**Course Equivalency Worksheet**

**FIRE PREVENTION PRACTICES**

**FFP1505, BFST1505, ATP1505**

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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 1031**  **(2014 Edition)**  **4.1 General** | The Fire Inspector I shall meet the job performance requirements defined in Sections 4.2 through 4.4. In addition, the Fire Inspector I shall meet the requirements of  Section 4.2 of NFPA 472. |  |
| **4.2.1**  **Administration** | Prepare inspection reports, given agency policy and procedures, and observations from an assigned field inspection, so that the report is clear and concise and reflects the findings of the inspection in accordance with the applicable codes and standards and the policies of the jurisdiction.  **(A) Requisite Knowledge.** Applicable codes and standards  adopted by the jurisdiction and policies of the jurisdiction.  **(B) Requisite Skills**. The ability to conduct a field inspection, apply codes and standards, and communicate orally and in writing. |  |
| **4.2.2**  **Administration** | Recognize the need for a permit, given a situation or condition, so that requirements for permits are communicated in accordance with the applicable codes and standards and the policies of the jurisdiction.  **(A) Requisite Knowledge**. Permit policies of the jurisdiction and the rationale for the permit.  **(B) Requisite Skills**. The ability to communicate orally and in writing. |  |
| **4.2.3**  **Administration** | Recognize the need for plan review, given a situation or condition, so that requirements for plan reviews are communicated in accordance with the applicable codes and standards and the policies of the jurisdiction.  (**A) Requisite Knowledge**. Plan review policies of the jurisdiction  and the rationale for the plan review.  **(B) Requisite Skills**. The ability to communicate orally and in  writing. |  |
| **4.2.4**  **Administration** | Investigate common complaints, given a reported situation or condition, so that complaint information is recorded, the  AHJ-approved process is initiated, and the complaint is resolved.  **(A) Requisite Knowledge**. Applicable codes and standards  adopted by the jurisdiction and policies of the jurisdiction.  **(B) Requisite Skills.** The ability to apply codes and standards,  communicate orally and in writing, recognize problems, and  resolve complaints. |  |
| **4.2.5**  **Administration** | Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, so that the applicable document, edition, and section are referenced.  **(A) Requisite Knowledge**. Applicable codes and standards  adopted by the jurisdiction.  **(B) Requisite Skills**. The ability to apply codes and standards |  |
| **4.2.6**  **Administration** | Participate in legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented and the inspector’s demeanor is professional.  **(A) Requisite Knowledge**. The legal requirements pertaining  to evidence rules in the legal system and types of legal proceedings.  **(B) Requisite Skills**. The ability to maintain a professional courtroom demeanor, communicate, listen, and differentiate facts from opinions. |  |
| **4.3.1**  **Field Inspection** | Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, so that the classification is made according to the applicable  codes and standards.  **(A) Requisite Knowledge**. Occupancy classification types; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; and fire hazards presented by  various occupancies.  **(B) Requisite Skills**. The ability to make observations and correct decisions. |  |
| **4.3.2**  **Field Inspection** | Compute the allowable occupant load of a single-use occupancy or portion thereof, given a detailed description of the occupancy, so that the calculated allowable occupant load is established in accordance with applicable codes and standards.  **(A) Requisite Knowledge**. Occupancy classification; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; fire hazards presented by various  occupancies; and occupant load factors.  **(B) Requisite Skills.** The ability to calculate occupant loads, identify occupancy factors related to various occupancy classifications, use measuring tools, and make field sketches |  |
| **4.3.3**  **Field Inspection** | Inspect means of egress elements, given observations made during a field inspection of an existing building, so that means of egress elements are maintained in compliance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.  **(A) Requisite Knowledge**. Applicable codes and standards  adopted by the jurisdiction related to means of egress elements,  maintenance requirements of egress elements, types of  construction, occupancy egress requirements, and the relationship  of fixed fire protection systems to egress requirements and to approved means of egress elements, including, but not limited to, doors, hardware, and lights.  **(B) Requisite Skills**. The ability to observe and recognize  problems, calculate, make basic decisions related to means of  egress, use measuring tools, and make field sketches. |  |
| **4.3.4**  **Field Inspection** | Verify the type of construction for an addition or remodeling project, given field observations or a description of the project and the materials being used, so that the construction type is identified and recorded in accordance with the applicable codes and standards and the policies of the jurisdiction.  **(A) Requisite Knowledge**. Applicable codes and standards  adopted by the jurisdiction, types of construction, rated construction  components, and accepted building construction  methods and materials.  **(B) Requisite Skills**. The ability to read plans, make decisions,  and apply codes and standards. |  |
