legal and ethical issues, fire service instruction and public education or public information.~~

~~a. A provider whose course is registered in the Florida Department of Education Statewide Course Numbering System; or~~

~~b. The United States Fire Administration – National Fire Academy; or~~

~~c. A regionally accredited or nationally accredited college or university as outlined in Subsections 69A-37.084(5) and (6), F.A.C.;~~

~~d. A provider whose course is recognized by the Fire and Emergency Services Higher Education program; or~~

~~e. A provider whose course is determined by the Division to be equivalent to the Statewide Course Numbering System or Fire and Emergency Services Higher Education course.~~

~~3. Instructor Qualifications. An instructor providing training under this paragraph (b) must be qualified by the Bureau of Fire Standards and Training within the Division. Qualified instructors are:~~

~~a. Instructors with requisite faculty credentials for the academic institution that is registered in the Florida Department of Education Statewide Course Numbering System to teach the course; or An Instructor I must hold a state certificate of competency as a Fire Officer II;~~

~~b. Instructors with requisite faculty credentials as determined by the United States Fire Administration – National Fire Academy; or Instructor II or III may teach provided he or she has successfully completed the course.~~

~~c. Instructors with requisite faculty credentials as determined by the respective regionally accredited or nationally accredited university or college; or~~

~~d. Instructors who hold an active Single Course Exemption Certification issued by the Division as outlined in subsection 69A-37.059(4), F.A.C.; or~~

~~e. Instructors who hold an active Fire Officer II Certification issued by the Division after [effective date of this rule] and an active Instructor II Certification issued by the Division.~~

~~f. Instructors who hold an active Firesafety Inspector I, Firesafety Inspector II, or Fire Code Administrator Certification issued by the Division and an active Instructor II Certification issued by the Division may teach the courses "Fire Prevention Practices" and "Private Fire Protection Systems I."~~

~~4. Requirements for Certificate of Competency.- To be eligible to receive a Fire Officer II Certificate of Competency, the applicant shall:~~

~~a. Successfully completion of all required course work; and~~

~~b. Pass the Fire Officer II state examination with a score of 70% or higher; and Review of credentials by the Standards section of the Bureau of Fire Standards and Training.~~

~~c. Possess Must possess an active certificate for Fire Officer I Certificate of Competency issued by the Division; and-~~

~~d. Possess an active Firefighter Certificate of Compliance issued by the Division or have met the curriculum requirements for Firefighter Part I as defined in subsection 69A-37.055(1), F.A.C.; and Submission of the required application (Form DFS-K4-1448), which is incorporated by reference in subsection 69A-37.039(2), F.A.C., and can be obtained where indicated in subsection 69A-~~

~~37.039(1), F.A.C., with all supporting documentation and fees, to the Bureau of Fire Standards and Training.~~

e. Meet the qualification for Fire Officer II set forth by the Division and based on the National Fire Protection Association (NFPA) 1021, "Standard for Fire Officer Professional Qualifications," (2009 Edition), which is hereby incorporated by reference; and

f. Submit the required Form DFS-K4-1448, "Application for Fire Officer II Certification," which is incorporated by reference in subsection 69A-37.039(2), F.A.C., and can be obtained where indicated in subsection 69A-37.039(1), F.A.C., with all supporting documentation and fees, to the Bureau of Fire Standards and Training; and

g. Submit the required Form DFS-K4-2107, "Fire Officer II Task Book," which is incorporated by reference in subsection 69A-37.039(2), F.A.C., and can be obtained where indicated in subsection 69A-37.039(1), F.A.C., to the Bureau of Fire Standards and Training.

(c) Fire Officer III Certification. The Division shall issue a Fire Officer III Certificate of Competency to a firefighter who meets the program requirements of this paragraph (c), and the qualifications for Fire Officer III set forth by the Division and based on the National Fire Protection Association (NFPA) 1021, "Standard for Fire Officer Professional Qualifications," (2009 Edition), which is hereby incorporated by reference.

1. Program Requirements. To qualify for certification, a candidate must complete the prerequisite courses titled "ICS-400: Advanced ICS Command and General Staff: Complex Incidents" and "Courage to be Safe" or courses determined by the Division to be equivalent. This program shall consist of not less than 150 hours of training. This program shall consist of the following courses or those of equivalent interactive instruction, as approved by the Bureau of Fire Standards and Training.

a. Chief Officer (minimum 60 hours).

b. Analytical Approaches in Public Fire Protection (minimum 45 hours).

c. Legal and Ethical Issues for the Fire Service (minimum 45 hours).

2. Approved Courses. Courses under this paragraph (c) must be approved by the Bureau of Fire Standards and Training within the Division and meet the curriculum requirements of the program. Approved courses are delivered by the Division; or

a. A provider whose course is registered in the Florida Department of Education Statewide Course Numbering System; or

b. The United States Fire Administration – National Fire Academy; or

c. A regionally accredited or nationally accredited college or university as outlined in subsections 69A-37.084(5) and (6), F.A.C.; or

d. A provider whose course is recognized by the Fire and Emergency Services Higher Education program; or

e. A provider whose course is determined by the Division to be equivalent to the Statewide Course Numbering System or Fire and Emergency Services Higher Education course.

