



**DEPARTMENT OF FINANCIAL SERVICES**

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

**APPLICATION for FIRE CODE ADMINISTRATOR CERTIFICATION**

Please type or print legibly.

NAME: LAST		FIRST		M	
HOME ADDRESS:		CITY		STATE	
				ZIP CODE	
SOCIAL SECURITY NUMBER <sup>1</sup> (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
<b>LETTER OF INTRODUCTION</b>	<input type="checkbox"/>
<b>RESUME</b> (Educational degrees, certifications, professional designations, work history, professional affiliations)	<input type="checkbox"/>
<b>MANAGERIAL EXPERIENCE - SUMMARY DOCUMENT</b> (Detailed explanation of managerial experience correlated to the job performance requirements of NFPA 1037)	<input type="checkbox"/>
<b>LETTER OF REFERENCE(s)</b> (Attestation from supervisor(s) that candidate possesses the requisite managerial experience)	<input type="checkbox"/>
<b>PROFESSIONAL DEVELOPMENT &amp; EDUCATION DOCUMENT</b> (Copies of transcripts, diplomas, certificates, licenses, and certifications)	<input type="checkbox"/>
<b>PORTFOLIO REVIEW WORKSHEET</b> (Completed Fire Code Administrator – Portfolio Review Worksheet)	<input type="checkbox"/>

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**

<sup>1</sup> **USE OF SOCIAL SECURITY NUMBERS:** Applicant's last four digits of the social security number are 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.

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

**FIRE CODE ADMINISTRATOR – *Portfolio Review Worksheet***

This worksheet is an instrument to determine whether the qualifications of an applicant with ten years of experience as a certified Firesafety Inspector combined with a minimum of five years management experience is in compliance with the job performance requirements (JPR’s) of NFPA 1037 Standard for Professional Qualifications for Fire Marshal (2012), which are incorporated by reference in Rule 69A-39.003(3)(a)2., F.A.C. This alternate evaluation method is found in Rule 69A-39.003(3)(a)3.b., F.A.C., and is used to assess the applicant’s documented job-related experience and professional competence. The primary evaluation method is found in Rule 69A-39.003(3)(a)3.a., F.A.C. The applicant should reference the associated “requisite knowledge” and “requisite skills” for each JPR listed as defined in the NFPA 1037 standard. A copy of the complete NFPA 1037 document can be obtained from the NFPA, Inc., 1 Batterymarch Park, Quincy, Massachusetts 02269.

**Directions:** The applicant shall submit a detailed description of their job-related experience that corresponds to the listed JPR. The applicant should include tasks they have performed that directly relate to the corresponding JPR’s and associated “requisite knowledge” and “requisite skills”. The worksheet requires that a supervisor, agency representative, or agency head that has first-hand knowledge of the applicant’s job related experience attest to same by signature.

<b><i>Job Performance Requirement:</i></b>	<b><i>Applicant’s Description of Job-Related Experience</i></b>	<b><i>Attested By: (Print &amp; Sign Name)</i></b>
<b>5.2 Administrative Duties</b>		
5.2.1 Administer jurisdictional requirements related to the roles and responsibilities of the Fire Marshal, given regulations and organizational goals and objectives pertaining to personnel and labor management, so that the Fire Marshal functions in a manner consistent with the organizational mission and complies with applicable personnel management laws and regulations.		
5.2.2 Establish personnel assignments to maximize efficiency, given the knowledge, training, and experience of the members available, so that the organizational roles and responsibilities and legal requirements are met with the allocated resources and in accordance with jurisdictional requirements.		

