



**PUBLIC FIRE AND LIFE
SAFETY EDUCATOR III
PRACTICAL SKILLS CERTIFICATION
EVALUATION SHEETS
And
FINAL EXAMINATION PAMPHLET
(2005 NFPA 1035 Standard)**

**Fire Standards Council
Department of Public Safety
5700 E. Tudor Road
Anchorage, Alaska 99507
(907)269-5052**

<http://www.akburny.com>
Version 2 August 2008

Version Updates

(The following updates and/or modifications have taken place in the following versions.)

Version 2: Revised skill sheets to reflect latest edition of NFPA 1035 (2005).

Notes on Using These Skill Sheets

Purpose of the Skill Sheets

The Department of Public Safety, Training and Education Bureau has developed these skill sheets as the basis for Public Fire and Life Safety Educator III training and practical examination. (During the training portion an instructor will teach and evaluate each skill individually).

Use of these Skill Sheets

1. These skills sheets should be given to every Public Fire and Life Safety Educator III student at the beginning of their training program. These are the skills the students will be tested on during the training program, and as such they should be aware of what the requirements will be.
2. This skill sheet packet includes all of the practical skills that must be accomplished in a Public Fire and Life Safety Educator III training program. It is expected that within a student's training program he or she is taught each skill, and then performs each skill while being evaluated on their performance. This evaluation during the course is to provide the student and the instructor with information as to whether further training is necessary.

Grading Criteria and Critical Points

1. Every skill sheet includes a statement "Grading Criteria". This statement designates those items, or the specific percentage of items that must be complete to pass that particular skill sheet. If those criteria are not reached the applicant fails that skill sheet.
2. **Regardless of the skill sheets used, the following are considered "critical points" and failure to perform them properly may result in failure of that skill sheet:**
 - a. All Fire and Life Safety skills described are based on proven models

Artificialities of Training and Testing

Training and testing in firefighting can only approximate the real world activities of the firefighter. There are certain artificialities to both training and testing which must be (and usually are) understood by both the instructor and the student. The Training and Education Bureau has attempted to design the Public Fire and Life Safety Educator III course and evaluation tool so that the applicant is conducting as "real" a teaching situation as possible, but the applicant must also be aware that real world scenarios cannot be completely duplicated, and as such the instructor must be prepared for most any situation that may arise.

Evaluation

A Training and Education Bureau approved Certifying Officer must conduct the final skills evaluation for this level. This Certifying Officer will be responsible for coordinating the other evaluators, the preparation of the testing site, and the process and procedures used during the skills testing. Completion of the testing skills for a particular training program must be verified by an evaluator approved by the Certifying Officer for that training level. The Certifying Officer is required to perform their duties as outlined in the TEB Certifying Officer Manual.

Additional Notes

1. The instructor may assign homework during the class to facilitate the completion of the skill sheets.

Acknowledgements

The Alaska Training and Education Bureau would like to acknowledge the assistance of the State of Washington State Fire Marshals Office in preparing this skill sheet pamphlet. Without their assistance this document would not have been possible.

Alaska Public Fire and Life Safety Educator III Skill Sheets

7-2 ADMINISTRATION

7-2.1 Budget

Evaluation Sheet: PFLSE III 7-2.1

Candidate: _____

Date: _____

FSC ID#: _____

Standard: 7-2.1 NFPA 1035, 2005 edition	TASK: The student shall develop a strategic budget.				
PERFORMANCE OUTCOME: The candidate will develop a strategic budget which includes capital; operating and personnel costs are projected and justified					
Conditions: Given appropriate and adequate information the candidate will develop a strategic budget which includes capital, operating and personnel costs.					
No.	Task Steps	First Test	Retest		
		Pass	Fail	Pass	Fail
1.	Collect budgetary information				
2.	Analyze projected budgetary needs				
3.	Document budget requirements				
4.	Develop strategic budget				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

Grading Criteria: Shall be able to develop comprehensive budget.

Evaluator/Candidate Comments: _____

_____	_____	<p style="text-align: center;">Overall Skill Sheet Score</p> <p style="text-align: center;">Pass <input type="checkbox"/> Fail <input type="checkbox"/></p>
_____	_____	<p style="text-align: center;">Overall Skill Sheet Re-Test Score</p> <p style="text-align: center;">Pass <input type="checkbox"/> Fail <input type="checkbox"/></p>
Evaluator	Date	
Re-Test Evaluator	Date	

Alaska Public Fire and Life Safety Educator III Skill Sheets

7-2 ADMINISTRATION

7-2.2 Program Sustainability

Evaluation Sheet: PFLSE III 7-2.2

Candidate: _____

Date: _____

FSC ID#: _____

Standard: 7-2.2 NFPA 1035, 2005 edition	TASK: The student shall plan for program sustainability by identifying alternate funding sources and personnel.				
PERFORMANCE OUTCOME: The candidate will develop a plan to seek alternative funding sources and recruit volunteer staff.					
Conditions: Given information on a fire and life safety education strategic plan the student will develop a plan to identify and seek alternative funding and personnel.					
No.	Task Steps	First Test	Retest		
		Pass	Fail	Pass	Fail
1.	Identify alternative funding sources				
2.	Write a proposal requesting funding from alternative source				
3.	Identify alternative staffing possibilities				
4.	Write a recruitment plan to gain staff				
4.	Write training plan for new staff				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

Grading Criteria: Funding proposal and staff plan must be coordinated.

