

## Guidelines for Option 2, Breakdown

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- The applicant should carefully review the prerequisite skills and knowledge associated with each objective of the appropriate NFPA standard when preparing this document. “Standard to Option Correlation” sheets are available from the MFSPQB or your local ATRA/DOA.
- The applicant must submit documentation that meets all of the Job Performance Requirements in the standard.
- List each challenge by title or description and identify its location by page or attachment number in the spaces provided.
- Provide original transcripts, certificates or other documentation for all referenced courses and/or experience. (Original documents will be returned if you provide clear copies of the documents.)
- The original program certification application, the Standard to Option Correlation sheet, and all attachments must be bound or otherwise affixed in a presentation folder or other suitable system. Plastic page protectors should be avoided. None of the materials (other than original documents as indicated above) will be returned to the applicant once the application is approved.

### EXAMPLES:

#### **1-1.1**

**The applicant shall meet the requirements for Fire Officer Level 1 as specified in NFPA 1021, Standard for Fire Officer Professional Qualifications.**

*Fire Officer I – MFSPQB # 1*

*[A “Certification History” or other acceptable documentation of the applicant’s MFSPQB or equivalent certification is included. The attachment shall be marked with an index tab and labeled as Attachment #1]*

#### **2-1.1**

**Establish personnel assignments to maximize efficiency given knowledge, training, and experience of the members available in accordance with policies and procedures.**

*Fire Service Administration # 2  
CCBC*

*[In this case the applicant has indicated that a previously attended class or course meets the objective. If the course is listed in the “T.E.C. Book” for this standard, the applicant will include a transcript, certificate or grade report indicating successful completion of the course. If the course is not listed in the “T. E. C. Book”, the applicant will include documentation or course materials to show how the course meets the objective. This material is marked with an index tab and labeled as Attachment #2. **The ATRA will review all such materials to determine validity.**]*

#### **3-1.1**

**Describe the process of soliciting and awarding bids, given established specifications, in order to assure competitive bidding.**

*Experience # 3*

*[In this case the applicant has elected to “Challenge” the objective expressly as written and will “Describe the process...” The written description or challenge shall be typed and shall include, in sufficient detail, all components required by the objective. The challenge may also include documents showing prior experience in the subject or signed letters from supervisors attesting to previous work experience sufficient to meet the requirements of the objective. This material is marked with an index tab and labeled as Attachment #3. **The ATRA shall verify the authenticity of all documents with the issuing agency and/or individual.**]*