| **4.3.5**  **Field Inspection** | Determine the operational readiness of existing fixed fire suppression systems, given test documentation and field observations, so that the systems are in an operational state,  maintenance is documented, and deficiencies are identified,  documented, and reported in accordance with the applicable  codes and standards and the policies of the jurisdiction.  **(A) Requisite Knowledge**. A basic understanding of the components and operation of fixed fire suppression systems and applicable codes and standards.  **(B) Requisite Skills**. The ability to observe, make decisions,  recognize problems, and read reports. |  |
| **4.3.6**  **Field Inspection** | Determine the operational readiness of existing fire detection  and alarm systems, given test documentation and field  observations, so that the systems are in an operational state,  maintenance is documented, and deficiencies are identified,  documented, and reported in accordance with the policies of  the jurisdiction.  **(A) Requisite Knowledge**. A basic understanding of the components and operation of fire detection and alarm systems  and devices and applicable codes and standards.  **(B) Requisite Skills**. The ability to observe, make decisions,  recognize problems, and read reports. |  |
| **4.3.7**  **Field Inspection** | Determine the operational readiness of existing portable  fire extinguishers, given field observations and test documentation, so that the equipment is in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.  **(A) Requisite Knowledge**. A basic understanding of portable  fire extinguishers, including their components and placement,  and applicable codes and standards.  **(B) Requisite Skills**. The ability to observe, make decisions,  recognize problems, and read reports. |  |
| **4.3.8**  **Field Inspection** | Recognize hazardous conditions involving equipment, processes, and operations, given field observations, so that the  equipment, processes, or operations are conducted and maintained in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the  policies of the jurisdiction.  **(A) Requisite Knowledge**. Practices and techniques of code  compliance inspections, fire behavior, fire prevention practices, ignition sources, safe housekeeping practices, and classification of hazardous materials.  **(B) Requisite Skills**. The ability to observe, communicate, apply  codes and standards, recognize problems, and make decisions. |  |
| **4.3.9**  **Field Inspection** | Compare an approved plan to an existing fire protection system, given approved plans and field observations, so that any modifications to the system are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.  **(A) Requisite Knowledge.** Fire protection symbols and terminology.  **(B) Requisite Skills**. The ability to read and comprehend plans  for fire protection systems, observe, communicate, apply codes and standards, recognize problems, and make decisions. |  |
| **4.3.10**  **Field Inspection** | Verify that emergency planning and preparedness measures are in place and have been practiced, given field observations, copies of emergency plans, and records of exercises, so that plans are prepared and exercises have been performed in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.  (**A) Requisite Knowledge**. Requirements relative to emergency evacuation drills that are required within the jurisdiction,  ways to conduct and/or evaluate fire drills in various occupancies,  and human behavior during fires and other emergencies.  (B) Requisite Skills. The ability to identify the emergency evacuation requirements contained in the applicable codes and standards and interpret plans and reports. |  |
| **4.3.11**  **Field Inspection** | Inspect emergency access for an existing site, given field observations, so that the required access for emergency responders is maintained and deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction.  **(A) Requisite Knowledge**. Applicable codes and standards,  the policies of the jurisdiction, and emergency access and accessibility  requirements.  **(B) Requisite Skills**. The ability to identify the emergency  access requirements contained in the applicable codes and  standards, observe, make decisions, and use measuring tools. |  |
| **4.3.12**  **Field Inspection** | Verify code compliance for incidental storage, handling,  and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from  the AHJ, so that applicable codes and standards are addressed  and deficiencies are identified, documented, in accordance  with the applicable codes and standards and the policies of the  jurisdiction.  **(A) Requisite Knowledge**. Classification, properties, labeling,  storage, handling, and use of incidental amounts of flammable  and combustible liquids and gases.  **(B) Requisite Skills.** The ability to observe, communicate, apply  codes and standards, recognize problems, and make decisions. |  |
| **4.3.13**  **Field Inspection** | Verify code compliance for incidental storage, handling,  and use of hazardous materials, given field observations, so that  applicable codes and standards for each hazardous material encountered are addressed and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.  **(A) Requisite Knowledge**. Classification, properties, labeling,  transportation, storage, handling, and use of hazardous materials.  **(B) Requisite Skills**. The ability to observe, communicate, apply  codes and standards, recognize problems, and make decisions. |  |