3. Instructor Qualifications. An instructor providing training under this paragraph (c) must be qualified by the Bureau of Fire Standards and Training within the Division. Qualified instructors are:

a. Instructors with requisite faculty credentials for the academic institution that is registered in the Florida Department of Education Statewide Course Numbering System to teach the course; or

b. Instructors with requisite faculty credentials as determined by the United State Fire Administration – National Fire Academy; or

c. Instructors with requisite faculty credentials as determined by the respective regionally accredited or nationally accredited university or college; or

d. Instructors who hold an active Single Course Exemption Certification issued by the Division as outlined in subsection 69A-37.059(4), F.A.C.; or

e. Instructors who hold an active Fire Officer III Certification issued by the Division after [effective date of this rule] and an active Instructor III Certification issued by the Division.

f. Instructors who hold an active Fire Code Administrator Certification issued by the Division and an active Instructor III Certification issued by the Division may teach the course “Analytical Approaches in Public Fire Protection”.

4. Requirements for Certificate of Competency. To be eligible to receive a Fire Officer III Certificate of Competency, the applicant shall:

a. Have at least five years of full time equivalent experience working as a Florida certified Fire Officer; and

b. Successfully complete all required course work or demonstrate applicant’s educational experiences meet the objectives of the NFPA 1021 Fire Officer III Standard and the required program coursework objectives evidenced by documentation in Form DFS-K4-2108, “Fire Officer III Portfolio Workbook,” which is incorporated by reference in subsection 69A-37.039(2), F.A.C., and can be obtained where indicated in subsection 69A-37.039(1), F.A.C.; and

c. Pass the Fire Officer III state examination with a score of 70% or higher; and

d. Possess an active Fire Officer I or II Certificate of Competency issued by the Division prior to [effective date of this rule], or, possess an active Fire Officer II Certificate of Competency issued by the Division after [effective date of this rule]; and

e. Possess an active Instructor I Certificate of Competency issued by the Division; and

f. Possess an active Firefighter Certificate of Compliance issued by the Division or have met the curriculum requirements for Firefighter Part I as defined in 69A-37.055(1), F.A.C.; and

g. Meet the qualifications for Fire Officer III set forth by the Division and based on the National Fire Protection Association (NFPA) 1021, “Standard for Fire Officer Professional Qualifications,” (2009 Edition), which is hereby incorporated by reference; and

h. Submit the required Form DFS-K4-2104, "Application for Fire Officer III Certification," which is incorporated by reference in subsection 69A-37.039(2), F.A.C., and can be obtained where indicated in subsection 69A-37.039(1), F.A.C., with all supporting documentation and fees, to the Bureau of Fire Standards and Training.

(d) Fire Officer IV Certification. The Division shall issue a Fire Officer IV Certificate of Competency to a firefighter who meets the program requirements of this paragraph (d), and the qualifications for Fire Officer IV set forth by the Division and based on the National Fire Protection Association (NFPA) 1021, "Standard for Fire Officer Professional Qualifications," (2009 Edition), which is hereby incorporated by reference.

1. Program Requirements. To qualify for certification, a candidate must complete the prerequisite course "Courage to be Safe" or course determined by the Division to be equivalent. This program shall consist of not less than 180 hours of training. Each course shall be no less than 45-hours in duration. This program shall consist of the following courses or those of equivalent interactive instruction, as approved by the Bureau of Fire Standards and Training.

a. Community Risk Reduction.

b. Personnel Management for the Fire and Emergency Services.

c. Strategic Planning.

d. Either the course titled "Quantitative Analysis" or the course titled "Capstone Project".

2. Approved Courses. Courses under this paragraph (d) must be approved by the Bureau of Fire Standards and Training within the Division and meet the curriculum requirements of the program. Approved courses are delivered by the Division; or

a. A provider whose course is registered in the Florida Department of Education Statewide Course Numbering System; or

b. The United States Fire Administration – National Fire Academy; or

c. A regionally accredited or nationally accredited college or university as outlined in subsections 69A-37.084(5) and(6), F.A.C.; or

d. A provider whose course is recognized by the Fire and Emergency Services Higher Education program; or

e. A provider whose course is determined by the Division to be equivalent to the Statewide Course Numbering System or Fire and Emergency Services Higher Education course.

3. Instructor Qualifications. An instructor providing training under this paragraph (d) must be qualified by the Bureau of Fire Standards and Training within the Division. Qualified instructors are:

a. Instructors with requisite faculty credentials for the academic institution that is registered in the Florida Department of Education Statewide Course Numbering System to teach the course; or

- b. Instructors with requisite faculty credentials as determined by the United State Fire Administration – National Fire Academy; or
- c. Instructors with requisite faculty credentials as determined by the respective regionally accredited or nationally accredited university or college; or
- d. Instructors who hold an active Single Course Exemption Certification issued by the Division as outlined in subsection 69A-37.059(4), F.A.C.; or
- e. Instructors who hold an active Fire Officer IV Certification issued by the Division after [effective date of this rule] and an active Instructor III Certification issued by the Division.
- f. Instructors who hold an active Fire Code Administrator Certification issued by the Division and an active Instructor III Certification issued by the Division may teach the courses “Community Risk Reduction” and “Personnel Management for the Fire and Emergency Services”.

