**Course Equivalency Worksheet**

**PUBLIC INFORMATION OFFICER**

**BFST2706 / ATPC2706**

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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 1035**  **(2015 Edition)**  **7.1 General**  **7.1.1**  **General Requisite Knowledge.**  **7.1.2**  **General Requisite**  **Skills.** | .1 General Requirements. The Public Information Officer (PIO) shall meet the JPRs defined in Sections 7.1 and 7.2.  General Requisite Knowledge. Effective writing skills; professional appearance; use of people-first language in writing and when speaking; time management skills; media characteristics and processes; methods for information gathering; message development, dissemination, and monitoring; information technology; internal and external audiences; community relationships and resources; incident management system; organizational emergency and nonemergency functions, responsive and proactive message opportunities; responsible use of social media; organizational messages; nationally standardized  fire and life safety themes and messages reflecting current best practices; program management; budget preparation and management; marketing; and applicable public information laws, standards, and policies.  7.1.2 General Requisite Skills. Use verbal and written communication skills, exhibit professional demeanor, manage interaction with the media, utilize various means of information technology,  articulate organizational messages, identify applicable laws, develop and recommend pertinent policies and guidelines.. |  |
| **7.2.1**  **Administration** | Conduct media interviews, given incident information, PIO worksheets, and organizational policies, so that all information compiled on worksheets is accurate and disseminated in a specified time to the media.  **(A) Requisite Knowledge**. Interview methodologies.  **(B) Requisite Skills**. Demonstrate interview skills, collect information, complete PIO worksheets. |  |
| **7.2.2**  **Administration** | Establish a media area, given incident or event information, organizational policies, and types of media present, so that the area provides for the safety of all media and facilitates effective communication.  **(A) Requisite Knowledge**. Incident management system, incident command system, safety considerations, other agencies.  **(B) Requisite Skills**. Manage media area participants, coordinate communication between the organization and the media. |  |
| **7.2.3**  **Administration** | Coordinate dissemination of information to specific community groups, given organizational policies and methods for contacting other groups and organizations, so that the information  is communicated to the groups accurately and in a timely manner.  **(A) Requisite Knowledge.** Awareness of community groups.  **(B) Requisite Skill**. Develop, maintain, and strengthen relationships with community groups. |  |
| **7.2.4**  **Administration** | Prepare a news release, given an incident, a situation, or event information and organizational policies, so that the news release is pertinent, on time, concise, and accurate.  **(A) Requisite Knowledge**. News release format and media requirements.  **(B) Requisite Skill**. Compose information in accordance with media requirements. |  |
| **7.2.5**  **Administration** | Prepare a media advisory, given an incident, a situation, or event information and organizational policy, so that the media advisory is pertinent, on time, concise, and accurate.  **(A) Requisite Knowledge**. Media advisory formatting.  **(B) Requisite Skill**. Compose information in accordance with media requirements. |  |
| **7.2.6**  **Administration** | Disseminate information to the media, given a PIO worksheet; news release or media advisory; the characteristics of the local media, including deadlines, organizational policies; and methods available to reach the media, so that information is on time and accurate.  **(A) Requisite Knowledge**. Specific methods for disseminating information to the media.  **(B) Requisite Skills**. Develop, maintain, and strengthen a relationship with the media. |  |
| **7.2.7**  **Administration** | Disseminate information to an internal target audience, given an incident, a situation, or event information; organizational policies, and methods and time frame for releasing information, so that the information is on time and accurate.  **(A) Requisite Knowledge**. Specific methods for disseminating internal information.  **(B) Requisite Skills**. Maintain relationship with internal target audience and use the available information technology. |  |
| **7.2.8**  **Administration** | Coordinate a news conference, given information on an incident, a situation, an event, or issue; media characteristics and methods available for reaching the media; and organizational policies, so that a site is obtained, desired media are notified, a news conference agenda is established, a media  information package is created, and participants in the news conference are notified.  **(A) Requisite Knowledge**. News conference needs.  **(B) Requisite Skills**. Establish a relationship with the media, disseminate information, coordinate site selection, and create media materials. |  |
| **7.2.9**  **Administration** | Disseminate information through applicable electronic forms of communication, including social media, given an incident, a situation, or event information; organizational policies; and methods and time frame for releasing that information, so that the information is on time, accurate, and accessible to all audiences.  **(A) Requisite Knowledge**. Specific methods for disseminating electronic information.  **(B) Requisite Skill**. Develop, maintain, and strengthen interaction through electronic forms of communication. |  |