



**PUBLIC FIRE AND LIFE**  
**SAFETY EDUCATOR I**  
**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 I training and practical examination. (During the training portion an instructor will teach and evaluate each skill individually).

### **Use of these Skill Sheets**

1. These skill sheets should be given to every Public Fire and Life Safety Educator I 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 I 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**

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.

### **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 I 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 I SKILL SHEETS

**5-1 & 5-2 General & ADMINISTRATION**

**5-1.2 Communication**

Evaluation Sheet: PFLSE I 5-1.2

**5-2.1 – 2.4 Resource Identification, Scheduling and Documentation**

Evaluation Sheet: PFLSE I 5-2.1 – 2.4

**Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FSC ID #:** \_\_\_\_\_

<b>Standard:</b> 5-1.2 , 5-2.1 - 2.4 NFPA 1035, 2005 edition	<b>TASK:</b> Given a scenario the student shall schedule an educational activity using the appropriate resources, document the activity and complete a report on the activity.			
<b>PERFORMANCE OUTCOME:</b> The candidate will schedule an educational activity, complete an educational activity tracking form and complete a written report on the educational activity based on the information given on the tracking form.				
<b>Conditions:</b> Given appropriate and adequate information the candidate will identify appropriate resources, schedule and document an educational activity.				
<b>No.</b>	<b>Task Steps</b>	<b>First Test</b>	<b>Retest</b>	
		<b>Pass</b>	<b>Fail</b>	<b>Pass</b>
1.	Identify resources			
2.	Schedule an educational activity			
3.	Complete the tracking form properly			
4.	Write a report detailing the activity			
RETEST APPROVED BY:		RETEST EVALUATOR:		

**Grading Criteria: Shall be able to successfully complete documentation.**

**Evaluator/Candidate Comments:** \_\_\_\_\_

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Evaluator	Date	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><b>Overall Skill Sheet Score</b></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;"><b>Overall Skill Sheet Re-Test Score</b></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>	<b>Overall Skill Sheet Score</b>		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	<b>Overall Skill Sheet Re-Test Score</b>		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
<b>Overall Skill Sheet Score</b>										
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>									
<b>Overall Skill Sheet Re-Test Score</b>										
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>									
Re-Test Evaluator	Date									

# ALASKA Public Fire and Life Safety Educator I SKILL SHEETS

## 5-3 PLANNING AND DEVELOPMENT

### 5-3.1 Networking

Evaluation Sheet: PFLSE I 5 – 3.1

**Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FSC ID #:** \_\_\_\_\_

<b>Standard:</b> 5 – 3.1 NFPA 1035, 2005 edition	<b>TASK:</b> The student will identify community partners able to share fire and life safety information and resources				
<b>PERFORMANCE OUTCOME:</b> The student will identify community partners interested in sharing information and resources					
<b>Conditions:</b> Given a list of community organizations the student will select potential partners with an interest in fire and life safety education.					
<b>No.</b>	<b>Task Steps</b>	<b>First Test</b>	<b>Retest</b>		
		<b>Pass</b>	<b>Fail</b>	<b>Pass</b>	<b>Fail</b>
1.	Develop list of community partners				
2.	Identify sharing opportunities				
3.					
4.					
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

**Grading Criteria:** List must provide accurate contact information and identify sharing opportunities.

**Evaluator/Candidate Comments:** \_\_\_\_\_

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\_\_\_\_\_  
**Evaluator**

\_\_\_\_\_  
**Date**

  

\_\_\_\_\_  
**Re-Test Evaluator**

\_\_\_\_\_  
**Date**

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

# ALASKA Public Fire and Life Safety Educator I SKILL SHEETS

## 5-4 EDUCATION

### 5-4.1 MATERIAL ASSESSMENT

Evaluation Sheet: PFLSE I 5-4.1

**Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FSC ID #:** \_\_\_\_\_

<b>Standard:</b> 5-4.1 NFPA 1035, 2005 Edition	<b>TASK:</b> The student will select appropriate materials for the target audience.				
<b>PERFORMANCE OUTCOME:</b> The student will select appropriate materials for specific groups based on education level, age and cultural factors.					
<b>Conditions:</b> Given a variety of educational materials the student will select materials appropriate for the selected audience and subject.					
<b>No.</b>	<b>Task Steps</b>	<b>First Test</b>	<b>Retest</b>		
		<b>Pass</b>	<b>Fail</b>	<b>Pass</b>	<b>Fail</b>
1.	Select materials specific to selected subject				
2.	Select subject materials specific to target group				
3.					
4.					
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