4. Requirements for Certificate of Competency. To be eligible to receive a Fire Officer IV Certificate of Competency, the applicant shall:

- a. Have at least five years of full time equivalent experience working as a Florida certified Fire Officer; and,
- b. Successfully complete all required course work or demonstrate applicant’s educational experiences meet the objectives of the NFPA 1021 Fire Officer IV Standard and the required program coursework objectives evidenced by documentation in Form DFS-K4-2109, “Fire Officer IV Portfolio Workbook,” which is incorporated by reference in subsection 69A-37.039(2), F.A.C., and can be obtained where indicated in subsection 69A-37.039(1), F.A.C.; and
- c. Possess a certificate for Fire Officer III issued by the Division; and
- d. Possess an active Instructor I Certificate of Competency issued by the Division; and
- e. Hold an active Firefighter Certificate of Compliance issued by the Division or have met the curriculum requirements for Firefighter Part I as defined in 69A-37.055(1), F.A.C.; and
- f. Meet the qualifications for Fire Officer IV set forth by the Division and based on the National Fire Protection Association (NFPA) 1021, “Standard for Fire Officer Professional Qualifications,” (2009 Edition), which is hereby incorporated by reference; and
- g. Submit the required Form DFS-K4-2105, “Application for Fire Officer IV Certification,” which is incorporated by reference in subsection 69A-37.039(2), F.A.C., and can be obtained where indicated in subsection 69A-37.039(1), F.A.C., with all supporting documentation and fees, to the Bureau of Fire Standards and Training.

(e) A copy of the NFPA 1021 (2009 Edition) may be obtained from the NFPA, Inc., 1 Batterymarch Park, Quincy, Massachusetts 02269-9101.

(f). Courses submitted for equivalency under subparagraphs (2)(a)1., (b)1., (c)1. and (d)1. shall be reviewed by the Bureau of Fire Standards and Training.

The Bureau of Fire Standards and Training shall approve any course which meets the criteria provided in this paragraph (2)(f). Requests for approval shall be submitted in writing to the Bureau, 11655 North West Gainesville Road, Ocala, Florida 34482-1486. The following factors shall be used to determine course equivalency: course title, course grade or record of course completion, number of academic credits earned, course hours attended, course description, course syllabus, student learning outcomes, and course objectives. All requests for course equivalency shall include, at a minimum:

1. Name of course;
2. Passage scores and rates;
3. An educational agenda or syllabus;
4. Required number of classroom hours;
5. Description of the course objectives, student learning outcomes, or job performance requirements covered.

(3) through (7) No change.

Rulemaking Authority 633.128(2)(a), 633.418 ~~633.45(2)(a)~~ FS. Law Implemented 633.128(1), 633.406, 633.408, 633.418 ~~633.45(1)(d)~~ FS. History—New 12-10-01, Formerly 4A-37.065, Amended 8-27-12, _____.



THE DEPARTMENT OF FINANCIAL SERVICES
Division of the State Fire Marshal

APPLICATION for FIRE OFFICER I CERTIFICATION

Application for Fire Officer I Certification can also be completed online at: www.floridastatefirecollege.org			
<i>Please type or print legibly.</i>			
NAME: LAST	FIRST	MI	DATE OF BIRTH
HOME ADDRESS:	CITY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER ¹ <small>(LAST FOUR NUMBERS)</small>	E-MAIL ADDRESS	CONTACT PHONE NUMBER	
		<input type="checkbox"/> INITIAL APPLICATION	
		<input type="checkbox"/> REQUEST FOR UPGRADE	
STUDENT FCDICE #	FIREFIGHTER CERTIFICATION #		
VERIFICATION OF COURSE COMPLETION			
Attach a course completion certificate or college transcript for each of the following courses:			
<u>Required Courses:</u>	<u>Provider</u>	<u>Dates Attended</u>	
COURAGE TO BE SAFE			
COMPANY OFFICER			
FIRE SERVICE COURSE DELIVERY			
BUILDING CONSTRUCTION FOR THE FIRE SERVICE			
FIREFIGHTING TACTICS AND STRATEGY I			
<u>APPLICANT CHECKLIST</u>			
YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>	Attach copies of course completions or transcript.	
<input type="checkbox"/>	<input type="checkbox"/>	Submit Form DFS-K4-2106 "Fire Officer I Task Book".	
<input type="checkbox"/>	<input type="checkbox"/>	Attach \$30 application fee <u>or</u> paid \$30 application fee online.	

SIGNATURE OF APPLICANT

DATE

¹**USE OF SOCIAL SECURITY NUMBERS:** Applicant's last four digits of the social security numbers are used by the Division of State Fire Marshal for identification purposes, to prevent misidentification, and to facilitate the approval process by the Division. The Department of Financial Services, Division of State Fire Marshal, will not disclose an applicant's last four digits of the social security number, without consent of the applicant, to anyone outside of the state agencies of Florida, except as required by law.

SUBMIT THIS APPLICATION, ALONG WITH THE REQUIRED DOCUMENTATION TO:
 BUREAU OF FIRE STANDARDS AND TRAINING
 11655 NW GAINESVILLE ROAD
 OCALA, FLORIDA 34482-1486



DEPARTMENT OF FINANCIAL SERVICES

Division of State Fire Marshal
Bureau of Fire Standards & Training

FIRE OFFICER I TASK BOOK

Please type or print legibly.

NAME: LAST		FIRST		MI		DATE OF BIRTH	
HOME ADDRESS		CITY		STATE		ZIP CODE	
EMAIL ADDRESS		PHONE NUMBER		FCDICE STUDENT ID NUMBER			
DATE TASK BOOK INITIATED				DATE TASK BOOK COMPLETED			

ATTEST: The information contained in this document is true and correct to the best of my knowledge. I understand that falsification of this document is subject to penalty and is cause to deny or revoke this certification.

Signature of Applicant

Date

Signature of Fire Chief, Agency Head or Designee

Printed Name of Fire Chief, Agency Head or Designee

Date

PURPOSE OF THIS TASK BOOK: This task book is an evaluative tool designed to document that a candidate has demonstrated certain requisite skills required to meet a specific NFPA 1021 job performance requirement. Selected skill objectives in this task book are a supplement to the student learning outcomes and objectives met by successfully completing the Fire Officer I program curriculum.

