

**ROUTING FORM FOR PROPOSED CHANGES TO ACADEMIC POLICY, CURRICULUM CHANGES, STATUTES
EAST GEORGIA STATE COLLEGE**

NAME OF POLICY/ PROPOSAL: Transfer Credit for File Office II

Attach a complete copy of the proposed change as acted upon by the APCC or Faculty Senate. If changes made to proposal prior to adopting, please note the person and governance body making the change on the proposal, initial and date the change. Copies of appropriate documentation should be attached to the form with each submission and should be retained at each level. Please indicate the type of proposal being submitted:

- | | | |
|--|--|---|
| <input type="checkbox"/> New Course | <input type="checkbox"/> New Degree Program | <input type="checkbox"/> Changes to Degree Program Requirements |
| <input type="checkbox"/> Deactivate Course | <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Reactivate Course |
| <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Deactivate Degree Program | <input type="checkbox"/> Discontinue Degree Program |
| <input type="checkbox"/> Reactivate Degree Program | <input type="checkbox"/> Policy Revision | <input type="checkbox"/> Statutes Revision |
| <input checked="" type="checkbox"/> Policy Proposal. | | <input type="checkbox"/> Other: _____ |

ACADEMIC POLICIES AND CURRICULUM COMMITTEE (APCC)

Initiated and Submitted to APCC

Signature *Dwight Ewaker*

Date 3/11/2020

Dean Approval:

Signature *[Signature]*

Date 3/26/2020

APCC Action: Approved Denied Returned Tabled

Sandra Sherman

Signature of Vice President for Academic and Student Affairs, Chair

Date 4-10-2020

Date

Comments: _____

APCC Chair submits to Faculty Senate

FACULTY SENATE

Faculty Senate Action:

Approved Denied Returned Tabled

Walt Mason

Signature of Faculty Senate President

Date Apr 10, 2020

Date

Comments: _____

Faculty Senate President sends to EGSC President and to the Vice President for Academic and Student Affairs

Note: Revisions to EGSC Statutes require approval of President's Cabinet and must be submitted to Chief of Staff/Legal Counsel for routing to President's Cabinet and routing to President. Please indicate "EGSC Statutes revision" on this form.

PRESIDENT

President's (or designee's) Action:

Approved Denied Returned Tabled

[Signature]

Signature

Date Apr 25, 2020

Date

Comments: _____

Distribution By:

Signature *[Signature]*

Date 05/07/20

Date

President retains original ACADEMIC POLICY/PROPOSAL ROUTING FORM

President's Office Distributes Copies To:

Faculty Senate—President _____

Date 05/07/20

Date 05/07/20

Academic Policies & Curriculum Committee—Chair/VPASA _____

Date 05/07/20

Chief of Staff/Legal Counsel _____

Approval of Transfer Credit for Fire Officer II National Certification

Purpose of this Proposal

The purpose of this policy proposal is to provide credit for the national certification of Fire Officer II earned by individuals applying to, or enrolled in, the BA-FESA program.

Many institutions of higher education within the state of Georgia, as well as outside of the state, offer credit hours for certifications that have been earned by fire and emergency services personnel in the course of their job assignments. At the present time, East Georgia State College does not provide this opportunity. In order to remain competitive with other institutions and to recognize the hard work accomplished by these individuals, we must offer appropriate credit for national certifications that meet the same objectives of our FESA courses.

To begin this process, we are formally requesting that credit be allowed as outlined in this proposal for the national certification of Fire Officer II.

Justification

The fire service profession in the United States uses professional standards to certify individuals in particular areas of expertise. Examples of these areas include Instructor, Investigator, Firefighter, and Fire Officer, to name a few. The purpose of these national standards is to certify that an Investigator in Georgia meets the same job performance requirements as an Investigator in Ohio or New Jersey. These professional standards are outlined in various consensus documents developed and adopted by the National Fire Protection Association. Each state has its own certification and testing entity for these professional certifications, which is accredited by one of two sources: Proboard International Accreditation for Fire Service Organizations (NPQ) or the International Fire Service Accreditation Congress (IFSAC). Georgia, for example, is a state that is accredited by Proboard and provides testing for National Professional Qualifications (NPQ) certifications through the Georgia Firefighters Standards and Training Council.

