



**DEPARTMENT OF FINANCIAL SERVICES**

Division of State Fire Marshal  
Bureau of Fire Standards & Training

**FIRE OFFICER IV PORTFOLIO WORKBOOK**

Please type or print legibly.

NAME: LAST	FIRST	MI	DATE OF BIRTH
HOME ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS	PHONE NUMBER	FCDICE STUDENT ID NUMBER	

**ATTEST:** The information contained in this document is true and correct to the best of my knowledge. I understand that falsification of this document is subject to penalty, and is cause to deny or revoke this certification.

Signature of Applicant

Date

**PURPOSE OF THIS PORTFOLIO WORKBOOK:** The Fire Officer IV Portfolio Workbook is an instrument to enable a candidate to document that their professional development experiences meet the objectives required by the NFPA 1021 Fire Officer IV standard and the Fire Officer IV curriculum.

**FIRE OFFICER IV  
Record of Professional Development**

**Designation(s):**

<input type="checkbox"/>	Executive Fire Officer Designation – National Fire Academy	Date of Issue:
<input type="checkbox"/>	Chief Fire Officer Designation: Center for Public Safety Excellence	Date of Issue / Renewal:

**College or University:**

Name of School & Location	Dates of Attendance (MM/YYYY)		Credit HRS Earned		Major / Minor	Type of Degree Earned
	From	To	QTRS	SEM		

**Record of Academic/Professional Development Accomplishments & Alignment with Job Performance Requirements (JPR's):** The Fire Officer IV candidate shall itemize that experiential outcomes meet the JPR's required by the NFPA 1021 Fire Officer IV standard and the Fire Officer IV curriculum on the following pages:

## FIRE OFFICER IV PORTFOLIO WORKBOOK

Record of Alignment with Job Performance Requirements (JPR's)	
<b>JPR:</b>	HUMAN RESOURCE MANAGEMENT: This duty involves administering job performance requirements and evaluating and improving the department, according to the following job performance requirements:
<b>7.2</b>	JPR's: 7.2.1, 7.2.2, 7.2.3, 7.2.4, 7.2.5.
Met by:	<input type="checkbox"/> EFO Course (Course Title): <span style="margin-left: 200px;"><input type="checkbox"/> EFO Research (Title):</span>
	<input type="checkbox"/> CFO Portfolio Element (Title): <span style="margin-left: 200px;"><input type="checkbox"/> College Course (Course Title / Number):</span>
<b>Directions:</b> For EFO or College coursework: list the course and itemize the actual course objectives that match the JPR. For EFO research: list the research and itemize the research experience that match the JPR. For CFO Portfolio: list the professional development, contribution, or competencies that match the JPR. Attach additional pages as needed. <i>(The required font is Arial or Times New Roman - 10 or 12 point).</i>	

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<b>JPR:</b>	COMMUNITY AND GOVERNMENT RELATIONS: This duty involves projecting a positive image of the fire department to the community, according to the following job performance requirements:
<b>7.3</b>	JPR's: 7.3.1.
Met by:	<input type="checkbox"/> EFO Course (Course Title): <span style="margin-left: 200px;"><input type="checkbox"/> EFO Research (Title):</span>
	<input type="checkbox"/> CFO Portfolio Element (Title): <span style="margin-left: 200px;"><input type="checkbox"/> College Course (Course Title / Number):</span>
<b>Directions:</b> For EFO or College coursework: list the course and itemize the actual course objectives that match the JPR. For EFO research: list the research and itemize the research experience that match the JPR. For CFO Portfolio: list the professional development, contribution, or competencies that match the JPR. Attach additional pages as needed. <i>(The required font is Arial or Times New Roman - 10 or 12 point).</i>	

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<b>JPR:</b>	ADMINISTRATION: This duty involves long-range planning and fiscal projections, according to the following job performance requirements: JPR's: 7.4.1, 7.4.2, 7.4.3, 7.4.4.
<b>7.4</b>	
Met by:	<input type="checkbox"/> EFO Course (Course Title): <span style="margin-left: 200px;"><input type="checkbox"/> EFO Research (Title):</span>
	<input type="checkbox"/> CFO Portfolio Element (Title): <span style="margin-left: 200px;"><input type="checkbox"/> College Course (Course Title / Number):</span>
<b>Directions:</b> For EFO or College coursework: list the course and itemize the actual course objectives that match the JPR. For EFO research: list the research and itemize the research experience that match the JPR. For CFO Portfolio: list the professional development, contribution, or competencies that match the JPR. Attach additional pages as needed. <i>(The required font is Arial or Times New Roman - 10 or 12 point).</i>	

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<b>JPR:</b>	EMERGENCY SERVICE DELIVERY: This duty involves developing plans for major disasters, according to the following job performance requirements:
<b>7.6</b>	JPR's: 7.6.1, 7.6.2.
Met by:	<input type="checkbox"/> EFO Course (Course Title): <span style="margin-left: 200px;"><input type="checkbox"/> EFO Research (Title):</span>
	<input type="checkbox"/> CFO Portfolio Element (Title): <span style="margin-left: 200px;"><input type="checkbox"/> College Course (Course Title / Number):</span>
<b>Directions:</b> For EFO or College coursework: list the course and itemize the actual course objectives that match the JPR. For EFO research: list the research and itemize the research experience that match the JPR. For CFO Portfolio: list the professional development, contribution, or competencies that match the JPR. Attach additional pages as needed. <i>(The required font is Arial or Times New Roman - 10 or 12 point).</i>	

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<b>JPR:</b>	HEALTH AND SAFETY: This duty involves administering a comprehensive risk management program, according to the following job performance requirements:
<b>7.7</b>	JPR's: 7.7.1.
Met by:	<input type="checkbox"/> EFO Course (Course Title): <span style="margin-left: 200px;"><input type="checkbox"/> EFO Research (Title):</span>
	<input type="checkbox"/> CFO Portfolio Element (Title): <span style="margin-left: 200px;"><input type="checkbox"/> College Course (Course Title / Number):</span>
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