**Course Equivalency Worksheet**

**BFST3780 Analytical Approaches to Public Fire Protection**

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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**  **6.4 Administration.** This duty involves preparing a divisional  or departmental budget, developing a budget management  system, soliciting bids, planning for resource allocation, and  working with records management systems per the listed job performance requirements. | **6.4.1** Develop a divisional or departmental budget, given  schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.  **(A) Requisite Knowledge.** The supplies and equipment necessary for existing and new programs; repairs to existing facilities; new equipment, apparatus maintenance, and personnel costs; and approved budgeting system.  **(B) Requisite Skills.** The ability to allocate finances, to relate interpersonally, and to communicate orally and in writing. |  |
| **NFPA 1021** | **6.4.2\*** Develop a budget management system, given fiscal and financial policies, so that the division or department stays within the budgetary authority.  **(A) Requisite Knowledge.** Revenue to date, anticipated revenue, expenditures to date, encumbered amounts, and anticipated expenditures.  **(B) Requisite Skills.** The ability to interpret financial data and to communicate orally and in writing. |  |

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| **NFPA 1021** | **6.4.3** Describe the agency’s process for developing requests for proposal (RFPs) and soliciting and awarding bids, given established specifications and the agency’s policies and procedures, so that competitive bidding is ensured.  **(A) Requisite Knowledge.** Purchasing laws, policies, and procedures.  **(B) Requisite Skills.** The ability to use evaluative methods and to communicate orally and in writing. |  |
| **NFPA 1021** | **6.4.4** Direct the development, maintenance, and evaluation of  a department record and management system, given policies and procedures, so that completeness and accuracy are achieved.  **(A) Requisite Knowledge.** The principles involved in the acquisition, implementation, and retrieval of information by data processing as it applies to the record and budgetary processes and the capabilities and limitations of information management systems.  **(B) Requisite Skills.** The ability to use evaluative methods, to communicate orally and in writing, and to organize data. |  |

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| **NFPA 1021** | **6.4.5** Analyze and interpret records and data, given a fire department records system, so that validity is determined and improvements are recommended.  **(A) Requisite Knowledge.** The principles involved in the acquisition, implementation, and retrieval of information and data.  **(B) Requisite Skills.** The ability to use evaluative methods, to communicate orally and in writing, and to organize and analyze data. |  |
| **NFPA 1021** | **6.4.6\*** Develop a model plan for continuous organizational  improvement, given resources for an area to be protected, so that resource utilization is maximized.  **(A) Requisite Knowledge.** Policies and procedures, physical and geographic characteristics and hazards, demographics, community plan, staffing requirements, response time benchmarks, contractual agreements, recognized best practice assessment  programs, and local, state/provincial, and federal regulations.  **(B) Requisite Skills.** The ability to research, to use evaluative methods, to analyze data, to communicate orally and in writing, and to organize. |  |
| **NFPA 1021**  **6.6 Emergency Service Delivery.** This duty involves managing  multi-agency planning, deployment, and operations, according  to the following job performance requirements. | **6.6.1** Prepare an action plan, given an emergency incident requiring multiple agency operations, so that the required resources are determined and the resources are assigned and  placed to mitigate the incident.  **(A) Requisite Knowledge.** Policies, procedures, and standards, including the current edition of *NFPA 1600*, and resources, capabilities, roles, responsibilities, and authority of  support agencies.  **(B) Requisite Skills.** The ability to use evaluative methods, to delegate authority, to communicate orally and in writing, and to organize plans. |  |
| **NFPA 1021** | **6.6.2** Develop and conduct a post-incident analysis, given a multi-agency incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the appropriate forms are completed and processed in accordance with policies and procedures.  **(A) Requisite Knowledge.** Elements of a post-incident analysis, emergency management plan, critical issues, involved agencies’ resources and responsibilities, procedures relating to dispatch response, strategy tactics and operations, and customer service.  **(B) Requisite Skills.** The ability to write reports, to communicate orally, and to evaluate skills. |  |
| **NFPA 1021** | **6.6.3** Develop a plan for the agency, given an unmet need for resources that exceed what is available in the organization, so that the mission of the organization is capable of being performed in times of extraordinary need.  **(A) Requisite Knowledge.** Needs assessment and planning.  **(B) Requisite Skills.** The ability to conduct a needs assessment,  evaluate external resources, and develop a plan. |  |

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| **NFPA Standard** | **Job Performance Requirement** | **How was the JPR satisfied by the Course for which Equivalency is Requested?** |
| **NFPA 1037**  **5.2 Administrative Duties.** The Fire Marshal shall provide the services and perform the duties assigned or designated by the jurisdiction. Specific administrative duties and functions shall  vary in scope based on the individual jurisdictional requirements. | **5.2.1\*** Administer jurisdictional requirements related to the roles and responsibilities of the Fire Marshal, given regulations  and organizational goals and objectives pertaining to personnel and labor management, so that the Fire Marshal functions in a manner consistent with the organizational mission and complies with applicable personnel management laws and regulations. |  |
| **NFPA 1037** | **5.2.2** Establish personnel assignments to maximize efficiency, given the knowledge, training, and experience of the members available, so that the organizational roles and responsibilities and legal requirements are met with the allocated resources and in accordance with jurisdictional requirements. |  |
| **NFPA 1037** | **5.2.3** Establish a strategic and operational plan, given organizational goals and objectives, legal requirements, and available resources, so that the organizational roles and responsibilities and legal requirements are met with the allocated resources. |  |

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| **NFPA 1037** | **5.2.4** Establish a budget, given the available resources, so that the roles and responsibilities of the Fire Marshal can be implemented within organizational goals and objectives. |  |
| **NFPA 1037** | **5.2.5** Monitor the condition of the approved budget during  the budgeting period, given the available resources and budgetary  requirements, so that the roles and responsibilities of  the Fire Marshal can be implemented within organizational  goals and objectives. |  |
| **NFPA 1037** | **5.2.6** Direct the development, maintenance, and evaluation of a department record and management system, given policies and procedures, so that completeness and accuracy are achieved. |  |