



DEPARTMENT OF FINANCIAL SERVICES

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

FIRE CODE ADMINISTRATOR PROGRAM

Date: January 2013

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 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 the application form 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 the application form 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	FDOE Course Number
Community Risk Reduction	FES 3533
Fire and Emergency Service Administration	FES 3015
Fire Prevention Organization and Management	FES 4585
Analytical Approaches to Public Fire Protection	FES 3780
Personnel Management for the Fire & Emergency Services	FES 4045
Political and Legal Foundation for Fire Protection	FES 3003

IV. Course Approval

The Bureau 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 (SCNS) 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 Bureau 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 application 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 Bureau. 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. Application for Fire Code Administrator
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.

Resume

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.

Managerial Experience

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.

Letter of Reference

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.

Professional Development & Education

The applicant shall provide a list of all degrees, certificates, licenses, and certifications. Applicant shall attach copies of official transcripts and certificates.

Portfolio Review Worksheet

The applicant shall provide a completed Portfolio Review Worksheet. 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

NFPA Standards

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>.

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.

FDOE 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.

REVISION LOG

DATE	REVISION
January 2013	Initial Release of Document

APPLICATION for FIRE CODE ADMINISTRATOR

Please type or print legibly.

NAME: LAST	FIRST	M	DATE OF BIRTH
HOME ADDRESS:	CITY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER ¹ (LAST FOUR NUMBERS)	E-MAIL ADDRESS	CONTACT PHONE NUMBER	

DIRECTIONS: Applicants for certification as a Fire Code Administrator shall complete either **Section A** or **Section B** of this form depending on their eligibility as set forth in paragraph 69A-39.003(3)(a), F.A.C.

SECTION A

VERIFICATION: SIX YEARS OF EXPERIENCE WORKING AS A CERTIFIED FIRESAFETY INSPECTOR

Please complete the following:

<u>Employer</u>	<u>Years Employed</u>

VERIFICATION OF COURSE COMPLETION

Please attach a course completion certificate or college transcript for each of the following courses:

<u>Pre-requisite Course:</u>	<u>Provider</u>	<u>Dates Attended</u>
EVALUATING PERFORMANCE-BASED DESIGNS		
<u>Required Courses:</u>	<u>Provider</u>	<u>Dates Attended</u>
COMMUNITY RISK REDUCTION		
FIRE & EMERGENCY SERVICE ADMINISTRATION		
FIRE PREVENTION ORGANIZATION & MANAGEMENT		
ANALYTICAL APPROACHES TO PUBLIC FIRE PROTECTION		
PERSONNEL MANAGEMENT FOR THE FIRE & EMERGENCY SERVICES		
POLITICAL AND LEGAL FOUNDATION FOR FIRE PROTECTION		

SECTION B

VERIFICATION: TEN YEARS OF EXPERIENCE WORKING AS A CERTIFIED FIRESAFETY INSPECTOR

Please complete the following:

<u>Employer</u>	<u>Years Employed</u>

VERIFICATION: FIVE YEARS OF MANAGEMENT EXPERIENCE

Please complete the following:

<u>Employer</u>	<u>Years Employed</u>

Please attach these items in the following sequence to demonstrate equivalent experience as set forth in paragraph 69A-39.003(3)(a), F.A.C.

	ATTACHED
LETTER OF INTRODUCTION	<input type="checkbox"/>
RESUME (Educational degrees, certifications, professional designations, work history, professional affiliations)	<input type="checkbox"/>
MANAGERIAL EXPERIENCE - SUMMARY DOCUMENT (Detailed explanation of managerial experience correlated to the job performance requirements of NFPA 1037)	<input type="checkbox"/>
LETTER OF REFERENCE(s) (Attestation from supervisor(s) that candidate possesses the requisite managerial experience)	<input type="checkbox"/>
PROFESSIONAL DEVELOPMENT & EDUCATION DOCUMENT (Copies of transcripts, diplomas, certificates, licenses, and certifications)	<input type="checkbox"/>
PORTFOLIO REVIEW WORKSHEET (Completed Fire Code Administrator – Portfolio Review Worksheet)	<input type="checkbox"/>

SIGNATURE OF APPLICANT

DATE

¹ **USE OF SOCIAL SECURITY NUMBERS:** Section 119.071(5)(a) 2, Florida Statutes, authorizes the Department of Financial Services, Division of State Marshal, to request social security numbers from applicants. Applicant social security numbers are maintained and used by the Division of State Fire Marshal for identification purposes, to prevent misidentification, and to facilitate the approval process by the Division. The Department of Financial Services, Division of State Marshal, will not disclose an applicant's social security number without consent of the applicant to anyone outside of the Department of Financial Services, Division of State Marshal, except as required by law. HOWEVER, SUBMISSION OF YOUR SOCIAL SECURITY NUMBER ON THIS APPLICATION IS OPTIONAL AND VOLUNTARY. IF YOU CHOOSE NOT TO SUBMIT YOUR SOCIAL SECURITY NUMBER, IT WILL HAVE NO BEARING ON THE PROCESSING OF YOUR APPLICATION.

**SUBMIT THIS APPLICATION, ALONG WITH THE REQUIRED DOCUMENTATION TO:
BUREAU OF FIRE STANDARDS AND TRAINING
11655 NW GAINESVILLE ROAD
OCALA, FLORIDA 34482-1486**