EXPECTATION OF CANDIDATE: The Fire Officer I candidate is solely responsible for the maintenance, completion, and submission of this task book.

EXPECTATIONS OF EVALUATOR: The evaluator is a direct supervisor, training officer or person designated by Fire Chief or Agency Head who is responsible for overseeing the performance or activity of the candidate. The evaluator documents first hand observation of the requisite skills of candidate, and attests by signature when task(s) has been demonstrated. Evaluator must sign and enter their Florida Instructor ID number on this form. The Division shall designate an alternate evaluator independent of the candidate's employing Fire Service Provider at the request of the candidate. This alternate evaluator shall be a Florida Certified Fire Officer and Florida Certified Instructor.

FIRE OFFICER I

<i>General Reference to NFPA 1021 Standard</i>		<i>Evaluator Signature (Print & Sign Name)</i>	<i>FCDICE or Instructor ID Number</i>	<i>Date</i>
4.1	<u>General Requirements:</u>			
4.1.2	Demonstrated ability to effectively communicate in writing; write reports, letters, and memos utilizing word processing and spreadsheet programs; operate in an information management system; effectively operate at all levels in the incident management system utilized by the local agency.			
4.2	<u>Human Resource Management:</u>			
4.2.1	Demonstrated ability to assign tasks to unit members at an emergency incident using complete, clear and concise			

FIRE OFFICER I TASK BOOK

	instructions with safety considerations being addressed.			
4.2.2	Demonstrated ability to assign tasks to unit members at a nonemergency incident using complete, clear and concise instructions with safety considerations being addressed.			
4.2.3	Demonstrated ability to direct unit members efficiently during a training evolution in accordance with safety plans as directed.			
4.2.5	Demonstrated ability to apply agency human resource policies and procedures when administrative action is required by the agency.			
4.2.6	Demonstrated ability to coordinate the completion of assigned tasks or projects; ability to prioritize and plan; ability to assign tasks to agency members, supervise, and insure completion of assignments.			
4.3	<u>Community & Government Relations:</u>			
4.3.1	Demonstrated ability to initiate action on a community based need.			
4.4	<u>Administration:</u>			
4.4.2	Demonstrated ability to perform basic unit-level administrative functions; complete and file reports according to agency policies and procedures.			
4.5	<u>Inspection and Investigation:</u>			
4.5.1 4.5.2	Demonstrated ability to identify hazards; identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout a building or from one building to another. Demonstrated ability to conduct a pre-incident inspection or pre-plan activity and complete required documents and forms as determined by the agency's policies and procedures.			
4.6	<u>Emergency Service Delivery:</u>			
4.6.3	Demonstrated ability to conduct a single unit post-incident analysis according to policies and procedures of the agency.			
4.7	<u>Health and Safety:</u>			
4.7.2	Demonstrated ability to conduct an initial accident review or investigation; communicate orally or in writing while conducting the review or investigation; take notes or complete forms or documents when required by the policies and procedures of the agency.			



THE DEPARTMENT OF FINANCIAL SERVICES
Division of the State Fire Marshal

APPLICATION for FIRE OFFICER II CERTIFICATION

Application for Fire Officer II Certification can also be completed online at: www.floridastatefirecollege.org			
<i>Please type or print legibly.</i>			
NAME: LAST		FIRST	MI
HOME ADDRESS:		CITY	STATE
SOCIAL SECURITY NUMBER ¹ <small>(LAST FOUR NUMBERS)</small>		E-MAIL ADDRESS	CONTACT PHONE NUMBER
STUDENT FCDICE #		FIREFIGHTER CERTIFICATION #	<input type="checkbox"/> INITIAL APPLICATION <input type="checkbox"/> REQUEST FOR UPGRADE
VERIFICATION OF COURSE COMPLETION			
Attach a course completion certificate or college transcript for each of the following courses:			
<u>Required Courses:</u>		<u>Provider</u>	<u>Dates Attended</u>
ICS-300: INTERMEDIATE ICS FOR EXPANDING INCIDENTS			
COURAGE TO BE SAFE			
FLORIDA STATE-WIDE EMERGENCY RESPONSE PLAN			
FIRE SERVICE COURSE DESIGN			
FIRE PREVENTION PRACTICES			
FIREFIGHTING TACTICS AND STRATEGY II			
PRIVATE FIRE PROTECTION SYSTEMS I			
APPLICANT CHECKLIST			
YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>	Attach copies of course completions or transcript.	
<input type="checkbox"/>	<input type="checkbox"/>	Submit Form DFS-K4-2107 "Fire Officer II Task Book".	
<input type="checkbox"/>	<input type="checkbox"/>	Attach \$30 application fee <u>or</u> paid \$30 application fee online.	

SIGNATURE OF APPLICANT

DATE

¹ **USE OF SOCIAL SECURITY NUMBERS:** Applicant's last four digits of the social security numbers are used by the Division of State Fire Marshal for identification purposes, to prevent misidentification, and to facilitate the approval process by the Division. The Department of Financial Services, Division of State Fire Marshal, will not disclose an applicant's last four digits of the social security number, without consent of the applicant, to anyone outside of the state agencies of Florida, except as required by law.

SUBMIT THIS APPLICATION, ALONG WITH THE REQUIRED DOCUMENTATION TO:
 BUREAU OF FIRE STANDARDS AND TRAINING
 11655 NW GAINESVILLE ROAD
 OCALA, FLORIDA 34482-1486



DEPARTMENT OF FINANCIAL SERVICES

Division of State Fire Marshal
Bureau of Fire Standards & Training

FIRE OFFICER II TASK BOOK

Please type or print legibly.