Evaluator/Candidate Comments: _____

Evaluator

Date

Re-Test Evaluator

Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Alaska Public Fire and Life Safety Educator III Skill Sheets

7-3 PLANNING AND DEVELOPMENT

7-3.1 – 3.4 Comprehensive Strategy

Evaluation Sheet: PFLSE III 7-3.1 – 3.4

Candidate: _____

Date: _____

FSC ID#: _____

Standard: 7-3.1 – 3.4 NFPA 1035, 2005 edition	TASK: The student will develop a comprehensive organizational public fire and life safety strategy.				
PERFORMANCE OUTCOME: The student will design program strategy, select program components, create collaborations with other groups, project current and future trends and develop public policy recommendations.					
Conditions: Given their local data a student will develop a comprehensive public fire and life safety strategy.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Design program strategy				
2.	Select program components				
3.	Facilitate meeting with collaboration partners				
4.	Analyze trends				
5.	Prepare strategic plan				
6.	Format public policy				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

Grading Criteria: The strategy must be comprehensive and realistic.

Evaluator/Candidate Comments: _____

Evaluator

Date

Re-Test Evaluator

Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Alaska Public Fire and Life Safety Educator III Skill Sheets

7-3 PLANNING AND DEVELOPMENT

7-3.5 Marketing Strategy

Evaluation Sheet: PFLSE III 7-3.1 – 3.4

Candidate: _____

Date: _____

FSC ID#: _____

Standard: 7-3.5 NFPA 1035, 2005 edition	TASK: The student will develop a comprehensive marketing strategy to promote awareness of the fire and life safety program				
PERFORMANCE OUTCOME: The student will design program strategy, select program components, create collaborations with other groups, project current and future trends and develop public policy recommendations.					
Conditions: Given their local data a student will develop a comprehensive public fire and life safety strategy.					
No.	Task Steps	First Test	Retest		
		Pass	Fail	Pass	Fail
1.	Identify media partners				
2.	Design program slogan				
3.	Develop marketing plan				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Grading Criteria: The marketing plan must be comprehensive and realistic.

Evaluator/Candidate Comments: _____

Evaluator

Date

Re-Test Evaluator

Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Alaska Public Fire and Life Safety Educator III Skill Sheets

7-4 EDUCATION

7- 4.2 & 4.5 Policy Development and Reporting

Evaluation Sheet: PFLSE III 7-4.2 & 4.5

Candidate: _____

Date: _____

FSC TD#: _____

Standard: 7-4.2 & 4.5 NFPA 1035, 2005 edition	TASK: The student will establish administrative policies for the Public Fire and Life Safety education program and develop a comprehensive report on activities and statistics.				
PERFORMANCE OUTCOME: The student will establish administrative policies for their organization and report on activities to support education programs.					
Conditions: Students will develop and establish standard operating procedures for their organization. Given information from their organization students will develop a report on program activities and successes.					
No.	Task Steps	<u>First Test</u>		<u>Retest</u>	
		Pass	Fail	Pass	Fail
1.	Review policies from other programs				
2.	Develop administrative policies				
3.	Develop implementation plan				
4.	Collect program data				
5.	Generate report on data				
6.	Present data in comprehensive report				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

Grading Criteria: Policies must be clearly stated. Report must be clear and accurate.

Evaluator/Candidate Comments: _____

Evaluator

Date

Re-Test Evaluator

Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Alaska Public Fire and Life Safety Educator III Skill Sheets

7-4 EDUCATION
7-4.3 Training Program

Evaluation Sheet: PFLSE III 7-4.3

Candidate: _____

Date: _____

FSC ID#: _____

Standard: 7-4.3 NFPA 1035, 2005 edition	TASK: The student will develop a training program for public fire and life safety educators.				
PERFORMANCE OUTCOME: The student will develop a training program for public fire and life safety educators in their organization,					
Conditions: Given the job performance requirements the student will develop a training program to ensure that organizational members are able to perform adequately as public fire and life safety educators.					
No.	Task Steps	<u>First Test</u>		<u>Retest</u>	
		Pass	Fail	Pass	Fail
1.	Identify job performance requirements				
2.	Design training program				
3.	Develop training plan				
4.	Design evaluation tool for trained personnel				
5.	Design program evaluation tool				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

Grading Criteria: Training program must meet accepted guidelines.

