**Course Equivalency Worksheet**

**FFP2720, BFST2720, ATPC2720**

**COMPANY OFFICER / FIRE OFFICER**

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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 1021**  4.1 General | For qualification at Fire Officer Level I, the candidate shall meet the requirements of Fire Fighter II as defined in NFPA 1001, Fire Instructor I as defined in NFPA 1041, and the job performance requirements defined in Sections 4.2 through 4.7 of this standard. |  |
| **NFPA 1021**  4.1.1 General Prerequisite Knowledge | The organizational structure of the department; geographical configuration and characteristics of response districts; departmental operating procedures for administration, emergency operations, incident management system and safety; departmental budget process; information management and recordkeeping; the fire prevention and building safety codes and ordinances applicable to the jurisdiction; current trends, technologies, and socioeconomic and political factors that affect the fire service; cultural diversity; methods used by supervisors to obtain cooperation within a group of subordinates; the rights of management and members; agreements in force between the organization and members; generally accepted ethical practices, including a professional code of ethics; and policies and procedures regarding the operation of the department as they  involve supervisors and members. |  |
| **NFPA 1021**  4.1.2 General Prerequisite Skills | write reports, letters, and memos utilizing word processing and spreadsheet programs; operate in an information  management system; and effectively operate at all levels in the incident management system utilized by the AHJ. |  |