One of the certifications that many fire service personnel pursue is that of Fire Officer II (NFPA Standard 1021, Chapter 5). Presently, in Georgia, this certification is offered jointly through the Georgia Fire Academy (GFA) and Georgia Firefighters Standards and Training Council (GFSTC). GFA provides the face to face instruction that meets the requirements of the standard. This course must be successfully completed before the Fire Officer Candidate can take the national exam through GFSTC.

Many potential applicants for the FESA program have received this certification, among others, and have requested that it be taken upon transfer. In addition, graduates of the BA-FESA program have been allowed to challenge the Fire Officer national exams without taking the related course from GFA because of their degree.

The Fire Officer series of certifications builds upon itself, meaning certification at the previous level is a prerequisite for the next level. Someone that applies for the Fire Officer II course must be certified at the Fire Officer I level.

It is the proposal of the EGSC FESA director that EGSC create a policy whereby credit is given for the Fire Officer II national certifications to be applied toward the pursuit of a Bachelor of Arts degree in Fire and Emergency Services Administration.

Fire Officer II is an 80-hour face to face course that is evaluated by two multiple choice exams. The topics presented meet and exceed NFPA 1021, Chapter 5, performance requirements for Fire Officer II. The objectives for the course parallel objectives in several of the BA-FESA courses.

It is proposed that a student with Fire Officer II be awarded 6 credit hours toward their BA-FESA degree.

Documentation to be Requested

In order to receive the credit hours as outlined above, the student would need to provide the following documentation: Copy of the certificate from National Professional Qualifications (NPQ) or the International Fire Service Accreditation Congress (IFSAC). A certificate of course completion will not be sufficient.

Application of Credit Hours

Since applicants to the BA-FESA program come with a variety of transfer courses, it is difficult to identify the specific courses for which this national certification would apply. Based upon the attached crosswalk for the Fire Officer II job performance requirements and several of the BA-FESA courses, there are a variety of options for the courses the student could exempt.

The first choice would be in the area of Additional Guided Electives. BA-FESA students must have 12 hours of additional guided electives, and this course would provide 6 credit hours in that area, if the student does not already have sufficient hours in that category.

If the student already has 12 hours in the area of Additional Guided Electives, then two (2) of the following courses (6 credit hours) could be exempted based upon the course objectives and the Fire Officer II JPRs:

- FESA 3101: Fire and Emergency Services Administration
- FESA 3102: Fire Prevention Organization and Management
- FESA 3104: Community Risk Reduction
- FESA 3106: Fire Analysis and Investigation
- FESA 3107: Advanced Principles of Safety and Survival
- FESA 4201: Seminar in Fire and Emergency Services
- POLS 4300: Public Budgeting
- POLS 4890: Personnel Management for Fire and Emergency Services

For example, one existing student that possesses this certification will be awarded 6 hours in the area of Additional Guided Electives. Another student that transfers from a technical college with an AAS degree will not need all six hours in the Additional Guided Electives category since courses from the AAS are used in that category by way of articulation agreement.

The student receiving this credit award would work with the FESA advisor to discuss the available options and choose the right courses for exemption.

Attachment

I am attaching a crosswalk that indicates the job performance requirements of the professional qualifications from the NFPA 1021 Chapter 5 with the BA-FESA course objectives.

On the left-hand side of the chart you will find the Job Performance Requirements for Fire Officer II. The right-hand column of the chart shows the student learning objectives for the courses listed above. The chart is for comparison of these items. The items in the individual sections of each column do not correlate to each other. In other words, each column is listing the relative objectives but they should not to be compared horizontally across the chart. The purpose of listing these Job Performance Requirements and the objectives for the courses is to show how these courses (on the right-hand side) meet the Job performance Requirements for Fire Officer II.

Conclusion

In order to remain competitive with similar fire and emergency services degree programs in this state and outside, East Georgia State College needs to recognize the value of national certifications. While not all training classes are acceptable for transfer credit, those that have a rigorous curriculum, evaluation, and testing criteria that meet a national standard should be considered. This will enable us to offer credit to our applicants that have worked hard for these achievements and enable them to continue their path to an upper level degree.

