**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>

The information in all parts of this application must be provided 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 will not be reviewed.

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

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

### INITIAL REQUEST

### REQUEST AN UPDATE TO MY APPROVED COURSE LISTING

### **REQUESTOR INFORMATION:**

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

### **COURSE INFORMATION:**

1. In Appendix A, place a check next to the certification course that you wish to offer in an online or blended format.
2. Designate whether the course will be offered in an Online (O) or Blended (B) format.
3. List only the courses that can be reviewed by BFST at the time this request is submitted. Unfinished/non-existent courses listed on this request 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 and instructor requirements listed in 69A-37.065, 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 is aligned with Florida’s currently adopted state standards under 69A-37.065, 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. The requestor’s web systems meet conformance level A of the World Wide Web Consortium’s Web Accessibility Initiative (WAI) Web Content Accessibility Guidelines (WCAG) 2.0.

<https://www.w3.org/TR/WCAG20/> **(This is a recommendation; NOT a requirement)**

1. All class offerings of the courses 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 69A-37.065, F.A.C.
2. The requestor agrees to inform BFST in writing of any substantial changes to its virtual courses. For purposes of this paragraph, a change is substantial if the content of this request by which the courses were approved has become obsolete due to the proposed change.
3. Requestor shall provide designated BFST personnel with student login access to all courses listed in PART 1 of this request for the purpose of performing an audit. The purpose of this audit is to determine compliance with curriculum and instructor requirements listed in 69A-37.065, 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 \*\*\***

|  |  |  |
| --- | --- | --- |
| **SELECT**  **(🗸)** | **O = Online**  **B = Blended** | **COURSE NAME** |
|  |  | ANALYTICAL APPROACHES TO PUBLIC FIRE PROTECTION |
|  |  | AERIAL APPARATUS OPERATIONS |
| Traditional Delivery ONLY | | 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 |
| Traditional Delivery ONLY | | 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) |
|  |  | HAZMAT TECHNICIAN |
| Traditional Delivery ONLY | | LATENT INVESTIGATIONS |
|  |  | LEGAL ISSUES FOR THE SAFETY OFFICER |
| Traditional Delivery ONLY | | LEGAL ISSUES FOR INVESTIGATORS |
| Traditional Delivery ONLY | | LIVE FIRE TRAINING INSTRUCTOR PROGRAM |
| Traditional Delivery ONLY | | 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 |