| **4.2.14**  **Field Inspection** | Recognize a hazardous fire growth potential in a building or space, given field observations, so that the hazardous conditions are identified, documented, and reported in  accordance with the applicable codes and standards and the  policies of the jurisdiction.  **(A) Requisite Knowledge**. Basic fire behavior; flame spread and smoke development ratings of contents, interior finishes, building construction elements, decorations, decorative materials, and furnishings; and safe housekeeping practices.  **(B) Requisite Skills**. The ability to observe, communicate, apply  codes and standards, recognize hazardous conditions, and make decisions. |  |
| **4.3.15**  **Field Inspection** | Determine code compliance, given the codes, standards, and policies of the jurisdiction and a fire protection issue, so that the applicable codes, standards, and policies are identified and compliance is determined.  **(A) Requisite Knowledge**. Basic fire behavior; flame spread and smoke development ratings of contents, interior finishes, building construction elements, life safety systems, decorations, decorative materials, and furnishings; and safe housekeeping practices.  **(B) Requisite Skills**. The ability to observe, communicate, apply codes and standards, recognize hazardous conditions, and make decisions. |  |
| **4.3.16**  **Field Inspection** | Verify fire flows for a site, given fire flow test results and water supply data, so that required fire flows are in accordance with applicable codes and standards and deficiencies are identified,  documented, and reported in accordance with the applicable  codes and standards and the policies of the jurisdiction.  **(A) Requisite Knowledge**. Types of water distribution systems  and other water sources in the local community, water distribution  system testing, characteristics of public and private water supply systems, and flow testing procedures.  **(B) Requisite Skills.** The ability to use Pitot tubes, gauges, and other data gathering devices as well as calculate and graph fire flow results. |  |
| **NFPA 472**  **4.2.1**  **Recognizing the Presence of Hazardous Materials/**  **WMD.** | Given a hazardous materials/WMD incident and approved reference sources, awareness level personnel shall recognize those situations where hazardous materials/WMD  are present by completing the following requirements:  (1) Define the terms hazardous material (or dangerous goods, in  Canada) and WMD  (2) Identify the hazard classes and divisions of hazardous materials/WMD and identify common examples of materials in each hazard class or division  (3) Identify the primary hazards associated with each hazard  class and division  (4) Identify the difference(s) between hazardous materials/WMD incidents and other emergencies  (5) Identify typical occupancies and locations in the community where hazardous materials/WMD are manufactured, transported, stored, used, or disposed of  (6) Identify typical container shapes that can indicate the presence of hazardous materials/WMD  (7) Identify facility and transportation markings and colors  that indicate hazardous materials/WMD, including the  following:  (a) Transportation markings, including UN/NA identification  number marks, marine pollutant mark, elevated temperature (HOT) mark, commodity marking, and inhalation hazard mark  (b) NFPA 704 markings  (c) Military hazardous materials/WMD markings  (d) Special hazard communication markings for each hazard class  (e) Pipeline markings  (f) Container markings  (8) Given an NFPA 704 marking, describe the significance of the colors, numbers, and special symbols  (9) Identify placards and labels that indicate hazardous materials/WMD  (10) Identify the following basic information on safety data sheets (SDS) and shipping papers for hazardous materials:  (a) Identify where to find SDS  (b) Identify major sections of SDS  (11) Identify the following basic information on shipping papers for hazardous materials:  (a) Identify the entries on shipping papers that indicate the presence of hazardous materials  (b) Match the name of the shipping papers found in transportation (air, highway, rail, and water) with the mode of transportation  (c) Identify the person responsible for having the shipping papers in each mode of transportation  (d) Identify where the shipping papers are found in each mode of transportation  (e) Identify where the papers can be found in an emergency in each mode of transportation  (12) Identify examples of other clues, including senses (sight,  sound, and odor), that indicate the presence of hazardous materials/WMD |  |
| **4.2.2**  **Identifying Hazardous Materials/WMD.** | Given examples of hazardous materials/WMD incident, awareness level personnel shall, from a safe location, identify the hazardous material(s)/WMD involved in each situation by name, UN/NA  identification number, or type placard applied by completing  the following requirements:  (1) Identify difficulties encountered in determining the specific names of hazardous materials/WMD at facilities and in transportation  (2) Identify sources for obtaining the names of, UN/NA identification numbers for, or types of placard associated with hazardous materials/WMD in transportation  (3) Identify sources for obtaining the names of hazardous materials/WMD at a facility |  |
| **4.2.3**  **Collecting Hazard Information** | Given the identity of various hazardous materials/WMD (name, UN/NA identification number, or type placard), awareness level personnel shall identify the basic hazard information for each material by using the current edition of the ERG or equivalent document; safety data sheet (SDS); manufacturer, shipper, and carrier documents (including shipping papers); and contacts by completing the following requirements:  (1) Identify the three methods for determining the guidebook page for a hazardous material/WMD  (2) Identify the two general types of hazards found on each guidebook page |  |