**NFPA 1021 Fire Officer II – BA-FESA CROSSWALK
(THE TWO COLUMNS ARE NOT TO BE CORRELATED HORIZONTALLY)**

<p align="center">NFPA 1021 Chapter 5 – Fire Officer II</p>	<p align="center">EAST GEORGIA STATE COLLEGE COURSE DESCRIPTIONS</p>
<p>5.1.1 General: The organization of local government; enabling and regulatory legislation and the law-making process at the local, state / provincial, and federal levels; and the functions of other bureaus, divisions, agencies, and organizations and their roles and responsibility that relate to the fire service.</p>	<p>FESA 3101: Fire and Emergency Services Administration</p> <ol style="list-style-type: none"> 1. Define and discuss the elements of effective departmental organization. 2. Classify what training and skills are needed to establish departmental organization. 3. Analyze the value of a community-related approach to risk reduction. 4. Outline the priorities of a budget planning document while anticipating the diverse needs of a community. 5. Assess the importance of positively influencing community leaders by demonstrating effective leadership. 6. Analyze the concept of change and the need to be aware of future trends in fire management. 7. Report on the importance of communications technology, fire service networks, and the Internet, when conducting problem-solving analysis and managing trends. 8. Develop a clear understanding of the national assessment models and their respective approaches to certification.
<p>5.2.1 Human Resource Management: Initiative actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and / or unit performance improve or the issue is referred to the next level of supervision.</p>	
<p>5.2.2 Human Resource Management: Evaluate the job performance of assigned members so that each member's performance is evaluated accurately and reported according to human resource policies and procedures.</p>	
<p>5.2.3 Human Resource Management: Create a professional development plan for a member of the organization, given the requirements for promotion</p>	

<p>5.3.1 Community and Government Relations: Dealing with inquires of allied organizations in the community and projecting the role, mission, and image of the department to other organizations with similar goals and missions for the purpose of establishing strategic partnerships and delivering safety, injury and fire prevention education program.</p>	<p>FESA 3102 Fire Prevention Organization and Management</p> <ol style="list-style-type: none"> 1. Describe aspects of risk reduction education and overall community risk reduction. 2. Explain the fundamental aspects of codes and standards, and the inspection and plan review process. 3. Describe the fire investigation process and discuss fire prevention research. 4. Discuss historical and social influences and describe the master planning process. 5. Describe economic and governmental influences on fire prevention. 6. Explain the effects of departmental influences on fire prevention programs and activities. 7. Discuss strategies for fire prevention.
<p>5.4.1 Administration: Preparing a project of division budget, news releases, and policy changes. Develop a policy or procedure so that the recommended policy or procedure identifies the problem and proposed a solution.</p>	
<p>5.4.2. Develop a project or divisional budget so that capital, operating and personnel costs are determined and justified.</p>	
<p>5.4.3 Describe the process of purchasing, including soliciting and awarding bids, in order to ensure competitive bidding so that the needs of the organization are met.</p>	<p>FESA 3104: Community Risk Reduction</p> <ol style="list-style-type: none"> 1. Become champions of community risk reduction. 2. Develop and meet community risk reduction objectives. 3. Identify and develop specific intervention strategies. 4. Implement a community risk reduction program. 5. Evaluate, review and modify community risk reduction programs. 6. Identify and address high risk audiences and their special needs.
<p>5.4.4 Prepare a press release</p>	

<p>5.4.5 Prepare a report</p>	
<p>5.4.6 Develop a plan to accomplish change in the organization, given an agency's change of policy procedures, so that the effective change is implemented in a positive manner.</p>	<p>FESA 3106: Fire Analysis and Investigation</p> <ol style="list-style-type: none"> 1. Demonstrate a technical understanding of the characteristics and impacts of fire loss and the crime of arson necessary to conduct competent fire investigation and analysis. 2. Document the fire scene, in accordance with best practice and legal requirements.
<p>5.5 Inspection and Investigation: Conducting fire investigations to determine origin and preliminary cause according to job performance requirements.</p>	<ol style="list-style-type: none"> 3. Analyze the fire scenario utilizing the scientific method, fire science, and relevant technology. 4. Analyze the legal foundation for conducting a systematic incendiary fire investigation and case preparation. 5. Design and integrate a variety of arson related intervention and mitigation strategies.
<p>5.6 Emergency Service Delivery: Supervision of multi-unit emergency operations, conducting pre-incident planning, and deploying assigned resources.</p>	<p>FESA 3107: Advanced Principles of Safety and Survival</p> <ol style="list-style-type: none"> 1. Demonstrate methodologies for advocating and implementing cultural change within emergency services relating to safety. 2. Compare and contrast how both personal and organizational accountability can influence health and safety in the fire and emergency services.

