**Course Equivalency Worksheet**

**BFST2770 Legal and Ethical Issues in the Fire Service**

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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 for [BFST Course Number]” |  |
| 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. |  |

| **NFPA Standard** | **Job Performance Requirement** | **How was the JPR satisfied by the Course for which Equivalency is Requested?** |
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| **NFPA 1021**  **6.2 Human Resource Management** | **6.2.1** Establish personnel assignments to maximize efficiency, given knowledge, training, and experience of the members available in accordance with policies and procedures, so that human resources are used in an effective manner. |  |
|  | **6.2.2** Develop procedures for hiring members, given policies of the AHJ and legal requirements, so that the process is valid and reliable. |  |
|  | **6.2.3** Develop procedures and programs for promoting members, given applicable policies and legal requirements, so that the process is valid and reliable, job-related, and nondiscriminatory. |  |
|  | **6.2.4** Describe methods to facilitate and encourage members to participate in professional development, given a professional development model, so that members achieve their personal and professional goals. |  |
|  | **6.2.5** Develop a proposal for improving an employee benefit, given a need in the organization, so that adequate information is included to justify the requested benefit improvement. |  |
|  | **6.2.6** Develop a plan for providing an employee accommodation, given an employee need, the requirements, and applicable law, so that adequate information is included to justify the requested change(s). |  |
|  | **6.2.7** Develop an ongoing education training program, given  organizational training requirements, so that members of the organization are given appropriate training to meet the mission  of the organization. |  |
| **NFPA 1021**  **6.7 Health and Safety** | **6.7.1** Develop a measurable accident and injury prevention program,  given relevant local and national data, so that the results  are evaluated to determine effectiveness of the program. |  |

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| **NFPA Standard** | **Job Performance Requirement** | **How was the JPR satisfied by the Course for which Equivalency is Requested?** |
| **NFPA 1037**  **5.6 Regulatory Programs.** This duty involves development, management, and application of regulatory programs. | **5.6.1 General Requisite Knowledge.** Codes, standards, and jurisdictional requirements applicable to the management of the regulatory environment including, but not limited to, NFPA 1031 and other fire, building, and life safety codes. |  |
|  | **5.6.2** Manage a process for the adoption, modification, and maintenance of codes, standards, and jurisdictional requirements, given fire loss data and/or a demonstrated need or deficiency, so that the code, standard, or jurisdictional requirement is written and addresses the identified need or deficiency. |  |
|  | **5.6.3** Manage a process for conducting compliance inspections, given applicable codes, standards, and jurisdictional requirements and/or an identified issue, so that the applicable codes, standards, and jurisdictional requirements are identified, deficiencies are identified and documented, and compliance determined. |  |
|  | **5.6.4** Manage a process for plan reviews, given the policies of the jurisdiction requiring plan reviews, so that requirements for plan reviews are completed in accordance with the policies of the jurisdiction. |  |
|  | **5.6.5** Manage an appeals process, given the codes, standards, and jurisdictional requirements, so that appeals can be resolved in compliance with the intent of the applicable codes, standards, and jurisdictional requirements. |  |
|  | **5.6.6** Manage a process for record keeping, given the need to document the processes of the regulatory program, so that there is a record of the regulatory actions. |  |
|  | **5.6.7** Manage a process for administering, evaluating, and issuing permits, licenses, and/or certificates of fitness, given the applicable jurisdictional requirements, so that applicable codes, standards, and jurisdictional requirements are met. |  |
|  | **5.6.8** Manage the compliance interpretation process for prescriptive codes, standards, and jurisdictional requirements, given complex issues related to codes, standards, and jurisdictional requirements, so that a resolution of the issue meets the intent of the prescriptive codes, standards, and jurisdictional requirements. |  |
|  | **5.6.9** Manage a program for alternative compliance measures, given the submittal of equivalencies, alternative methods, and performance-based design, so that the final design meets the intent of the codes, standards, and jurisdictional requirements. |  |
|  | **5.6.10** Manage the process for reconciling complaints, given the report of a situation or condition, so that complaints are resolved and appropriate action is taken. |  |
|  | **5.6.11** Generate jurisdictional requirements for administering the regulatory management program, given management objectives, so that the requirements are clearly defined, concise, and in accordance with the legal obligations of the jurisdiction. |  |
|  | **5.6.12** Manage a program to coordinate with other agencies, given that other agencies’ requirements can overlap the local jurisdictions, so that conflicts are eliminated and clear lines of responsibility are developed. |  |
| **NFPA 1037**  **5.8 Investigation.**  This duty involves the management of a variety of investigations. | **5.8.1 General Requisite Knowledge.** Codes, standards, and jurisdictional requirements, as they relate to the investigative process. |  |
|  | **5.8.2** Administer applicable codes, standards, and jurisdictional requirements for investigations, given applicable codes, standards, and jurisdictional requirements for investigations,so that investigators are knowledgeable and operate within the organizational policies. |  |
|  | **5.8.3** Review and assess investigation reports and data to be submitted in anticipation of litigation or resolution, given details of an investigation including evidence collected, reports, scene sketches, photographs, other related information, and data relevant to the investigation, so that complete, accurate documents are submitted for possible legal action. |  |
|  | **5.8.4** Conduct investigative analysis given reports compiled from investigation data, to recommend action, so that fire prevention and other programs can be enhanced. |  |
|  | **5.8.5** Manage technical resources needed to perform investigations, given personnel, protective equipment, jurisdictional requirements, and other necessary equipment, including investigation tools and resources for investigations so that investigators are adequately protected and equipped and investigations are conducted according to safety requirements. |  |
|  | **5.8.6** Develop and manage a comprehensive investigation program given reference materials and laws related to investigations, including due process, so that legal mandates are met and jurisdictional requirements are formulated for required investigations that are consistent, complete, and safe. |  |