Evaluator/Candidate Comments: _____

Evaluator

Date

Re-Test Evaluator

Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Alaska Public Fire and Life Safety Educator III Skill Sheets

7-4 EDUCATION

7-4.1 & 4.4 Internal Awareness Campaign

Evaluation Sheet: PFLSE III 7-4.1 & 4.4

Candidate: _____

Date: _____

FSC ID#: _____

Standard: 7-4.1 & 4.4 NFPA 1035, 2005 edition	TASK: The student will create an educational message and develop an internal awareness campaign for their organization.				
PERFORMANCE OUTCOME: The student will create an educational message and develop an internal awareness campaign to increase the organization's awareness of the goals and policies of the fire and life safety education section.					
Conditions: Given the goals and policies of the Fire and Life Safety Education Section the student will create an educational message and develop an internal awareness campaign so that all members are informed of their role within the organization's fire and life safety education strategy.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Create an educational message				
2.	Create an internal awareness campaign				
3.	Disseminate information internally				
4.	Evaluate the awareness campaign				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

Grading Criteria: Campaign must utilize educational message.

Evaluator/Candidate Comments: _____

Evaluator

Date

Re-Test Evaluator

Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

Alaska Public Fire and Life Safety Educator III Skill Sheets

7-5 EVALUATION

7-5.1 & 5.2 Program Evaluation

Evaluation Sheet: PFLSE III 7-5.1 & 5.2

Candidate: _____

Date: _____

FSC ID#: _____

Standard: 7-5.1 & 5.2 NFPA 1035, 2005 edition	TASK: The student will develop a public health surveillance system to evaluate overall educational program effectiveness				
PERFORMANCE OUTCOME: The student will develop a public health surveillance system that will effectively evaluate the overall educational program effectiveness.					
Conditions: Given the goals and policies of the Fire and Life Safety Education Section the student will develop a public health surveillance system that will effectively measure the educational program.					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Collect injury data prior to implementation of program				
2.	Develop surveillance plan				
3.	Collect present data following surveillance plan				
4.	Evaluate data				
5.	Prepare data in statistical format				
4.	Prepare report on the effectiveness of the program				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

Grading Criteria: Campaign must utilize educational message.

Evaluator/Candidate Comments: _____

Evaluator	Date
Re-Test Evaluator	Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

PUBLIC FIRE AND LIFE SAFETY EDUCATOR III

FINAL EXAMINATION PAMPHLET (2000 NFPA 1035 Standard, Chapter 7)

**Fire Standards Council
Department of Public Safety
5700 E. Tudor Road
Anchorage, Alaska 99507
(907) 269-5052**

Version 2 August 2008

Notes on using this Final Examination Pamphlet

Description & Use

1. This Final Examination Pamphlet is to be used as both a training tool and as the documentation record for the completion of the final exam at the completion of a Level III Public Fire and Life Safety Educator course.
2. This pamphlet is designed to encompass all of the prerequisite skills included in the 2005 edition of NFPA 1035, Chapter 7 for Public Fire and Life Safety Educator III.
3. This pamphlet will be used as the evaluation tool during the final examination and as an evaluation tool while students conduct presentations during the Public Fire and Life Safety Educator III course. It is expected that each student will receive a copy of this pamphlet at the beginning of the class, and prior to conducting their presentations. This should assist the applicant in preparing each presentation.
4. This signed final exam skills pamphlet will become a permanent part of the student's local training file.

Grading Criteria and Critical Points

There are no specifically designated critical points in this final examination pamphlet. During the final skills exam it may not be possible to complete all of the skills in this pamphlet but it is expected that most of them will be completed. The Certifying Officer may require the student to complete additional steps, or redo the exam if a large enough portion of the skills were not completed.

Artificialities of Training and Testing

Training and testing in fire instructing can only approximate the real world activities of the fire instructor. There are certain artificialities to both training and testing which must be (and usually are) understood by both the instructor and the student. The Training and Education Bureau has attempted to design both the Methods of Instruction course and the evaluation tool so that the applicant is conducting as "real" a teaching situation as possible, but the applicant must also be aware that real world scenarios cannot be completed duplicated, and as such the instructor must be prepared for most any situation that may arise.

Final Skills Evaluation

A Training and Education Bureau approved Certifying Officer must coordinate and approve the final skills evaluation for this level. As such the CO must also complete this evaluation pamphlet. FSC will assign a Certifying Officer to oversee the skills evaluation. The Certifying Officer is required to perform their duties as outline in the TEB Certifying Officer Manual.

At the completion of the final exam this signed pamphlet will be attached to the training record and will become part of the student's permanent local training record.

