



**DEPARTMENT OF FINANCIAL SERVICES**

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

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## **Course Syllabus: BFST/ATPC 16701: Florida Training Manager**

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### ***Section I - Course Information***

**Course Title:** Florida Training Manager

**Course Number(s):** BFST/ATPC 16701

**Prerequisite(s):** Fire Service Course Delivery / Fire Service Course Design classes

**Continuing Educations Units (CEU's):** 24 CEU's toward Instructor I, II, and III.

**Method of Instruction/Level of Learning:** Traditional / Online / Blended formats

#### **Point of Contact**

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### ***Section II - Course Material***

**Recommended Book:** Used by FSFC – Fire and Emergency Services Instructor, 9<sup>th</sup> ed. ISBN 978-0-87939-696-1, January 2019. Chapters, 16, 17 & 18.

**Florida Statutes:** Chapter 633, F.S. Part IV – Fire Standards and Training

#### **Florida Administrative Code:**

- 69A-37.059, F.A.C.- Training Provider and Fire Service Instructor Requirements
- 69A-37.065, F.A.C. - Programs of Study and Vocational Courses
- 69A-39.005, F.A.C. - Firesafety Inspector and Fire Code Administrator Certification;

**Pre-Course Assignment:** None

**Recommended Materials:** Laptop computer or other device capable of logging onto FCDICE data system, personal hot spot.

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### ***Section III – Course Description***

Upon successful completion of this 24-hour course, students will demonstrate competence in the Job Performance Requirements for Fire Instructor III as identified in NFPA 1041 (2019) Chapter 6 related to the knowledge and ability to develop comprehensive training curricula and programs to be used by single or multiple organizations; conduct facility and organization needs analysis; design and manage record keeping and scheduling systems; and develop schedules, training goals, and implementation strategies.

Students will also demonstrate familiarity with the FCDICE (the Bureau of Fire Standards and Training's electronic data system) with emphasis on maintaining individual profiles; maintaining provider profiles; responsibilities of providers; responsibilities of students; course approval process; instructor approval process; class offering approval process; roster entry / requirements; course equivalency; instructor ethics and post course requirements.

The above will be accomplished in compliance with Florida State Statute (F.S.) and Florida Administrative Code (F.A.C.) related to firefighting, fire prevention and arson investigation.

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### ***Section IV – Course Content and Outline***

#### **Course Terminal Objectives**

1. Describe how to establish a classroom environment that meets the requirements specified by local, state, and federal rules, regulations, and standards.
2. Demonstrate how to use the state's electronic database to meet recordkeeping responsibilities required by statute and rule.
3. Conduct a training needs assessment, and design and develop a training program to meet those needs.
4. Construct, administer and evaluate a testing assessment instrument.
5. Identify the components involved in planning and conducting an effective training program.
6. Describe how to establish a training budget to meet training goals.

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## **Enabling Objectives: Module 1**

### **Standards, Florida Administrative Code and Florida Statutes**

Upon successfully completing this Module, students will be able to;

1. Explain the differences between Florida Statutes (F.S.), Florida Administrative Code (F.A.C.) and industry standards (e.g. NFPA Standards).
2. Explain the responsibilities of the Bureau of Fire Standards and Training (BFST).
3. Identify the Job Performance Requirements (JPRs) for Fire and Emergency Service Instructor III (as listed in NFPA 1041 - 2019).
4. Referencing Rule 69A-37.059, F.A.C. – identify;
  - a. Requirements for Training Providers,
  - b. Requirements for Fire Service Instructor I, II and III Certification,
  - c. Renewal of Fire Service Instructor Certification, and
  - d. Probation and Revocation of Fire Service Instructor Certification.
5. Referencing Rules 69A-37.065 and 69A-39.005 F.A.C. – identify;
  - a. Instructor Qualifications required to teach the courses leading to various Fire Service Certifications and,
  - b. Instructor Qualifications that are required to teach Vocational Program Courses.

## **Enabling Objectives: Module 2**

### **FCDICE and the Fire Service Training Manager**

Upon successfully completing this Module, students will be able to;

1. Describe how to establish and maintain individual FCDICE profiles.
2. Define the responsibilities of Training Providers and maintain a Training Provider profile.
3. Advise students on the method to verify their FCDICE Training History.
4. Differentiate between a Course and Class Offering.
5. Successfully complete the
  - a. Course Approval process,
  - b. Instructor Approval process, and
  - c. Class Offering Approval process.
6. Define the class roster entry requirements (timeframe and contents) for each class offering.
7. Demonstrate how to submit a Course Equivalency Request.

### **Enabling Objectives: Module 3 Training Program Development**

Upon successfully completing this Module, students will be able to;

1. Identify Training Needs through the use of Needs Analysis, Job Performance Requirements, Gap Analysis, and Cost/Benefit Analysis.
2. Given the Training Needs, define program and course outcomes that are clear, concise, measurable and relevant to AHJ goals.
3. Write course objectives that are clear, concise, measurable and are aligned with program and course outcomes.
4. Apply methods for developing training classes for adult learning in the Fire Service.

### **Enabling Objectives: Module 4 Training Program Evaluation**

Upon successfully completing this Module, students will be able to;

1. Evaluate training programs for relevance and effectiveness.
2. Define the methodology (quantitative, qualitative or mixed) used and purpose for the training program evaluation design.
3. Develop an evaluation plan that will enable the collection, analysis and reporting of data.
4. Utilize the data collected by the evaluation plan to validate training program / course effectiveness.
5. Evaluate testing instruments for validity, reliability and test-item analysis.

### **Enabling Objectives: Module 5 Training Program Administration**

Upon successfully completing this Module; students will be able to;

1. State the considerations for creating a records management system; including the collection, storage and application of necessary information.
2. Explain the purposes of Policies and Procedures.
3. Identify selection criteria for a position that needs to be staffed.
4. Describe legal and ethical requirements that must be considered during the selection process of candidates for instructor positions.
5. Explain the purpose of an instructor performance evaluation plan.
6. Identify methods for developing instructor performance evaluation plan.
7. Develop a sample instructor performance evaluation plan.

**Enabling Objectives: Module 6  
Training Program Administration**

Upon successfully completing this Module, students will be able to:

1. Formulate budget needs; given training goals, AHJ budget policy and current resources so the resources required to meet training goals are properly identified and documented.
2. Identify types of budgets that can be used to develop a training budget (budget proposal, line item, incremental, zero-based, etc.).

**Section V – Requirements for Course Completion**

In order to successfully complete this course, the students must:

- Demonstrate mastery in the skills outlined in this syllabus.
- Attain a grade of 70% or greater on a comprehensive Final Examination.

**NOTE:** Training Providers offering this class are responsible for the development of a Plan-of-Instruction that adheres to this syllabus. Training Providers are also responsible for the development of Course Materials to include audiovisuals, skills exercises, and a comprehensive final examination.

<b>REVISION CONTROL</b>			
<b>Version Number</b>	<b>Date issued</b>	<b>Author</b>	<b>Update information</b>
V1.0	06/30/2021	Patrick Giacobbe	Initial Release