NAME: LAST		FIRST	MI	DATE OF BIRTH
HOME ADDRESS		CITY	STATE	ZIP CODE
EMAIL ADDRESS		PHONE NUMBER	FCDICE STUDENT ID NUMBER	
DATE TASK BOOK INITIATED		DATE TASK BOOK COMPLETED		

ATTEST: The information contained in this document is true and correct to the best of my knowledge. I understand that falsification of this document is subject to penalty, and is cause to deny or revoke this certification.

Signature of Applicant

Date

Signature of Fire Chief, Agency Head or Designee

Printed Name of Fire Chief, Agency Head or Designee

Date

PURPOSE OF THIS TASK BOOK: This task book is an evaluative tool designed to document that a candidate has demonstrated certain requisite skills required to meet a specific NFPA 1021 job performance requirement. Selected skill objectives in this task book are a supplement to the student learning outcomes and objectives met by successfully completing the Fire Officer II program curriculum.

EXPECTATION OF CANDIDATE: The Fire Officer II candidate is solely responsible for the maintenance, completion, and submission of this task book.

EXPECTATIONS OF EVALUATOR: The evaluator is a direct supervisor, training officer or person designated by Fire Chief or Agency Head who is responsible for overseeing the performance or activity of the candidate. The evaluator documents first hand observation of the requisite skills of candidate, and attests by signature when task(s) has been demonstrated. Evaluator must sign and enter their Florida Instructor ID number on this form. The Division shall designate an alternate evaluator independent of the candidate's employing Fire Service Provider at the request of the candidate. This alternate evaluator shall be a Florida Certified Fire Officer and Florida Certified Instructor.

FIRE OFFICER II

<i>General Reference to NFPA 1021 Standard</i>		<i>Evaluator Signature (Print & Sign Name)</i>	<i>FCDICE or Instructor ID Number</i>	<i>Date</i>
5.2	<u>Human Resource Management:</u>			
5.2.1	Demonstrated ability to initiate actions to maximize and/or correct unacceptable employee performance. Demonstrated ability to utilize agency policies and procedures so member and/or unit performance improves or issue is referred to next level of supervision.			
5.2.2	Demonstrated ability to evaluate job performance of an assigned member according to agency policies and procedures.			

FIRE OFFICER II TASK BOOK

5.4	<u>Administration:</u>			
5.4.1	Demonstrated ability to identify an agency problem and propose a solution by facilitating the development of an agency policy or procedure.			
5.4.2	Demonstrated ability to develop a project or budget for a new or ongoing project; repairs to existing facilities or equipment; new facilities or equipment; apparatus or apparatus maintenance; or personnel costs.			
5.4.3	Demonstrated ability to describe process of purchasing, including soliciting and awarding bids, given established specifications by the agency.			
5.4.6	Demonstrated ability to develop a plan to accomplish change in a positive manner in the organization when a new policy or procedure is adopted.			
5.5	<u>Inspection and Investigation:</u>			
5.5.1	Demonstrated ability to assist in a fire investigation to determine origin and preliminary cause.			
5.6	<u>Emergency Service Delivery</u>			
5.6.1	Demonstrated ability to implement the agency's incident management system, to communicate orally, to supervise and account for assigned personnel under emergency conditions, and to serve in command staff and unit supervision positions within the Incident Management System.			
5.6.2	Demonstrated ability to conduct a post-incident analysis of a multi-unit response of the agency. Ability to effectively communicate outcomes of analysis using the agency policies and procedures.			
5.6.3	Demonstrated ability to prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for certain planning areas within the service area of the organization.			
5.7.1	Demonstrated ability to analyze a member's accident, injury, or health exposure history and provide a report that includes health and safety recommendations to a supervisor.			



DEPARTMENT OF FINANCIAL SERVICES

Division of State Fire Marshal
Bureau of Fire Standards & Training

APPLICATION for FIRE OFFICER III CERTIFICATION

Application for Fire Officer III Certification can also be completed online at: www.floridastatefirecollege.org

Please type or print legibly.

NAME: LAST				FIRST				MI				DATE OF BIRTH											
HOME ADDRESS:								CITY				STATE				ZIP CODE							
SOCIAL SECURITY NUMBER ¹ <small>(LAST FOUR NUMBERS)</small>								E-MAIL ADDRESS								CONTACT PHONE NUMBER							
STUDENT FCDICE #								FIREFIGHTER CERTIFICATION #								INSTRUCTOR CERTIFICATION #							
<input type="checkbox"/> APPLICATION: DIRECT PROGRAM DELIVERY (Complete all sections below)												<input type="checkbox"/> APPLICATION: PORTFOLIO ASSESSMENT (Complete <u>Section A</u> & <u>Section C</u> below)											

SECTION A

VERIFICATION: FIVE YEARS OF EXPERIENCE AS A FIRE OFFICER

Please complete the following:

<u>Fire Service Agency</u>	<u>Years of Service</u>

SECTION B

VERIFICATION OF COURSE COMPLETION

Attach a course completion certificate or college transcript for each of the following courses:

<u>Required Courses:</u>	<u>Provider</u>	<u>Dates Attended</u>
ICS-400: ADVANCED ICS COMMAND AND GENERAL STAFF: COMPLEX INCIDENTS		
COURAGE TO BE SAFE		
CHIEF OFFICER		
ANALYTICAL APPROACHES IN PUBLIC FIRE PROTECTION		
LEGAL AND ETHICAL ISSUES FOR THE FIRE SERVICE		

SECTION C		
APPLICANT CHECKLIST		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Attach copies of course completions or transcript (Direct Program Delivery Application Requirement).
<input type="checkbox"/>	<input type="checkbox"/>	Submit Form DFS-K4-2108 Fire Officer III Portfolio Workbook (Portfolio Assessment Application Requirement).
<input type="checkbox"/>	<input type="checkbox"/>	Attach \$30 application fee <u>or</u> paid \$30 application fee online.

