## FIRE CODE ADMINISTRATOR PROGRAM

**Release Date: December 2012**
**Revised Date: January 2019**

### I.     Program Overview

The Division of the State Fire Marshal (Division) has developed the Fire Code Administrator program.  This is an advanced training and certification program designed for certified Florida Firesafety Inspectors having fire code management responsibilities. The program is consistent with the National Fire Protection Association (NFPA) 1037 Standard for Professional Qualifications for Fire Marshal (2012).

Applicants who meet the job performance requirements, demonstrate requisite skills, and possess the requisite knowledge of the NFPA 1037 standard are qualified to receive a certificate of competency from the Division.  This is a voluntary program.  Applicants are not required to be currently employed as a Firesafety Inspector to apply for this certification.

### II.     Certification Requirements

 Applicants for certification as a Fire Code Administrator shall submit application to the Bureau of Fire Standards and Training (Bureau) within the Division. Application shall be submitted to document compliance with each requirement in paragraph 69A-39.003(3)(a), F.A.C. If the applicant documents compliance, the Division shall issue the certificate. If the applicant fails to document compliance, the Division shall issue a written notice of denial to the applicant, which specifies the reason(s) therefore and which shall be an agency action subject to review under Section 120.57, F.S.

There are two methodologies available for a qualified applicant to obtain Fire Code Administrator certification.  Individuals should evaluate their eligibility and utilize one of the following options as set forth in paragraph 69A-39.003(3)(a), F.A.C.:

Option A – Direct Program Delivery.
The first option is designed for persons who have at least six years of full-time equivalent experience working as a certified Firesafety Inspector and are currently certified as a Florida Firesafety Inspector.  This method of completion is designed to be the traditional learning model for Fire Code Administrator certification.

The applicant shall have completed the prerequisite course titled "Evaluating Performance – Based Design", and also complete the 240 - hour Fire Code Administrator course curriculum. Qualified persons shall complete Section A of Form DFS-K4-2085 and submit application to the Bureau.  If the applicant documents compliance, the Division will issue a certificate. Competency is demonstrated by the successful completion of all course work.  There is no certification exam.

Option B – Portfolio Program.
The second option is designed for persons who have at least ten years of full-time equivalent experience working as a certified Firesafety Inspector and are currently certified as a Florida Firesafety Inspector. These applicants must also have a minimum of five years of documented management experience.

To be qualified, the applicant must demonstrate they have met the learning objectives and competencies that are defined in the NFPA 1037 standard through a portfolio review process. Persons who meet these qualifications shall complete Section B of Form DFS-K4-2085 and submit application to the Bureau. If the applicant documents compliance, the Division will issue a certificate. There is no certification exam.

## III. Curriculum
The Fire Code Administrator curriculum consists of the following courses that are part of the Fire and Emergency Services Higher Education (FESHE) program. Each course must meet the learning objectives determined by the Division. Each of the following courses shall be no less than 40 hours in duration:

| Fire Code Administrator Curriculum |
| --- |
| **Course Title** |
| Community Risk Reduction |
| Fire and Emergency Service Administration OR Chief Officer |
| Fire Prevention Organization and Management |
| Analytical Approaches to Public Fire Protection |
| Personnel Management for the Fire & Emergency Services |
| Political and Legal Foundation for Fire Protection OR Ethical and Legal Issues for the Fire Service |

## IV. Course Approval
The Division will accept courses taught by an approved instructor, and are:
- Delivered within the State of Florida by any provider whose course is registered in the Florida Department of Education Statewide Course Numbering System when submitted on the institution's official transcript; or
- Delivered by the United States Fire Administration – National Fire Academy (NFA) when submitted on the official transcript of the NFA; or
- Delivered by any regionally accredited university or college when submitted on the institution's official transcript; or
- Delivered by other academic providers whose FESHE course is registered with the United States Fire Administration – National Fire Academy (NFA); or
- Determined by the Division to be equivalent to the Statewide Course Numbering System (SCNS) or Fire and Emergency Services Higher Education (FESHE) program courses.

