**IMPORTANT**

### **\*\*\* SUBMIT A SEPARATE REQUEST FOR EACH COURSE THAT YOU WISH TO HAVE APPROVED \*\*\***

This request shall be completed by all Florida Fire Service Training Providers seeking approval to offer online/blended format courses leading to a Florida Fire Service Certification. These certification courses are listed in the Fire Service Curriculum catalog at:

<https://www.myfloridacfo.com/Division/SFM/BFST/Training/CourseSyllabi.htm>

This application must be completed in its entirety for the Course review to proceed. The Bureau of Fire Standards and Training (BFST) shall validate this information to determine whether the requestor meets the compliance requirements set forth in Part 2.

BFST shall provide the requestor with a written decision regarding the approval or denial of the request no later than thirty (30) business days after receipt. If the request is denied, the requestor shall receive written notification identifying the areas of deficiency. Incomplete requests and or courses will not be reviewed.

### **PART 1 – REQUESTOR / COURSE INFORMATION**

### **SELECT TYPE OF REQUEST:**

### INITIAL COURSE REVIEW

### REVIEW REVISIONS TO A PREVIOUSLY APPROVED COURSE

### **REQUESTOR INFORMATION:**

|  |  |
| --- | --- |
| Requestor/Provider Name: |  |
| Primary Contact Person: |  |
| Title: |  |
| Address: |  |
| City/State/Zip Code: |  |
| Telephone: |  |
| E-mail Address: |  |

### **COURSE INFORMATION:**

1. In Appendix A, Circle the CHECK (🗸) for the certification course that you wish to offer in an online or blended format.
2. Only submit a course that is ready to be reviewed by BFST at the time this request is submitted. An unfinished course or a course with non-functional links are cause for application denial.

### **PART 2 – VERIFICATION OF PROVIDER COMPLIANCE REQUIREMENTS**

### **CURRICULUM AND INSTRUCTION**

1. Please provide the contact name, title/position, company/organization, relevant job experience, and credentials of the person responsible for verifying your course alignment with current JPR’s and other state requirements.

|  |  |
| --- | --- |
| Company/Organization: |  |
| Contact Name: |  |
| Title/Position: |  |
| Credentials (Florida certifications; other certifications, licenses, endorsements; degrees, etc.): |  |

1. Prior to request approval, the requestor shall provide access to BFST to allow a WALK-THROUGH of any course submitted through this process. This initial walk-through shall be as a student and instructor. The purpose of this walk-through is to determine compliance with curriculum, course duration and instructor requirements listed in Rules 69A-37.065 and 69A-39.005, F.A.C.

### **ASSURANCES**

1. The requestor shall ensure each course covered by this request meets all applicable federal and state laws, rules, statutes, and regulations.
2. All curriculum and course content are aligned with Florida’s currently adopted state standards under Rules 69A-37.065 and 69A-39.005, F.A.C.
3. The requestor retains responsibility for the quality and content of courses it offers, including courses revised after time of this request, whether developed by requestor or acquired via third-party contractual agreements, partnerships or other agreements related to the content or delivery of online courses.
4. All class offerings of the course listed on this request shall be submitted for approval through BFST’s electronic information database, FCDICE. All Instructors teaching or facilitating these class offerings shall meet the instructor requirements listed under Rules 69A-37.065 and 69A-39.005, F.A.C.
5. The requestor agrees to inform BFST in writing if the content of the course (under which approval was issued) is no longer aligned with the BFST Course Curriculum which can be found [at this location on the BFST website](https://www.myfloridacfo.com/Division/SFM/BFST/Training/CourseSyllabi.htm).
6. Requestor shall provide designated BFST personnel with student login access to the course submitted with this request for the purpose of determining compliance with curriculum, duration and instructor requirements listed in Rules 69A-37.065 and 69A-39.005, F.A.C.

URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the requestor shall adhere to each of the assurances contained in this request to offer online/blended course deliveries. I further certify all responses to this document are a true and accurate representation of the requestor’s compliance with applicable areas of Section 633, F.S, 69A-37, F.A.C., and 69A-39, F.A.C.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date Signed Telephone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Organization Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Email Address

(BELOW THIS LINE IS FOR BUREAU OF FIRE STANDARDS AND TRAINING PURPOSES ONLY)

DISPOSITION OF REQUEST

### □ REQUEST APPROVED

### □ REQUEST DENIED

(If DENIED, reason for denial shall be communicated in writing within 30 days of request submission)

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name/Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed

### **APPENDIX A: COURSES SUBMITTED FOR ONLINE/BLENDED DELIVERY APPROVAL**

### **\*\*\* SUBMIT A SEPARATE REQUEST FOR EACH COURSE THAT YOU WISH TO HAVE APPROVED \*\*\***

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE NAME** | **Distance Learning** | **Blended** | **Traditional** |
| ANALYTICAL APPROACHES TO PUBLIC FIRE PROTECTION |  |  |  |
| APPARTUS OPERATIONS |  |  |  |
| ARSON INVESTIGATION |  |  |  |
| BUILDING CONSTRUCTION FOR THE FIRE SERVICE |  |  |  |
| CHIEF OFFICER |  |  |  |
| CODES AND STANDARDS |  |  |  |
| COMPANY OFFICER |  |  |  |
| COMMUNITY RISK REDUCTION |  |  |  |
| CONSTRUCTION DOCUMENTS AND PLANS REVIEW |  |  |  |
| ETHICAL & LEGAL ISSUES FOR THE FIRE SERVICE |  |  |  |
| FIRE AND LIFE SAFETY EDUCATOR I |  |  |  |
| FIRE & LIFE SAFETY EDUCATOR II |  |  |  |
| FIRE CHEMISTRY |  |  |  |
| FIRE INVESTIGATION: ORIGIN AND CAUSE |  |  |  |
| FIRE PREVENTION PRACTICES |  |  |  |
| FIRE PREVENTION ORGANIZATION & MANAGEMENT |  |  |  |
| FIRE SERVICE COURSE DELIVERY |  |  |  |
| FIRE SERVICE COURSE DESIGN |  |  |  |
| FIRE SERVICE HYDRAULICS |  |  |  |
| FIREFIGHTING TACTICS AND STRATEGIES I |  |  |  |
| FIREFIGHTING TACTICS AND STRATEGIES II |  |  |  |
| FLORIDA HEALTH & SAFETY OFFICER |  |  |  |
| FLORIDA INCIDENT SAFETY OFFICER |  |  |  |
| FLORIDA STATEWIDE EMERGENCY RESPONSE PLAN (SERP) |  |  |  |
| **COURSE NAME** | **Distance Learning** | **Blended** | **Traditional** |
| HAZMAT TECHNICIAN |  |  |  |
| LATENT INVESTIGATIONS |  |  |  |
| LEGAL ISSUES FOR THE SAFETY OFFICER |  |  |  |
| LEGAL ISSUES FOR INVESTIGATORS |  |  |  |
| LIVE FIRE TRAINING INSTRUCTOR PROGRAM |  |  |  |
| LIVE FIRE TRAINING INSTRUCTOR REFRESHER |  |  |  |
| PERSONNEL MANAGEMENT FOR THE FIRE AND EMERGENCY SERVICE |  |  |  |
| PRIVATE FIRE PROTECTION SYSTEMS I |  |  |  |
| PRIVATE FIRE PROTECTION SYSTEMS II |  |  |  |
| PUBLIC INFORMATION OFFICER (2017 - FEMA) |  |  |  |
| QUANTITATIVE ANALYSIS |  |  |  |
| STRATEGIC PLANNING |  |  |  |