**Course Equivalency Worksheet**

**Private Fire Protection Systems I**

**FFP1540, BFST1540, ATP1540**

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| **Applicant Name:** | **FCDICE Number:** |
| **Email:** | **Date:** |

Applicants who wish to request a Course Equivalency shall complete the following worksheet and attach the following information in the order that it appears on this list.

**Please note that BFST will not evaluate a Course Equivalency Request until ALL the required information has been submitted.**

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| **Items Required for a**  **Course Equivalency Determination** | **√ When**  **Attached / Completed** |
| 1. Create an email addressed to [FireCollegeTraining@MyFloridaCFO.com](mailto:FireCollegeTraining@MyFloridaCFO.com) |  |
| 1. Please note that there shall be only one Course Equivalency Request per email. Requests for multiple Course Equivalency Evaluations shall each be submitted individually in separate emails. |  |
| 1. The subject of the email shall be “Course Equivalency Request.” |  |
| 1. Attach an educational syllabus or agenda for the class that includes: 2. The name and course number of the course that was completed. 3. The name of the institution that sponsored the course. 4. The contact information for the instructor. 5. The required number of classroom or interactive hours for the course. 6. A description of the course objectives, student learning outcomes, or job performance requirements covered in the course. |  |
| 1. Attach a verifiable transcript or record from the educational institution that shows proof of successful course completion. |  |
| 1. Attach this completed Course Equivalency Worksheet that details how each of the Job Performance Requirements of the BFST-Approved Course were satisfied by the course for which equivalency is being requested. |  |

| **FESHE &**  **NFPA JPR’s** | **Job Performance Requirement** | **How was the JPR satisfied by the Course for which Equivalency is Requested?** |
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| **NFPA 1031**  **(2014 Edition)**  **3.3.20.1** | **Fire Protection Systems**. Systems, devices, and equipment used to detect a fire and its by-products, actuate an alarm, or suppress or control a fire and its by-products, or any combination thereof. |  |
| **4.2**  **Administration** | This duty involves the preparation of correspondence and inspection reports, handling of complaints,  and maintenance of records, as well as participation in legal  proceedings and maintenance of an open dialogue with the plan examiner and emergency response personnel, according  to the following job performance requirements. |  |
| **4.2.1** | Prepare inspection reports, given agency policy and procedures, and observations from an assigned field inspection, so that the report is clear and concise and reflects the findings of the inspection in accordance with the applicable codes and standards and the policies of the jurisdiction.  **(A) Requisite Knowledge.** Applicable codes and standards  adopted by the jurisdiction and policies of the jurisdiction.  **(B) Requisite Skills**. The ability to conduct a field inspection, apply codes and standards, and communicate orally and in writing. |  |

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| **4.2.5** | Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, so that the applicable document, edition, and section are referenced.  **(A) Requisite Knowledge**. Applicable codes and standards  adopted by the jurisdiction.  **(B) Requisite Skills**. The ability to apply codes and standards |  |
| **4.3**  **Field Inspection** | This duty involves fire safety inspections of new and existing structures and properties for construction, occupancy, fire protection, and exposures, according to the following job performance requirements. |  |
| **4.3.1** | Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, so that the classification is made according to the applicable  codes and standards.  **(A) Requisite Knowledge**. Occupancy classification types; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; and fire hazards presented by  various occupancies.  **(B) Requisite Skills**. The ability to make observations and correct decisions. |  |
| **4.3.5** | Determine the operational readiness of existing fixed fire suppression systems, given test documentation and field observations, so that the systems are in an operational state,  maintenance is documented, and deficiencies are identified,  documented, and reported in accordance with the applicable  codes and standards and the policies of the jurisdiction.  **(A) Requisite Knowledge**. A basic understanding of the components and operation of fixed fire suppression systems and applicable codes and standards.  **(B) Requisite Skills**. The ability to observe, make decisions,  recognize problems, and read reports. |  |
| **4.3.6** | Determine the operational readiness of existing fire detection  and alarm systems, given test documentation and field  observations, so that the systems are in an operational state,  maintenance is documented, and deficiencies are identified,  documented, and reported in accordance with the policies of  the jurisdiction.  **(A) Requisite Knowledge**. A basic understanding of the components and operation of fire detection and alarm systems  and devices and applicable codes and standards.  **(B) Requisite Skills**. The ability to observe, make decisions,  recognize problems, and read reports. |  |
| **4.3.7** | Determine the operational readiness of existing portable  fire extinguishers, given field observations and test documentation, so that the equipment is in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.  **(A) Requisite Knowledge**. A basic understanding of portable  fire extinguishers, including their components and placement,  and applicable codes and standards.  **(B) Requisite Skills**. The ability to observe, make decisions,  recognize problems, and read reports. |  |
| **4.3.9** | Compare an approved plan to an existing fire protection system, given approved plans and field observations, so that any modifications to the system are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.  **(A) Requisite Knowledge.** Fire protection symbols and terminology.  **(B) Requisite Skills**. The ability to read and comprehend plans  for fire protection systems, observe, communicate, apply codes and standards, recognize problems, and make decisions. |  |
| **4.3.15** | Determine code compliance, given the codes, standards, and policies of the jurisdiction and a fire protection issue, so that the applicable codes, standards, and policies are identified and compliance is determined.  **(A) Requisite Knowledge**. Basic fire behavior; flame spread and smoke development ratings of contents, interior finishes, building construction elements, life safety systems, decorations, decorative materials, and furnishings; and safe housekeeping practices.  **(B) Requisite Skills**. The ability to observe, communicate, apply codes and standards, recognize hazardous conditions, and make decisions. |  |
| **4.3.16** | Verify fire flows for a site, given fire flow test results and water supply data, so that required fire flows are in accordance with applicable codes and standards and deficiencies are identified,  documented, and reported in accordance with the applicable  codes and standards and the policies of the jurisdiction.  **(A) Requisite Knowledge**. Types of water distribution systems  and other water sources in the local community, water distribution  system testing, characteristics of public and private water supply systems, and flow testing procedures.  **(B) Requisite Skills.** The ability to use Pitot tubes, gauges, and other data gathering devices as well as calculate and graph fire flow results. |  |
| **5.3.4** | Evaluate fire protection systems and equipment provided for life safety and property protection, given field observations of the facility and documentation, the hazards protected, and the system specifications, so that the fire protection systems provided are approved for the occupancy  or hazard being protected. |  |