## V. Instructor Approval

Only courses delivered by qualified instructors will be accepted by the Division of Fire Standards and Training toward the Fire Code Administrator certification. Qualified instructors are:

- 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
- Instructors with requisite faculty credentials as determined by the United States Fire Administration – National Fire Academy; or
- Instructors with requisite faculty credentials as determined by the respective regionally accredited university or college.

## VI. Completing the Application for Certification

Applicants should evaluate their eligibility as set forth in paragraph 69A-39.003(3)(a), F.A.C. and submit Form DFS-K4-2085 "Application for Fire Code Administrator Certification" to the Bureau.

Section A Requirements.

Complete applicant information, including Section A of the application, and attach a copy of course completion certificates or attach copies of official transcripts that lists requisite courses.

Section B Requirements.

Complete applicant information, including Section B of the application, and attach portfolio materials as follows:

Applicants for certification as a Fire Code Administrator shall submit a professional portfolio that documents compliance with each requirement. All responses must be typed. Handwritten documents will not be accepted by the Division. The required font is either Arial or Times New Roman (10 or 12 point). The portfolio application requires the candidate to provide detailed information that shall be arranged and submitted in the following order:

1. Form DFS-K4-2085 "Application for Fire Code Administrator Certification"
2. Letter of Introduction
3. Resume
4. Managerial Experience
5. Letter of Reference
6. Professional Development & Education
7. Portfolio Review Worksheet

Application for Fire Code Administrator

The applicant shall provide a completed application with all responses typed.

Letter of Introduction

The applicant shall provide a letter of introduction that includes general information about the candidate and be limited to two pages.

<u>Resume</u>
The applicant shall provide a current resume that includes a chronological history of their education, certifications, and any professional designations or affiliations. Additionally, a minimum of ten years of chronological work history as a certified Firesafety Inspector shall be included.

<u>Managerial Experience</u>
The applicant shall submit a summary document that defines in detail a minimum of five cumulative years of managerial experience in the areas of analytical approaches to fire protection, fire service administration, fire prevention management, community risk reduction, human resource management, and performance based designs. Applicants are highly encouraged to first review the job performance requirements (JPR) contained within the NFPA 1037 standard to correlate their managerial experience with the JPR's. The Managerial Experience component requires the applicant to provide a very detailed, well organized, correlation between their actual personal experience and the required JPR's. This will be the largest and most comprehensive component of the applicant's portfolio.

<u>Letter of Reference</u>
The applicant shall provide a signed letter from their respective supervisor or Human Resource department attesting to the applicant's current or previous job responsibilities and requisite managerial experience. The candidate may be required to obtain additional letters of confirmation from previous supervisors to validate all requisite managerial experience they are submitting for consideration.

<u>Professional Development & Education</u>
The applicant shall provide a list of all degrees, certificates, licenses, and certifications. Applicant shall attach copies of official transcripts and certificates.

<u>Portfolio Review Worksheet</u>
The applicant shall provide a completed <u>Portfolio Review Worksheet</u>. The worksheet enables the applicant to demonstrate they have met the JPR's of the NFPA 1037 Standard for Professional Qualifications for Fire Marshal (2012) as evidenced by the applicant's record of job related experience. The worksheet requires that a supervisor, agency representative, or agency head that has first-hand knowledge of the applicant's job related experience attest by signature.

## VII.    Additional Resources

<u>NFPA Standards</u>
The Fire Code Administrator Program is based on the National Fire Protection Association (NFPA) 1037 Standard for Professional Qualifications for Fire Marshal (2012). A copy of this standard can be obtained from the NFPA, Inc. at http://www.nfpa.org. A list of the NFPA professional qualifications standards for NFPA 1037 can also be obtained from the ProBoard at http://www.theproboard.org/AMM.htm.

