**Course Equivalency Worksheet**

**BFST9516 Chief Officer**

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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. |  |
| 1. BFST9516 is 60-hour course per 69A-37.065, Florida Administrative Code.  The Florida State Fire College satisfies the 60-hour requirement by assigning a 15-hour research project as part of the Chief Officer course. Students applying for Chief Officer course equivalency shall submit a copy of a minimum 15-hour research project from the course for which they are requesting equivalency. **IMPORTANT – PLEASE READ** |  |

| **NFPA Standard** | **Job Performance Requirement** | **How was the JPR satisfied by the Course for which Equivalency is Requested?** |
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| **NFPA 1021**  **6.3 Community and Government Relations** | **6.3.1** Develop a community risk reduction program, given  risk assessment data, so that program outcomes are met. |  |
| **NFPA 1021**  **6.5 Inspection and Investigation** | **6.5.1** Evaluate the inspection program of the AHJ, given current program goals, objectives, performance data, and resources so that the results are evaluated to determine effectiveness. |  |
|  | **6.5.2** Develop a plan, given an identified fire safety problem, so that the approval for a new program, piece of legislation,  form of public education, or fire safety code is facilitated. |  |
| **NFPA 1021**  **6.8 Emergency Management** | **6.8.1** Develop a plan for the integration of fire services resources in the community’s emergency management plan, given the requirements of the community and the resources available in the fire department, so that the role of the fire service is in compliance with local, state/provincial, and national  requirements. |  |

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| **NFPA Standard** | **Job Performance Requirement** | **How was the JPR satisfied by the Course for which Equivalency is Requested?** |
| **NFPA 1037**  **5.4 Community Relations.** This duty involves the development and maintenance of effective relationships within the  community. | **5.4.1** Develop relationships with community groups, given a description of local groups and organizational policies for relationships with community groups, attendance at community meetings, and participation at community events, so that a  schedule is established for ongoing contacts. |  |
|  | **5.4.2** Present safety proposals to community groups, given a list of groups with shared concerns, and an understanding of relevant safety measures, so that the justification for the safety proposal is provided, issues are explained, and solutions, impacts, and benefits are stated. |  |
|  | **5.4.3** Create media communication strategies and policies, given a list of media outlets such as newspaper, radio, web  pages, and television; characteristics of local media including deadlines; and the resources to provide media with accurate  information, so that consistent and accurate prevention information is disseminated in an understandable manner. |  |

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|  | **5.4.4** Participate in media interviews, given information about organizational goals and prevention practices and strategies; and knowledge of interview techniques, so that consistent and accurate information is disseminated in an understandable manner. |  |