<b><i>Job Performance Requirement:</i></b>	<b><i>Applicant's Description of Job-Related Experience</i></b>	<b><i>Attested By:</i></b> <b><i>(Print &amp; Sign Name)</i></b>
5.2.3 Establish a strategic and operational plan, given organizational goals and objectives, legal requirements, and available resources so that the organizational roles and responsibilities and legal requirements are met with the allocated resources.		
5.2.4 Establish a budget, given the available resources, so that the roles and responsibilities of the Fire Marshal can be implemented within organizational goals and objectives.		
5.2.5 Monitor the status of the approved budget during the budgeting period, given the available resources and budgetary requirements, so that the roles and responsibilities of the Fire Marshal can be implemented within organizational goals and objectives.		
5.2.6 Direct the development, maintenance, and evaluation of a department record and management system, given policies and procedures, so that completeness and accuracy are achieved.		
<b>5.3 Risk Management</b>		
5.3.2 Evaluate target risks and emergency incident data, given community profile levels of protection, occupancy types, percent of responses by occupancy type, perspectives of risk, and available data and information including loss, so that a community risk profile can be developed based on an acceptable level of risk.		
5.3.3 Manage a data and information management program, given identified inputs and outputs, data collection system, and personnel, so that data and information are collected, processed, stored, and maintained.		
5.3.4 Interpret data and information, given output from a data/information management system, so that the data and information provide an adequate basis of knowledge to conduct risk analysis.		

<b><i>Job Performance Requirement:</i></b>	<b><i>Applicant's Description of Job-Related Experience</i></b>	<b><i>Attested By: (Print &amp; Sign Name)</i></b>
5.3.5 Conduct risk analysis, given data and information trends, target risks, community input, and available resources, so that a risk profile and management solutions are developed.		
5.3.6 Evaluate risk management solutions, given the risk analysis, organizational and community constraints, regulatory requirements, available resources, and financial impacts, so that the most beneficial and cost-effective solution(s) can be established.		
5.3.7 Integrate the risk management solutions with related organizational groups, given organizational structure and constraints, so that the analysis and solution(s) can be used for organizational planning, development, and implementation.		
5.3.8 Integrate the risk management solution(s) with community stakeholders, given interface with community individuals and organizations, so that the risk management solution(s) can be used for community planning, development, and implementation.		
5.3.9 Evaluate the risk management program, given the existing risk analysis, implemented solution(s), and data and information applications, so that continued improvement of the program goals and objectives can be monitored and achieved.		
5.3.10 Develop a plan, given an identified fire safety problem, so that the approval for a new program, piece of legislation, form of public education, or fire safety code is facilitated.		
<b>5.4 Community Relations</b>		
5.4.1 Develop relationships with community groups, given a description of local groups and organizational policies for relationships with groups, attendance at community meetings, and participation at community events, so that a schedule is established for ongoing contacts.		

<b><i>Job Performance Requirement:</i></b>	<b><i>Applicant's Description of Job-Related Experience</i></b>	<b><i>Attested By:</i></b> <b><i>(Print &amp; Sign Name)</i></b>
5.4.2 Present safety proposals to community groups, given a list of groups with shared concerns, and an understanding of relevant safety measures, so that the justification for the safety proposal is provided, issues are explained, and solutions, impacts, and benefits are stated.		
5.4.3 Create media communication strategies and policies, given a list of media outlets such as newspaper, radio, web pages, and television; characteristics of local media with accurate information, so that consistent and accurate prevention information is disseminated in an understandable manner.		
5.4.4 Participate in media interviews, given information about organizational goals and prevention practices and strategies; and knowledge of interview techniques, so that consistent and accurate information is disseminated in an understandable manner.		
<b>5.5 Professional Development</b>		
5.5.1 General requisite knowledge; training and professional development principles, guides, and standards.		
5.5.2 Evaluate organization and individual professional development needs, given organizational goals, objectives, and jurisdictional requirements, so that professional development needs are identified and prioritized.		
5.5.3 Prescribe professional development programs, given the results of a professional development needs analysis, so that the knowledge and skills are job-related, training is performance-based, adult learning principles are used, and the program meets organizational goals and requirements.		

<b><i>Job Performance Requirement:</i></b>	<b><i>Applicant's Description of Job-Related Experience</i></b>	<b><i>Attested By:</i></b> <b><i>(Print &amp; Sign Name)</i></b>
5.5.4 Implement professional development programs, given selected options and available resources, so that professional development programs meet organizational goals and objectives.		
5.5.5 Evaluate organizational professional development programs, given organizational goals and objectives, so that professional development meets organizational goals and objectives.		
5.5.6 Forecast organizational professional development needs, given professional trends, emerging technologies, and future organizational goals and objectives, so that future organizational and individual professional development needs are planned.		