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4

FESHE Program

Information on the Fire and Emergency Services Higher Education (FESHE) program can be obtained at http://www.usfa.fema.gov/nfa/higher_ed/index.shtm.  Fire Code Administrator Program courses may be offered at FESHE recognized schools.  To locate a FESHE school, go to http://www.usfa.fema.gov/nfa/higher_ed/resources/schools/index.shtm.

FLDOE SCNS

Search for a course within the Florida Department of Education Statewide Course Numbering System at http://scns.fldoe.org/scns/public/pb_taxonomy_lst.jsp.

The National Professional Development Model (NPDM)

Consider using the NPDM Matrix to evaluate course work you have already completed to determine if it may also apply to the NFPA 1037 Standard when submitting application using the portfolio methodology.  An explanation of the NPDM and the matrix is found at: http://www.usfa.fema.gov/nfa/higher_ed/feshe/feshe_interoperability.shtm.

If you have any questions regarding the Fire Code Administrator Program, please contact the Bureau of Fire Standards & Training at (352) 369-2800.

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5

## FIRE CODE ADMINISTRATOR – *Portfolio Review Worksheet*

This worksheet is an instrument to determine whether the qualifications of an applicant with ten years of experience as a certified Firesafety Inspector combined with a minimum of five years management experience is in compliance with the job performance requirements (JPR's) of NFPA 1037 Standard for Professional Qualifications for Fire Marshal (2012). This alternate evaluation method is used to assess the applicant's documented job-related experience and professional competence. The applicant should reference the associated "requisite knowledge" and "requisite skills" for each JPR listed as defined in the NFPA 1037 standard. A copy of the complete NFPA 1037 document can be obtained from the NFPA, Inc., 1 Batterymarch Park, Quincy, Massachusetts 02269.

**Directions:** The applicant shall submit a detailed description of their job-related experience that corresponds to the listed JPR. The applicant should include tasks they have performed that directly relate to the corresponding Job Performance Requirements and associated "requisite knowledge" and "requisite skills". The worksheet requires that a supervisor, agency representative, or agency head that has first-hand knowledge of the applicant's job related experience attest to same by signature.

| *Job Performance Requirement:* | *Applicant's Description of Job-Related Experience* | *Attested By:* (*Print & Sign Name*) |
|---|---|---|
| **5.2 Administrative Duties** | | |
| 5.2.1 Administer jurisdictional requirements related to the roles and responsibilities of the Fire Marshal, given regulations and organizational goals and objectives pertaining to personnel and labor management, so that the Fire Marshal functions in a manner consistent with the organizational mission and complies with applicable personnel management laws and regulations. | | |
| 5.2.2 Establish personnel assignments to maximize efficiency, given the knowledge, training, and experience of the members available, so that the organizational roles and responsibilities and legal requirements are met with the allocated resources and in accordance with jurisdictional requirements. | | |

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Page 6 of 11

| Job Performance Requirement: | Applicant's Description of Job-Related Experience | Attested By: (*Print & Sign Name*) |
|---|---|---|
| 5.2.3  Establish a strategic and operational plan, given organizational goals and objectives, legal requirements, and available resources so that the organizational roles and responsibilities and legal requirements are met with the allocated resources. | | |
| 5.2.4  Establish a budget, given the available resources, so that the roles and responsibilities of the Fire Marshal can be implemented within organizational goals and objectives. | | |
| 5.2.5  Monitor the status of the approved budget during the budgeting period, given the available resources and budgetary requirements, so that the roles and responsibilities of the Fire Marshal can be implemented within organizational goals and objectives. | | |
| 5.2.6  Direct the development, maintenance, and evaluation of a department record and management system, given policies and procedures, so that completeness and accuracy are achieved. | | |
| **5.3  Risk Management** | | |
| 5.3.2  Evaluate target risks and emergency incident data, given community profile levels of protection, occupancy types, percent of responses by occupancy type, perspectives of risk, and available data and information including loss, so that a community risk profile can be developed based on an acceptable level of risk. | | |
| 5.3.3  Manage a data and information management program, given identified inputs and outputs, data collection system, and personnel, so that data and information are collected, processed, stored, and maintained. | | |
| 5.3.4  Interpret data and information, given output from a data/information management system, so that the data and information provide an adequate basis of knowledge to conduct risk analysis. | | |