Public Fire and Life Safety Educator Course and Final Evaluation forms

Following is a brief outline of the forms that are to be used for both the Public Fire and Life Safety Educator III course and the final skills evaluation.

Public Fire and Life Safety Educator Course

- a. 2005 NFPA 1035
- b. Public Fire and Life Safety Educator course materials
- c. Public Fire and Life Safety Educator Skill Sheets
- d. Public Fire and Life Safety Educator Final Examination Sheets

Final Skills Examination

- a. CO will select a scenario from the designated list of scenarios for each student.
- b. Final Examination - Student will complete a project meeting all of the objectives required by the Final Examination Sheets.
- c. Certifying Officer completes Final Examination Pamphlet for each presentation.
- d. Certifying Officer transfers pass/fail information to P/F Form.
- e. P/F Form and signed application are forwarded to FSC for certification (written exam also attached as necessary).
- f. Signed Final Examination Pamphlet stay with the student's local training records.

Public Fire and Life Safety Educator Final Examination list of requirements:

The Candidate will develop a fire and life safety education strategic plan for one budgetary cycle for their organization. The Candidate will produce an annual report on fire and life safety programs and statistics. The candidate will develop a training plan to train other organizational member in fire and life safety education skills.

The candidate will produce the following items during the course. These items will be evaluated by the Certifying Officer as the practical exam portion of the examination.

- 1 Strategic Plan
- 2 Strategic Budget
- 3 Administrative Policy
- 4 Public Policy recommendation
- 5 Marketing Plan
- 6 Evaluation Program
- 7 Annual Report
- 8 Fire and Life Safety Education Training Program

ALASKA Public Fire and Life Safety Educator III FINAL EXAM PAMPHLET

2005 NFPA 1035

ALL GENERAL SKILL REQUIREMENTS

Candidate: _____

Date: _____ **Time Started:** _____ **Time Stopped:** _____

Lesson Taught: _____

Standard: NFPA 1035, Chapter 7, 2005 Edition	
TASK: The Candidate will develop a strategic educational plan for one budgetary cycle for their organization. The Candidate will develop a marketing plan for an educational program. The Candidate will produce an annual report on fire and life safety programs and statistics. The candidate will develop a training plan to train other organizational member in fire and life safety education skills.	
Conditions: Given information from their organization the candidate will develop a strategic educational plan including budget and training for one year. Given information from their organization the candidate will produce an annual report.	
RETEST APPROVED BY:	RETEST EVALUATOR:

ADMINISTRATION					
No.	Skill	<u>TEST</u>		<u>RETEST</u>	
		PASS	FAIL	PASS	FAIL
	Budget				
1.	Collect budgetary information. (7-2.1)				
2.	Analyze projected budgetary needs (7-2.1)				
3.	Document budget requirements (7-2.1)				
4.	Develop strategic budget (7-2.1)				

PLANNING AND DEVELOPMENT					
No.	Skill	<u>TEST</u>		<u>RETEST</u>	
		PASS	FAIL	PASS	FAIL
	Strategic Planning				
1.	Design program strategy (7-3.1)				
2.	Select program components (7-3.1)				
3.	Analyze trends (7-3.3)				
4.	Format public policy recommendation (7-3.4)				

ALASKA Public Fire and Life Safety Educator III FINAL EXAM PAMPHLET

**2005 NFPA 1035
ALL GENERAL SKILL REQUIREMENTS**

Candidate: _____

EDUCATION					
No.	Skill	TEST		RETEST	
		PASS	FAIL	PASS	FAIL
Awareness Campaign					
1.	Create internal awareness campaign (7-4.4)				
2.	Disseminate information internally (7-4.5)				
1.	Measure campaign effectiveness (7-5.2)				
Training					
1.	Identify job performance requirements (7-4.3)				
2.	Design training program (7-4.3)				
3.	Develop training plan (7-4.3)				
3.	Design evaluation tool for trained personnel (7-4.3)				
4.	Design program evaluation tool (7-4.3)				

References used are from NFPA 1035, 2005 Edition, and are shown in parentheses.

Evaluator/Candidate Comments: _____

Certifying Officer	Date	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Overall Skill Sheet Score</td> </tr> <tr> <td style="text-align: center;">Pass <input type="checkbox"/></td> <td style="text-align: center;">Fail <input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">Overall Skill Sheet Re-Test Score</td> </tr> <tr> <td style="text-align: center;">Pass <input type="checkbox"/></td> <td style="text-align: center;">Fail <input type="checkbox"/></td> </tr> </table>	Overall Skill Sheet Score		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Overall Skill Sheet Re-Test Score		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Score										
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>									
Overall Skill Sheet Re-Test Score										
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>									
Re-Test Certifying Officer	Date									