**Course-to-Course Equivalency Worksheet**

**FFP1510, BFST1510, ATPC1510**

**CODES AND STANDARDS**

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| **Applicant Name:** | **FCDICE Number:** |
| **Email:** | **Date:** |

Applicants who wish to request a Course-to-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-to-Course Equivalency Request until ALL the required information has been submitted.**

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| **Items Required for a**  **Course-To-Course Equivalency Determination** | **√ When**  **Attached / Completed** |
| 1. Create an email addressed to [frank.ennist@MyFloridaCFO.com](mailto:frank.ennist@MyFloridaCFO.com) |  |
| 1. Please note that there shall be only one Course-to-Course Equivalency Request per email. Requests for multiple Course-to-Course Equivalency Evaluations shall each be submitted individually in separate emails. |  |
| 1. The subject of the email shall be “Course-to-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/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-to-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. |  |

| **NFPA 1031 JPR’s**  **2014 Edition** | **Job Performance Requirement** | **How was the JPR satisfied by the Course for which Equivalency is Requested?** |
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| **7.2.1**  **Administration** | Prepare reports, given observations from a plan review, so that the report is clear and concise, and reflects the findings of the plan review in accordance with applicable codes and  standards and the policies and procedures of the jurisdiction.  (A) Requisite Knowledge. Codes and standards, legal requirements for plan review reports, and accepted practices,  policies, and procedures of the jurisdiction.  (B) Requisite Skills. The ability to conduct code-related research and write reports. |  |
| **7.2.2**  **Administration** | Facilitate the resolution of deficiencies identified during the plan review, given a submittal and the established policies and procedures of the jurisdiction, so that deficiencies are  identified, documented, and reported to the plan submitter with applicable references to codes and standards.  (A) Requisite Knowledge. Policies and procedures of the jurisdiction  regarding the communication of discrepancies, the appeals process, and codes and standards.  (B) Requisite Skills. The ability to communicate orally and in writing. |  |
| **7.2.3 Administration** | Process plan review documents, given a set of plans and  specifications, so that required permits are issued in accordance  with the policies of the jurisdiction.  (A) Requisite Knowledge. Plan review policies and procedures  of the jurisdiction.  (B) Requisite Skills. The ability to review applications for completeness. |  |
| **7.2.4**  **Administration** | Determine the applicable code or standard, given a fire protection issue, so that the proper document, edition, and section are referenced.  (A) Requisite Knowledge. Applicable codes and standards  adopted by the jurisdiction, format of codes and standards,  interrelationship of codes and standards, and procedures  adopted by the organizations responsible for promulgating  these documents.  (B) Requisite Skills. The ability to conduct code-related research,  apply codes and standards, and make decisions. |  |
| **7.3.1**  **Plans Review** | Identify the requirements for fire protection or a life safety system, given a set of plans, so that deficiencies are identified,  documented, and reported in accordance with the policies  and procedures of the jurisdiction.  (A) Requisite Knowledge. Applicable code requirements for  life safety systems, interior finish, and third-party testing and  evaluation.  (B) Requisite Skills. The ability to read basic floor plans or shop drawings and identify symbols used and apply codes and standards. |  |
| **7.3.2**  **Plans Review** | 7.3.2 Verify the occupancy classification, given a set of plans,  specifications, and a description of a building and its intended use, so that the classification is made in accordance with the applicable  codes and standards and the policies of the jurisdiction.  (A) Requisite Knowledge. How to calculate occupant loads for an occupancy and for building use, and code requirements, regulations, operational features, and fire hazards presented by various occupancies.  (B) Requisite Skills. The ability to calculate occupant loads, identify occupancy factors related to various occupancy types, and use measuring tools. |  |
| **7.3.3**  **Plans Review** | Verify the construction type, given a set of plans, including the occupancy classification area, height, number of stories, and location, so that the building is in accordance with  applicable codes and standards and deficiencies are identified, documented, and reported.  (A) Requisite Knowledge. Types of construction, fire-rated  construction components, typical building construction methods  and materials, and code requirements related to construction  types.  (B) Requisite Skills. The ability to read plans, determine construction  types, and conduct code-related research. |  |
| **7.3.4**  **Plans Review** | Verify the occupant load, given a set of plans, so that the maximum allowable occupant load is in accordance with applicable codes and standards.  (A) Requisite Knowledge. How to calculate occupant loads for an occupancy and for building use, and code requirements, regulations, operational features, and fire hazards presented by various occupancies.  (B) Requisite Skills. The ability to calculate occupant loads, identify occupancy factors related to various occupancy types, and use measuring tools. |  |
| **7.3.5**  **Plans Review** | Verify that required egress is provided, given a set of plans and an occupant load, so that all required egress elements  are provided and deficiencies are identified, documented, and reported in accordance with the policies of the  jurisdiction.  (A) Requisite Knowledge. Applicable code requirements for means of egress elements, occupancy egress requirements, and the relationship of fixed fire protection systems to egress  requirements.  (B) Requisite Skills. The ability to determine egress requirements  based on occupant load and research codes. |  |