SIGNATURE OF APPLICANT

DATE

¹ **USE OF SOCIAL SECURITY NUMBERS:** Applicant's last four digits of the social security numbers are used by the Division of State Fire Marshal for identification purposes, to prevent misidentification, and to facilitate the approval process by the Division. The Department of Financial Services, Division of State Fire Marshal, will not disclose an applicant's last four digits of the social security number, without consent of the applicant, to anyone outside of the state agencies of Florida, except as required by law.

**SUBMIT THIS APPLICATION, ALONG WITH THE REQUIRED DOCUMENTATION TO:
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 11655 NW GAINESVILLE ROAD
 OCALA, FLORIDA 34482-1486**



DEPARTMENT OF FINANCIAL SERVICES

Division of State Fire Marshal
Bureau of Fire Standards & Training

FIRE OFFICER III PORTFOLIO WORKBOOK

Please type or print legibly.

NAME: LAST		FIRST		MI		DATE OF BIRTH	
HOME ADDRESS		CITY		STATE		ZIP CODE	
EMAIL ADDRESS		PHONE NUMBER		FCDICE STUDENT ID NUMBER			

ATTEST: The information contained in this document is true and correct to the best of my knowledge. I understand that falsification of this document is subject to penalty and is cause to deny or revoke this certification.

Signature of Applicant

Date

PURPOSE OF THIS PORTFOLIO WORKBOOK: The Fire Officer III Portfolio Workbook is an instrument to enable a candidate to document that their professional development experiences meet the objectives required by the NFPA 1021 Fire Officer III standard and the Fire Officer III curriculum.

**FIRE OFFICER III
Record of Professional Development**

Designation(s):

<input type="checkbox"/>	Executive Fire Officer Designation – National Fire Academy	Date of Issue:
<input type="checkbox"/>	Chief Fire Officer Designation: Center for Public Safety Excellence	Date of Issue / Renewal:

College or University:

Name of School & Location	Dates of Attendance (MM/YYYY)		Credit HRS Earned		Major / Minor	Type of Degree Earned
	From	To	QTRS	SEM		

Record of Academic/Professional Development Accomplishments & Alignment with Job Performance Requirements (JPR's): The Fire Officer III candidate shall itemize that experiential outcomes meet the JPR's required by the NFPA 1021 Fire Officer III standard and the Fire Officer III curriculum on the following pages:

FIRE OFFICER III PORTFOLIO WORKBOOK

Record of Alignment with Job Performance Requirements (JPR's)	
JPR:	GENERAL REQUIREMENTS & PREREQUISITE KNOWLEDGE & SKILLS: Current national and international trends and developments related to fire service organization, management, and administrative principles; public and private organizations that support the fire and emergency services and the functions of each. The ability to research, to use evaluative methods, to analyze data, to communicate orally and in writing, to motivate members.
6.1.1 6.1.2	
Met by:	<input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title):
	<input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number):
Directions: For EFO or College coursework: list the course and itemize the actual course objectives that match the JPR. For EFO research: list the research and itemize the research experience that match the JPR. For CFO Portfolio: list the professional development, contribution, or competencies that match the JPR. Attach additional pages as needed. <i>(The required font is Arial or Times New Roman - 10 or 12 point).</i>	

FIRE OFFICER III PORTFOLIO WORKBOOK

Record of Alignment with Job Performance Requirements (JPR's)	
JPR:	HUMAN RESOURCE MANAGEMENT: This duty involves establishing procedures for hiring, assigning, promoting, and encouraging professional development of members, according to the following job performance requirements: JPR's: 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5, 6.2.6, 6.2.7.
6.2	
Met by:	<input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title):
	<input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number):
Directions: For EFO or College coursework: list the course and itemize the actual course objectives that match the JPR. For EFO research: list the research and itemize the research experience that match the JPR. For CFO Portfolio: list the professional development, contribution, or competencies that match the JPR. Attach additional pages as needed. <i>(The required font is Arial or Times New Roman - 10 or 12 point).</i>	

FIRE OFFICER III PORTFOLIO WORKBOOK

Record of Alignment with Job Performance Requirements (JPR's)	
JPR:	COMMUNITY AND GOVERNMENT RELATIONS: This duty involves developing programs that improve and expand service and build partnerships with the public, according to the following job performance requirements:
6.3	JPR's: 6.3.1,
Met by:	<input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title):
	<input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number):
Directions: For EFO or College coursework: list the course and itemize the actual course objectives that match the JPR. For EFO research: list the research and itemize the research experience that match the JPR. For CFO Portfolio: list the professional development, contribution, or competencies that match the JPR. Attach additional pages as needed. <i>(The required font is Arial or Times New Roman - 10 or 12 point).</i>	

FIRE OFFICER III PORTFOLIO WORKBOOK

Record of Alignment with Job Performance Requirements (JPR's)	
JPR:	ADMINISTRATION: This duty involves preparing a divisional or departmental budget, developing a budget management system, soliciting bids, planning for resource allocation, and working with records management systems, according to the following job performance requirements: JPR's: 6.4.1, 6.4.2, 6.4.3, 6.4.4, 6.4.5, 6.4.6.
6.4	
Met by:	<input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title):
	<input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number):
Directions: For EFO or College coursework: list the course and itemize the actual course objectives that match the JPR. For EFO research: list the research and itemize the research experience that match the JPR. For CFO Portfolio: list the professional development, contribution, or competencies that match the JPR. Attach additional pages as needed. <i>(The required font is Arial or Times New Roman - 10 or 12 point).</i>	

