**Course Equivalency Worksheet**

**FFP2521, BFST2521, ATPC2521**

**CONSTRUCTION DOCU\MENTS AND PLANS REVIEW**

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

Applicants who wish to request 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.**

|  |  |
| --- | --- |
| **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/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. |  |

| **NFPA 1031 JPR’s**  **2014 Edition** | **Job Performance Requirement** | **How was the JPR satisfied by the Course for which Equivalency is Requested?** |
| --- | --- | --- |
| **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 Inspections** | 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 Inspections** | 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 Inspections** | 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 Inspections** | 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 Inspections** | 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 Inspections** | 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 Inspections** | 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. |  |
| **4.3.14**  **Field Inspections** | 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 Inspections** | \* 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 Inspections** |  |  |
| **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. |  |

|  |  |  |
| --- | --- | --- |
| **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. |  |