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| **NFPA 1031 JPR’s**  **2014 Edition** | **Job Performance Requirement** | **How was the JPR satisfied by the Course for which Equivalency is Requested?** |
| **7.3.6**  **Plans Review** | Evaluate code compliance for required fire flow and hydrant location and spacing, given a plan, codes and standards, and fire flow test results, so that hydrants are correctly located, required fire flow is determined, and deficiencies are  identified, documented, and reported in accordance with the  policies and procedures of the jurisdiction.  (A) Requisite Knowledge. Standard civil engineering symbols; types of water supply and distribution systems; water distribution system test methods; characteristics of public and  private water supply systems, water meters, backflow prevention,  and other devices that can impact on fire flow; the effects of friction loss and elevation on water flow; potential impact of state health regulations on fire flow; and the applicable codes and standards related to fire flow in the jurisdiction.  (B) Requisite Skills. The ability to interpret fire flow test results,  determine fire hydrant locations and spacing, and read fire flow graphs. |  |
| **7.3.7**  **Plans Review** | Evaluate emergency vehicle access, given a plan, so that  emergency access is provided in accordance with applicable  codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the  jurisdiction.  (A) Requisite Knowledge. Operating requirements for fire department apparatus, planning and zoning requirements, and  emergency access requirements of applicable codes and standards.  (B) Requisite Skills. The ability to interpret and use plan scale. |  |
| **7.3.8**  **Plans Review** | Recommend policies and procedures for the delivery of  plan review services, given management objectives, so that  plan reviews are conducted in accordance with the policies of  the jurisdiction and due process of the law is followed.  (A) Requisite Knowledge. Policies and procedures of the jurisdiction  related to plan review and sources of detailed and technical  information relating to fire protection and life safety.  (B) Requisite Skills. The ability to identify construction methods and materials related to fire safety, read and interpret construction plans and specifications, communicate orally and in writing, educate, research, make decisions, recognize problems, and resolve conflicts. |  |
| **7.3.9**  **Plans Review** | Participate in legal proceedings, given the findings of a plan review and consultation with legal counsel, so that testimony is accurate and the plan reviewer’s demeanor is appropriate  to the proceeding.  (A) Requisite Knowledge. The legal requirements pertaining  to evidence rules in the legal system and the types of legal  proceedings.  (B) Requisite Skills. Familiarity with courtroom demeanor, communication, and listening skills and the ability to differentiate  facts from opinions. |  |
| **7.3.10**  **Plans Review** | 7.3.10 Evaluate plans for the installation of fire protection  and life safety systems, given a plan submittal, so that the fire  protection systems, including pre-engineered systems, and  equipment are reviewed and deficiencies are identified, documented, and reported in accordance with the policies and  procedures of the jurisdiction.  (A) Requisite Knowledge. Applicable codes and standards for fire protection systems, basic physical science as it relates to  fire behavior and fire suppression, basic system design criteria,  material listing requirements, material specifications, installation  techniques, acceptance inspection/testing of completed  installations, construction types and techniques, and classification  of occupancies.  (B) Requisite Skills. The ability to review specifications, read plans, classify occupancies, and apply standards. |  |
| **8.2.1**  **Administration** | Create plan review checklists and forms, given applicable codes, standards, and departmental policies and procedures,  so that the materials developed address key issues and clearly express code requirements of the jurisdiction.  (A) Requisite Knowledge. Plan review elements required by  codes, standards, policies, and procedures of the jurisdiction.  (B) Requisite Skills. The ability to organize, communicate, and design checklists. |  |
