



DEPARTMENT OF FINANCIAL SERVICES

*Division of State Fire Marshal
Bureau of Fire Standards and Training*

FIRE CODE ADMINISTRATOR PROGRAM

Release Date: December 2012

Revised Date: May 2021

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 (2016).

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-39.005(2)(d), 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 paths available for a qualified applicant to obtain Fire Code Administrator certification. Each path requires that the applicant possesses an active Firesafety Inspector III Certificate issued by the Bureau. Individuals should evaluate their eligibility and utilize one of the following options as set forth in paragraph 69A-39.005(3)(d), 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. This method of completion is designed to be the traditional learning model for Fire Code Administrator certification.

The applicant shall have successfully completed the 270-hour Fire Code Administrator course curriculum listed in Rule 69A-39.005(2)(a), F.A.C. 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 – Management Option.

The second option is designed for persons who have at least Ten (10) years of documented full-time employment working as a certified Firesafety Inspector combined with at least five (5) years of full-time equivalent management experience that includes analytical approaches to fire protection, fire service administration, fire prevention management, community risk reduction, and human resource management.

The applicant shall include dates of employment on Form DFS-K4-2085 and attach a copy of job description or attach a letter of attestation from the individual’s employer with dates of employment and description of job duties.

Once the applicant documents compliance with Rule 69A-39.005(2)(d), the Division will issue a certificate. There is no certification exam.

III. Curriculum

The Fire Code Administrator curriculum consists of the following courses. Each course must meet the learning objectives determined by the Division. Each of the following courses shall be no less than 45 hours in duration:

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