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7

| Job Performance Requirement: | Applicant's Description of Job-Related Experience | Attested By: (Print & Sign Name) |
|---|---|---|
| 5.3.5  Conduct risk analysis, given data and information trends, target risks, community input, and available resources, so that a risk profile and management solutions are developed. | | |
| 5.3.6  Evaluate risk management solutions, given the risk analysis, organizational and community constraints, regulatory requirements, available resources, and financial impacts, so that the most beneficial and cost-effective solution(s) can be established. | | |
| 5.3.7  Integrate the risk management solutions with related organizational groups, given organizational structure and constraints, so that the analysis and solution(s) can be used for organizational planning, development, and implementation. | | |
| 5.3.8  Integrate the risk management solution(s) with community stakeholders, given interface with community individuals and organizations, so that the risk management solution(s) can be used for community planning, development, and implementation. | | |
| 5.3.9  Evaluate the risk management program, given the existing risk analysis, implemented solution(s), and data and information applications, so that continued improvement of the program goals and objectives can be monitored and achieved. | | |
| 5.3.10  Develop a plan, given an identified fire safety problem, so that the approval for a new program, piece of legislation, form of public education, or fire safety code is facilitated. | | |
| **5.4  Community Relations** | | |
| 5.4.1  Develop relationships with community groups, given a description of local groups and organizational policies for relationships with groups, attendance at community meetings, and participation at community events, so that a schedule is established for ongoing contacts. | | |

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8

| Job Performance Requirement: | Applicant's Description of Job-Related Experience | Attested By: (Print & Sign Name) |
|---|---|---|
| 5.4.2 Present safety proposals to community groups, given a list of groups with shared concerns, and an understanding of relevant safety measures, so that the justification for the safety proposal is provided, issues are explained, and solutions, impacts, and benefits are stated. | | |
| 5.4.3 Create media communication strategies and policies, given a list of media outlets such as newspaper, radio, web pages, and television; characteristics of local media with accurate information, so that consistent and accurate prevention information is disseminated in an understandable manner. | | |
| 5.4.4 Participate in media interviews, given information about organizational goals and prevention practices and strategies; and knowledge of interview techniques, so that consistent and accurate information is disseminated in an understandable manner. | | |
| **5.5 Professional Development** | | |
| 5.5.1 General requisite knowledge; training and professional development principles, guides, and standards. | | |
| 5.5.2 Evaluate organization and individual professional development needs, given organizational goals, objectives, and jurisdictional requirements, so that professional development needs are identified and prioritized. | | |
| 5.5.3 Prescribe professional development programs, given the results of a professional development needs analysis, so that the knowledge and skills are job-related, training is performance-based, adult learning principles are used, and the program meets organizational goals and requirements. | | |

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9

| Job Performance Requirement: | Applicant's Description of Job-Related Experience | Attested By: (*Print & Sign Name*) |
|---|---|---|
| 5.5.4  Implement professional development programs, given selected options and available resources, so that professional development programs meet organizational goals and objectives. | | |
| 5.5.5  Evaluate organizational professional development programs, given organizational goals and objectives, so that professional development meets organizational goals and objectives. | | |
| 5.5.6  Forecast organizational professional development needs, given professional trends, emerging technologies, and future organizational goals and objectives, so that future organizational and individual professional development needs are planned. | | |

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10

## REVISION LOG

| DATE | REVISION |
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11