| **8.2.2**  **Administration** | Develop policies and procedures for the administration of plan review functions, given management objectives, so that  the policies are defined and are in accordance with the legal  obligations of the jurisdiction.  (A) Requisite Knowledge. Legal requirements and the various  systems of government that affect the plan examiner’s duties,  jurisdictional requirements and sources of information, and technical assistance used in the development of policies and procedures.  (B) Requisite Skills. The ability to recognize problems, resolve  conflicts, and make decisions. |  |
| **8.3.1**  **Plans Review** | Evaluate a design concept, given a preliminary design presentation, so that the proposed concept meets the intent of applicable codes and standards in accordance with the policies and procedures of the jurisdiction.  (A) Requisite Knowledge. Fire protection construction features,  codes and standards, preliminary plan review procedures of the jurisdiction, and the approval process for alternative fire protection methodologies.  (B) Requisite Skills. The ability to evaluate code compliance  of conceptual designs. |  |
| **8.3.2**  **Plans Review** | Evaluate proposed passive fire protection elements of a  building or portion of a building, given a set of plans and specifications for a building or facility, so that the protection provided for the facility is in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.  (A) Requisite Knowledge. Fire protection construction features,  such as rated assemblies, fire stops, draft stopping, draft  curtains, and other passive fire protection features; and fire  test methods.  (B) Requisite Skills. The ability to verify the rating of an assembly  using reference materials. |  |
| **8.3.3**  **Plans Review** | Evaluate plans for a process or operation, given plans and specifications, so that the process or operation is reviewed for compliance with applicable codes and standards and deficiencies  are identified, documented, and reported in accordance with the applicable codes, standards, policies, and procedures  of the jurisdiction.  (A) Requisite Knowledge. Hazards and applicable standards for arrangement and protection of various operations to be used in commercial and industrial occupancies; construction  types; basic physical science as it relates to fire behavior and  fire suppression, including mathematics, physics, and chemistry; and reference materials related to fire hazard properties  of flammable liquids, gases, and volatile solids.  (B) Requisite Skills. The ability to read plans and interpret codes and standards. |  |
| **8.3.4**  **Plans Review** | Evaluate plans for storage, handling, and use of flammable  and combustible liquids and gases, given plans and  specifications, so that the plans are reviewed and deficiencies  are identified, documented, and reported in accordance with  the applicable codes, standards, policies, and procedures of  the jurisdiction.  (A) Requisite Knowledge. Properties of flammable and combustible  liquids and gases; applicable standards for the handling,  storage, arrangement, and protection of flammable and combustible  liquids and gases; basic physical science as it relates to fire  behavior and fire suppression; and reference materials related to  flammable and combustible liquids and gases. |  |
| **8.3.5**  **Plans Review** | Evaluate plans for the installation of fire protection and life safety systems, given a plan submittal, so that the systems and equipment are reviewed and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and with the policies and procedures of the jurisdiction.  (A) Requisite Knowledge. Applicable codes and standards for fire protection systems, basic physical science as it relates to fire  behavior and fire suppression, hydraulic theory, hydraulic calculations for fire suppression, material listing requirements, material specifications, installation techniques, acceptance inspection  and testing of completed installations, construction types and techniques, and classification of occupancies.  (B) Requisite Skills. The ability to review specifications and read plans, classify occupancies, interpret codes and standards,  and verify hydraulic calculations. |  |
