**Course Equivalency Worksheet**

**BFST4045 Personnel Management for 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**  **7.2 Human Resource Management** | **7.2.1** Appraise the department’s human resource demographics, given appropriate community demographic data, so that the recruitment, selection, and placement of human resources is effective and consistent with law and current best practices. |  |
|  | **7.2.2** Initiate the development of a program, given current member/management relations, so that a positive and participative member/management program exists. |  |
|  | **7.2.3** Establish and evaluate a list of education and in-service training goals, given a summary of the job requirements for all positions within the department, so that all members can achieve and maintain required proficiencies. |  |
|  | **7.2.4** Appraise a member-assistance program, given data, so that the program, when used, produces stated program outcomes. |  |
|  | **7.2.5** Evaluate an incentive program, given data, so that a determination is made regarding achievement of the desired results. |  |
| **NFPA 1021**  **7.7 Health and Safety** | **7.7.1** Maintain, develop, and provide leadership for a risk management program, given specific data, so that injuries and property damage accidents are reduced. |  |
| **NFPA 1037**  **5.5 Professional Development.** This duty involves the ecommendation, creation, and evaluation of jurisdictional requirements for professional development, according to the job performance requirements in 5.5.2 through 5.5.6. | **5.5.1 General Requisite Knowledge.** Training and professional development principles, guides, and standards. |  |
|  | **5.5.2** Evaluate organization and individual professional development needs, given organizational goals, objectives, and jurisdictional requirements, so that professional development needs are identified and prioritized. |  |
|  | **5.5.3** Prescribe professional development programs, given the results of a professional development needs analysis, so that the knowledge and skills are job-related, training is performance-based, adult learning principles are used, and the program meets organizational goals and requirements. |  |
|  | **5.5.4** Implement professional development programs, given selected options and available resources, so that professional development programs meet organizational goals and objectives. |  |
|  | **5.5.5** Evaluate organizational professional development programs, given organizational goals and objectives, so that professional development meets organizational goals and objectives. |  |
|  | **5.5.6** Forecast organizational professional development needs, given professional trends, emerging technologies, and future organizational goals and objectives, so that future organizational and individual professional development needs are planned. |  |