5.6.1 Produce operational plans so that required resources and their assignments are obtained and plans carried out.

3. Apply risk management principles to scenarios involving incident management at all levels, including strategic, tactical and planning responsibilities.

4. Design a policy by which all emergency services personnel are empowered to initiate termination of unsafe conditions or practices.

5. Initiate the adoption of applicable national standards for training, qualifications, certifications and recertifications at the local level.

6. Initiate the adoption of national medical and physical fitness standards for all firefighters at the local level.

7. Develop a local process to support a national research agenda and data collection system.

5.6.1 Produce operational plans so that required resources and their assignments are obtained and plans carried out.

8. Develop a local action plan for the utilization of available and emerging technologies to enhance firefighter safety and survival.

9. Formulate a process for investigation of all firefighter fatalities, injuries, and near-misses.

10. Initiate the utilization of lessons learned from firefighter investigations in training, procedures and policies.

11. Demonstrate, in the grant writing process, the importance of including firefighter health and safety.

12. Evaluate how the development and implementation of national standards for

<p>5.6.2 Develop and conduct post-incident analysis so that all required critical elements are identified and communicated.</p>	<p>response for emergency scenes can affect firefighter safety and survival.</p> <p>13. Develop a local plan for implementation of national standard response to violent incidents.</p> <p>14. Design a local plan for counseling and psychological support services for firefighters and their families.</p> <p>15. Create a public education initiative for enhancing fire and life safety programs in your community.</p> <p>16. Defend the benefits of residential fire sprinklers in fire stations and code enforcement.</p> <p>17. Construct a plan for the assessment of safety in the design and acquisition of apparatus and equipment.</p>
<p>5.7 Health and Safety: Reviewing injuring, accident and health exposure reports, identifying unsafe work environments or behaviors and taking approved actions.</p>	<p>POLS 4890: Personnel Management for Fire and Emergency Services</p> <p>1. Identify and explain contemporary personnel management issues.</p> <p>2. Explain potential personnel management issues.</p> <p>3. Classify the collective rules, procedures, laws, and policies that relate to personnel management issues.</p> <p>4. Analyze simple/complex personnel management issues from recruitment to retirement.</p>

<p align="center">END OF STANDARD JOB PERFORMANCE REQUIREMENTS FOR FIRE OFFICER II</p>	<ol style="list-style-type: none"> 5. Formulate recommendations and solutions to personnel management issues. 6. Explore organizational development and leadership styles and how they relate to personnel relationships. 7. Evaluate the collective rules, procedures, laws, and policies that relate to fire and emergency services personnel management issues, including the role of labor, recruitment, and testing.
	<p>FESA 4201: Seminar In Fire and Emergency Services</p> <ol style="list-style-type: none"> 1. Identify the place of a fire/EMS department as part of local government services. 2. Draw conclusions on how various government and professional organizations are able to assist your department in safely and efficiently performing its duties. 3. Identify the core management style skills essential to administrative success. 4. Evaluate the management style of your organization and how that affects the performance of a department. 5. Apply strategic planning to your department's operational needs. 6. Develop and apply a vision of the future. 7. Identify the major steps in a community risk analysis.
	<p>POLS 4300: Public Budgeting</p> <ol style="list-style-type: none"> 1. An understanding of the need for and value of high ethical standards in emergency services.

	<ol style="list-style-type: none">2. The ability to differentiate, compare, and contrast the widely accepted philosophical approaches to ethics3. An in-depth understanding of the ethical responsibilities of the emergency services personnel.4. An understanding of the value of diversity and the ethical occasions associated with diversity initiatives.5. Familiarity with the concepts of managing an ethical culture.6. The ability to critique policy as it regards contemporary ethical issues.7. An in-depth understanding of human behavior as it applies to departure from ethical principles, rationalization of unethical behavior and motivation of unethical behavior
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Transfer Credit for Fire Officer II


Final Audit Report


2020-04-25


Created:	2020-04-10
By:	Megan Scruggs (kmscruggs@ega.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQI0WPOUZu1_0YxtU0jMH10MbpJ8aTWfc


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