FIRE OFFICER III PORTFOLIO WORKBOOK

Record of Alignment with Job Performance Requirements (JPR's)	
JPR:	INSPECTION AND INVESTIGATION: This duty involves evaluating inspection programs of the local authority having jurisdiction, to determine effectiveness and developing public safety plans, according to the following job performance requirements: JPR's: 6.5.1, 6.5.2.
6.5	
Met by:	<input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title):
	<input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number):
Directions: For EFO or College coursework: list the course and itemize the actual course objectives that match the JPR. For EFO research: list the research and itemize the research experience that match the JPR. For CFO Portfolio: list the professional development, contribution, or competencies that match the JPR. Attach additional pages as needed. <i>(The required font is Arial or Times New Roman - 10 or 12 point).</i>	

FIRE OFFICER III PORTFOLIO WORKBOOK

Record of Alignment with Job Performance Requirements (JPR's)	
JPR:	EMERGENCY SERVICE DELIVERY: This duty involves managing multi-agency planning, deployment, and operations, according to the following job performance requirements:
6.6	JPR's: 6.6.1, 6.6.2, 6.6.3,
Met by:	<input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title):
	<input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number):
<p>Directions: For EFO or College coursework: list the course and itemize the actual course objectives that match the JPR. For EFO research: list the research and itemize the research experience that match the JPR. For CFO Portfolio: list the professional development, contribution, or competencies that match the JPR. Attach additional pages as needed. <i>(The required font is Arial or Times New Roman - 10 or 12 point).</i></p>	

FIRE OFFICER III PORTFOLIO WORKBOOK

Record of Alignment with Job Performance Requirements (JPR's)	
JPR:	HEALTH AND SAFETY: This duty involves developing, managing, and evaluating a departmental health and safety program, according to the following job performance requirements:
6.7	JPR's: 6.7.1.
Met by:	<input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title):
	<input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number):
Directions: For EFO or College coursework: list the course and itemize the actual course objectives that match the JPR. For EFO research: list the research and itemize the research experience that match the JPR. For CFO Portfolio: list the professional development, contribution, or competencies that match the JPR. Attach additional pages as needed. <i>(The required font is Arial or Times New Roman - 10 or 12 point).</i>	

FIRE OFFICER III PORTFOLIO WORKBOOK

Record of Alignment with Job Performance Requirements (JPR's)	
JPR:	EMERGENCY MANAGEMENT: This duty involves policies, procedures, and programs for the role of the fire service in the community's emergency management plan; roles of local, state, and national emergency management agencies.
6.8	JPR's: 6.8.1.
Met by:	<input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title):
	<input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number):
Directions: For EFO or College coursework: list the course and itemize the actual course objectives that match the JPR. For EFO research: list the research and itemize the research experience that match the JPR. For CFO Portfolio: list the professional development, contribution, or competencies that match the JPR. Attach additional pages as needed. <i>(The required font is Arial or Times New Roman - 10 or 12 point).</i>	



DEPARTMENT OF FINANCIAL SERVICES

Division of State Fire Marshal
Bureau of Fire Standards & Training

APPLICATION for FIRE OFFICER IV CERTIFICATION

Application for Fire Officer IV Certification can also be completed online at: www.floridastatefirecollege.org

Please type or print legibly.

NAME: LAST	FIRST	MI	DATE OF BIRTH
HOME ADDRESS:	CITY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER ¹ (LAST FOUR NUMBERS)	E-MAIL ADDRESS	CONTACT PHONE NUMBER	
STUDENT FCDICE #	FIREFIGHTER CERTIFICATION #	INSTRUCTOR CERTIFICATION #	
<input type="checkbox"/> APPLICATION: DIRECT PROGRAM DELIVERY (Complete all sections below)		<input type="checkbox"/> APPLICATION: PORTFOLIO ASSESSMENT (Complete <u>Section A</u> & <u>Section C</u> below)	

SECTION A

VERIFICATION: FIVE YEARS OF EXPERIENCE AS A FIRE OFFICER

Please complete the following:

<u>Fire Service Agency</u>	<u>Years of Service</u>

SECTION B

VERIFICATION OF COURSE COMPLETION

Attach a course completion certificate or college transcript for each of the following courses:

<u>Required Courses:</u>	<u>Provider</u>	<u>Dates Attended</u>
COURAGE TO BE SAFE		
COMMUNITY RISK REDUCTION		
PERSONNEL MANAGEMENT FOR THE FIRE AND EMERGENCY SERVICES		
STRATEGIC PLANNING		
<i>Select one of the following electives:</i>		
QUANTITATIVE ANALYSIS		
CAPSTONE PROJECT		

SECTION C

APPLICANT CHECKLIST

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Attach copies of course completions or transcript (Direct Program Delivery Application Requirement).
<input type="checkbox"/>	<input type="checkbox"/>	Submit Form DFS-K4-2109 Fire Officer IV Portfolio Workbook (Portfolio Assessment Application Requirement).
<input type="checkbox"/>	<input type="checkbox"/>	Attach \$30 application fee <u>or</u> paid \$30 application fee online.