| **8.3.6**  **Plans Review** | Evaluate a proposed alternative method for compliance with applicable codes and standards, given supporting documentation  of a design that does not meet prescriptive code requirements, so that the design meets the intent of applicable codes and standards.  (A) Requisite Knowledge. How a building should perform under adverse conditions, including the objectives and performance  requirements reflecting the level of safety required by the jurisdiction or other performance-based regulation for a process or operation.  (B) Requisite Skills. The ability to evaluate alternative proposals to prescriptive codes and standards. |  |
| **8.3.7**  **Plans Review** | Evaluate the integration of life safety, fire protection, security, and building service systems, given a plan submittal, a life safety report, a sequence of operations report, and testing criteria, so that the integration of proposed systems meets the requirements or intent of the applicable codes and standards and meets the fire and life safety objectives of the jurisdiction and any deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.  (A) Requisite Knowledge. The fire and life safety objectives of the jurisdiction and fire protection and life safety systems and their integration.  (B) Requisite Skills. The ability to evaluate system integration. |  |
| **8.3.8**  **Plans Review** | Evaluate plans for storage, handling, and use of hazardous  materials, given plans and specifications, so that the plans  are reviewed for compliance and deficiencies are identified,  documented, and reported in accordance with the applicable  codes, standards, policies, and procedures of the jurisdiction.  (A) Requisite Knowledge. Properties of hazardous materials  and applicable standards for handling, storage, arrangement,  and protection of hazardous materials; basic physical science  as it relates to fire behavior and fire suppression; and reference  materials related to hazardous materials.  (B) Requisite Skills. The ability to determine the classification of hazardous materials using reference materials. |  |
| **8.3.9**  **Plans Review** | Verify that egress elements are provided, given a plan of a building or portion of a building, so that all egress elements are identified and deficiencies are identified, documented, and reported in accordance with applicable codes and standards and the policies of the jurisdiction.  (A) Requisite Knowledge. Applicable codes and standards  adopted by the jurisdiction, identification of standard symbols  used in plans, and field verification practices.  (B) Requisite Skills. The ability to read plans and research codes and standards. |  |
| **8.3.10**  **Plans Review** | Evaluate a plan with special storage arrangements, given a plan, so that deficiencies are identified, documented, and reported in accordance with adopted codes and standards  and the policies of the jurisdiction.  (A) Requisite Knowledge. Application of codes and standards  adopted by the jurisdiction for special storage arrangements.  (B) Requisite Skills. The ability to determine commodity types and storage arrangements. |  |
| **8.3.11**  **Plans Review** | Evaluate heating, ventilation, air conditioning, and other building service equipment and operations, given plans and specifications, so that the systems and other equipment are designed in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.  (A) Requisite Knowledge. Types, installation, maintenance,  and use of building service equipment, smoke control systems, installation of kitchen cooking equipment (including hoods and ducts), laundry chutes, elevators, and escalators, and applicable codes and standards adopted by the jurisdiction.  (B) Requisite Skills. Ability to apply, read, and interpret HVAC plans. |  |
| **8.3.12**  **Plans** | Evaluate a performance-based design concept, given a preliminary design presentation, so that the proposed concept meets the intent of applicable codes and standards in accordance with the policies and procedures of the jurisdiction.  (A) Requisite Knowledge. Fire protection construction features,  codes and standards, preliminary plan review procedures of the jurisdiction,the approval process for alternative performance-based  fire protection methodologies, performance-based concepts, the  development of appropriate input values based upon the building  type and anticipated use, and the jurisdictional and code requirements.  (B) Requisite Skills. The ability to recognize deviations from the prescriptive code, recognize and interpret performance based  proposals, and determine and present appropriate design input values and parameters based upon the building type and anticipated use. |  |