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| **NFPA 1021**  4.2 Human Resources Management | This duty involves utilizing  human resources to accomplish assignments in accordance  with safety plans and in an efficient manner. This duty  also involves evaluating member performance and supervising  personnel during emergency and nonemergency work periods,  according to the following job performance requirements. |  |
| **NFPA 1021**  4.2.1 | Assign tasks or responsibilities to unit members, given an assignment at an emergency incident, so that the instructions are complete, clear, and concise; safety considerations  are addressed; and the desired outcomes are conveyed.  **(A) Requisite Knowledge.** Verbal communications during  emergency incidents, techniques used to make assignments  under stressful situations, and methods of confirming understanding.  **(B) Requisite Skills.** The ability to condense instructions for  frequently assigned unit tasks based on training and standard operating procedures. |  |
| **NFPA 1021**  4.2.2 | Assign tasks or responsibilities to unit members, given an assignment under nonemergency conditions at a station or  other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.  **(A) Requisite Knowledge.** Verbal communications under nonemergency situations, techniques used to make assignments under routine situations, and methods of confirming understanding.  **(B) Requisite Skills.** The ability to issue instructions for frequently assigned unit tasks based on department policy. |  |
| **NFPA 1021**  4.2.3 | Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed in accordance with  safety plans, efficiently, and as directed.  **(A) Requisite Knowledge.** Verbal communication techniques to facilitate learning.  **(B) Requisite Skills.** The ability to distribute issue-guided directions  to unit members during training evolutions. |  |
| **NFPA 1021**  4.2.4 | Recommend action for member-related problems, given a member with a situation requiring assistance and the  member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures.  **(A)\* Requisite Knowledge.** The signs and symptoms of member related problems, causes of stress in emergency services personnel, adverse effects of stress on the performance of emergency service personnel, and awareness of AHJ member assistance policies and procedures.  **(B) Requisite Skills.** The ability to recommend a course of action for a member in need of assistance. |  |
| **NFPA 1021**  4.2.5 | **4.2.5\*** Apply human resource policies and procedures, given an administrative situation requiring action, so that policies  and procedures are followed.  **(A) Requisite Knowledge.** Human resource policies and procedures.  **(B) Requisite Skills.** The ability to communicate orally and in  writing and to relate interpersonally. |  |
| **NFPA 1021**  4.2.6 | Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and both supervised during and held accountable for the completion  of the assignments.  **(A) Requisite Knowledge.** Principles of supervision and basic human resource management.  **(B) Requisite Skills.** The ability to plan and to set priorities. |  |
| **NFPA 1021**  4.3 Community and Government Relations | This duty involves dealing with inquiries of the community and communicating the role, image, and mission of the department to the public and delivering safety, injury, and fire prevention education programs, according to the following job performance  requirements. |  |
| **NFPA 1021**  4.3.1 | Initiate action on a community need, given policies and procedures, so that the need is addressed.  **(A) Requisite Knowledge.** Community demographics and service organizations, as well as verbal and nonverbal communication, and an understanding of the role and mission of the department.  **(B) Requisite Skills.** Familiarity with public relations and the ability to communicate verbally. |  |
| **NFPA 1021**  4.3.2 | Initiate action to a citizen’s concern, given policies and procedures, so that the concern is answered or referred to the  correct individual for action and all policies and procedures are complied with.  **(A) Requisite Knowledge.** Interpersonal relationships and verbal and nonverbal communication.  **(B) Requisite Skills.** Familiarity with public relations and the ability to communicate verbally. |  |
| **NFPA 1021**  4.3.3 | Respond to a public inquiry, given policies and procedures, so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures.  **(A) Requisite Knowledge.** Written and oral communication techniques.  **(B) Requisite Skills.** The ability to relate interpersonally and to respond to public inquiries and procedures at the unit level, according to the following job performance requirements. |  |
| **NFPA 1021**  4.4 Administration | This duty involves general administrative  functions and the implementation of departmental policies |  |
| **NFPA 1021**  4.4.1 | Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit  level, given a new departmental policy, so that the policy is communicated to and understood by unit members.  **(A) Requisite Knowledge.** Written and oral communication.  **(B) Requisite Skills.** The ability to relate interpersonally and to communicate change in a positive manner. |  |
| **NFPA 1021**  4.4.2 | Execute routine unit-level administrative functions, given forms and record-management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures.  **(A) Requisite Knowledge.** Administrative policies and procedures  and records management.  **(B) Requisite Skills.** The ability to communicate orally and in writing. |  |
| **NFPA 1021**  4.4.3 | Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported  with data.  **(A) Requisite Knowledge.** Policies and procedures and the revenue sources and budget process.  **(B) Requisite Skill.** The ability to communicate in writing |  |
| **NFPA 1021**  4.4.4 | Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the  purpose and mission of the organization.  **(A) Requisite Knowledge.** Organizational structure of the department  and functions of management.  **(B) Requisite Skills.** The ability to communicate verbally in a clear and concise manner. |  |
| **NFPA 1021**  4.5 Inspection & Investigation | This duty involves conducting  inspections to identify hazards and address violations, performing  a fire investigation to determine preliminary cause,  securing the incident scene, and preserving evidence, according  to the following job performance requirements. |  |
| **NFPA 1021**  4.5.1 | Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated:  (1) Assembly  (2) Educational  (3) Health care  (4) Detention and correctional  (5) Residential  (6) Mercantile  (7) Business  (8) Industrial  (9) Storage  (10) Unusual structures  (11) Mixed occupancies  **(A) Requisite Knowledge.** Inspection procedures; fire detection, alarm, and protection systems; identification of fire and life safety hazards; and marking and identification systems for  hazardous materials.  **(B) Requisite Skills.** The ability to communicate in writing  and to apply the appropriate codes and standards. |  |
| **NFPA 1021**  4.5.3 | Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.  **(A) Requisite Knowledge.** Types of evidence, the importance of fire scene security, and evidence preservation.  **(B) Requisite Skills.** The ability to establish perimeters at an incident scene. |  |
| **NFPA 1021**  4.6 Emergency Service Delivery | This duty involves supervising emergency operations, conducting pre-incident planning, and deploying assigned resources in accordance with the local emergency plan and according to the following job performance requirements. |  |
| **4.6.1** | Develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency.  **(A)\* Requisite Knowledge.** Elements of a size-up, standard operating procedures for emergency operations, and fire behavior.  **(B) Requisite Skills.** The ability to analyze emergency scene conditions; to activate the local emergency plan, including localized evacuation procedures; to allocate resources; and to communicate orally. |  |
|  | **4.6.2\*** Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan, so that resources are deployed to mitigate the situation.  **(A) Requisite Knowledge.** Standard operating procedures, resources available for the mitigation of fire and other emergency incidents, an incident management system, scene safety, and a personnel accountability system.  **(B) Requisite Skills.** The ability to implement an incident management system, to communicate orally, to manage scene safety, and to supervise and account for assigned personnel under emergency conditions and departmental procedures relating to dispatch response tactics and operations and customer service. |  |
|  | **4.6.3** Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.  **(A) Requisite Knowledge.** Elements of a post-incident analysis, basic building construction, basic fire protection systems and features, basic water supply, basic fuel loading, fire growth and development,  **(B) Requisite Skills.** The ability to write reports, to communicate orally, and to evaluate skills. |  |
| **NFPA 1021**  4.7 Health and Safety | This duty involves integrating health  and safety plans, policies, and procedures into daily activities as well as the emergency scene, including the donning of appropriate levels of personal protective equipment to ensure a work environment that is in accordance with health and safety plans for all assigned members, according to the following job  performance requirements. |  |
| **NFPA 1021**  4.7.1 | Apply safety regulations at the unit level, given safety policies and procedures, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.  **(A) Requisite Knowledge.** The most common causes of personal injury and accident to members, safety policies and procedures, basic workplace safety, and the components of an infectious disease control program.  **(B) Requisite Skills.** The ability to identify safety hazards and to communicate orally and in writing. |  |
| **NFPA 1021**  4.7.2 | Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures of the AHJ.  **(A) Requisite Knowledge.** Procedures for conducting an accident investigation and safety policies and procedures.  **(B) Requisite Skills.** The ability to communicate orally and in writing and to conduct interviews. |  |

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| **NFPA 1021**  4.7.3 | Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to  participate in wellness and fitness programs is explained to members.  **(A) Requisite Knowledge.** National death and injury statistics; fire service safety and wellness initiatives; agency policies.  **(B) Requisite Skills.** The ability to communicate orally. |  |