SIGNATURE OF APPLICANT

DATE

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**SUBMIT THIS APPLICATION, ALONG WITH THE REQUIRED DOCUMENTATION TO:
BUREAU OF FIRE STANDARDS AND TRAINING
11655 NW GAINESVILLE ROAD
OCALA, FLORIDA 34482-1486**



DEPARTMENT OF FINANCIAL SERVICES

Division of State Fire Marshal
Bureau of Fire Standards & Training

FIRE OFFICER IV PORTFOLIO WORKBOOK

Please type or print legibly.

NAME: LAST	FIRST	MI	DATE OF BIRTH
HOME ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS	PHONE NUMBER	FCDICE STUDENT ID NUMBER	

ATTEST: The information contained in this document is true and correct to the best of my knowledge. I understand that falsification of this document is subject to penalty, and is cause to deny or revoke this certification.

Signature of Applicant

Date

PURPOSE OF THIS PORTFOLIO WORKBOOK: The Fire Officer IV Portfolio Workbook is an instrument to enable a candidate to document that their professional development experiences meet the objectives required by the NFPA 1021 Fire Officer IV standard and the Fire Officer IV curriculum.

**FIRE OFFICER IV
Record of Professional Development**

Designation(s):

<input type="checkbox"/>	Executive Fire Officer Designation – National Fire Academy	Date of Issue:
<input type="checkbox"/>	Chief Fire Officer Designation: Center for Public Safety Excellence	Date of Issue / Renewal:

College or University:

Name of School & Location	Dates of Attendance (MM/YYYY)		Credit HRS Earned		Major / Minor	Type of Degree Earned
	From	To	QTRS	SEM		

Record of Academic/Professional Development Accomplishments & Alignment with Job Performance Requirements (JPR's): The Fire Officer IV candidate shall itemize that experiential outcomes meet the JPR's required by the NFPA 1021 Fire Officer IV standard and the Fire Officer IV curriculum on the following pages:

FIRE OFFICER IV PORTFOLIO WORKBOOK

Record of Alignment with Job Performance Requirements (JPR's)	
JPR:	HUMAN RESOURCE MANAGEMENT: This duty involves administering job performance requirements and evaluating and improving the department, according to the following job performance requirements:
7.2	JPR's: 7.2.1, 7.2.2, 7.2.3, 7.2.4, 7.2.5.
Met by:	<input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title):
	<input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number):
Directions: For EFO or College coursework: list the course and itemize the actual course objectives that match the JPR. For EFO research: list the research and itemize the research experience that match the JPR. For CFO Portfolio: list the professional development, contribution, or competencies that match the JPR. Attach additional pages as needed. <i>(The required font is Arial or Times New Roman - 10 or 12 point).</i>	

FIRE OFFICER IV PORTFOLIO WORKBOOK

Record of Alignment with Job Performance Requirements (JPR's)	
JPR:	COMMUNITY AND GOVERNMENT RELATIONS: This duty involves projecting a positive image of the fire department to the community, according to the following job performance requirements:
7.3	JPR's: 7.3.1.
Met by:	<input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title):
	<input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number):
Directions: For EFO or College coursework: list the course and itemize the actual course objectives that match the JPR. For EFO research: list the research and itemize the research experience that match the JPR. For CFO Portfolio: list the professional development, contribution, or competencies that match the JPR. Attach additional pages as needed. <i>(The required font is Arial or Times New Roman - 10 or 12 point).</i>	

FIRE OFFICER IV PORTFOLIO WORKBOOK

Record of Alignment with Job Performance Requirements (JPR's)	
JPR:	ADMINISTRATION: This duty involves long-range planning and fiscal projections, according to the following job performance requirements: JPR's: 7.4.1, 7.4.2, 7.4.3, 7.4.4.
7.4	
Met by:	<input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title):
	<input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number):
Directions: For EFO or College coursework: list the course and itemize the actual course objectives that match the JPR. For EFO research: list the research and itemize the research experience that match the JPR. For CFO Portfolio: list the professional development, contribution, or competencies that match the JPR. Attach additional pages as needed. <i>(The required font is Arial or Times New Roman - 10 or 12 point).</i>	

FIRE OFFICER IV PORTFOLIO WORKBOOK

Record of Alignment with Job Performance Requirements (JPR's)	
JPR:	EMERGENCY SERVICE DELIVERY: This duty involves developing plans for major disasters, according to the following job performance requirements:
7.6	JPR's: 7.6.1, 7.6.2.
Met by:	<input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title):
	<input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number):
<p>Directions: For EFO or College coursework: list the course and itemize the actual course objectives that match the JPR. For EFO research: list the research and itemize the research experience that match the JPR. For CFO Portfolio: list the professional development, contribution, or competencies that match the JPR. Attach additional pages as needed. <i>(The required font is Arial or Times New Roman - 10 or 12 point).</i></p>	

FIRE OFFICER IV PORTFOLIO WORKBOOK

Record of Alignment with Job Performance Requirements (JPR's)	
JPR:	HEALTH AND SAFETY: This duty involves administering a comprehensive risk management program, according to the following job performance requirements:
7.7	JPR's: 7.7.1.
Met by:	<input type="checkbox"/> EFO Course (Course Title): <input type="checkbox"/> EFO Research (Title):
	<input type="checkbox"/> CFO Portfolio Element (Title): <input type="checkbox"/> College Course (Course Title / Number):
Directions: For EFO or College coursework: list the course and itemize the actual course objectives that match the JPR. For EFO research: list the research and itemize the research experience that match the JPR. For CFO Portfolio: list the professional development, contribution, or competencies that match the JPR. Attach additional pages as needed. <i>(The required font is Arial or Times New Roman - 10 or 12 point).</i>	