**Grading Criteria:** Materials are appropriate for subject and audience.

**Evaluator/Candidate Comments:** \_\_\_\_\_

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**Evaluator**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Re-Test Evaluator**

\_\_\_\_\_

**Date**

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

# ALASKA Public Fire and Life Safety Educator I SKILL SHEETS

## 5-4 EDUCATION

### 5-4.2, 4.3 & 4.4 SAFETY & LESSON PRESENTATION

Evaluation Sheet: PFLSE I 5 - 4.2, 4.3 & 4.4

**Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FSC ID#:** \_\_\_\_\_

<b>Standard:</b> 5-4.2, 4.3 & 4.4 NFPA 1035, 2005 Edition	<b>TASK:</b> The student will instruct a 10 minute lesson that meets identified learning objectives				
<b>PERFORMANCE OUTCOME:</b> The candidate shall be able to adapt a given lesson plan to meet the appropriate audience needs, ensure that the learning objectives are identified, apply presentation management skills, demonstrate presentation methods, and use audiovisual equipment and materials in a hazard free manner and location.					
<b>Conditions:</b> The student will present a lesson on a selected education topic.					
<b>No.</b>	<b>Task Steps</b>	<b>First Test</b>		<b>Retest</b>	
		<b>Pass</b>	<b>Fail</b>	<b>Pass</b>	<b>Fail</b>
1.	Adapt lesson plan to meet audience needs				
2.	Identify learning objectives				
3.	Presentation length meets stated time limit				
4.	Use of audio-visual equipment				
5.	Use of educational material appropriate				
6.	Presentation equipment set up and used according to manufacturers safety recommendations				
7.	Classroom safety information briefing conducted				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

**Grading Criteria: All tasks completed in a safe and timely manner.**

**Evaluator/Candidate Comments:** \_\_\_\_\_

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\_\_\_\_\_

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

# ALASKA Public Fire and Life Safety Educator I SKILL SHEETS

## 5-4 EDUCATION

### 5-4.5 & 4.6 INFORMATION DISTRIBUTION

Evaluation Sheet: PFLSE I 5 - 4.5 & 4.6

**Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FSC ID#:** \_\_\_\_\_

<b>Standard:</b> 5 - 4.5 & 4.6 NFPA 1035, 2005 Edition	<b>TASK:</b> Student will distribute educational material and publicize a scheduled event.				
<b>PERFORMANCE OUTCOME:</b> The student will distribute selected educational material to the public in a timely manner. The student will also notify the public about a scheduled education presentation.					
<b>Conditions:</b> Given the details of an education presentation, the candidate shall demonstrate the ability to:					
<b>No.</b>	<b>Task Steps</b>	<b>First Test</b>	<b>Retest</b>		
		<b>Pass</b>	<b>Fail</b>	<b>Pass</b>	<b>Fail</b>
1.	Develop a press release or flyer about the presentation				
2.	Select educational material for specified topic				
3.	Develop a distribution plan				
4.	Distribute information to the public				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

**Grading Criteria:** All above task steps must be completed.

**Evaluator/Candidate Comments:** \_\_\_\_\_

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

# ALASKA Public Fire and Life Safety Educator I SKILL SHEETS

**5-5 EVALUATION**

**5- 5.1 & 5.2 EVALUATION**

Evaluation Sheet: PFLSE I 5 – 5.1 & 5.2

**Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FSC ID#:** \_\_\_\_\_

<b>Standard:</b> 5-5.1 & 5.2 NFPA 1035, 2005 Edition	<b>TASK:</b> Student will administer and score an evaluation instrument after an educational presentation				
<b>PERFORMANCE OUTCOME:</b> The student will be able to identify lesson outcomes by administration of an evaluation instrument.					
<b>Conditions:</b> Given an educational event the student will select, utilize and score an evaluation tool.					
<b>No.</b>	<b>Task Steps</b>	<b>First Test</b>	<b>Retest</b>		
		<b>Pass</b>	<b>Fail</b>	<b>Pass</b>	<b>Fail</b>
1.	Select an appropriate evaluation instrument				
2.	Administer the evaluation instrument				
3.	Score the evaluation instrument				
4.	Evaluate the lesson outcome				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

**Grading Criteria: All above task steps must be completed.**

**Evaluator/Candidate Comments:** \_\_\_\_\_

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



# **PUBLIC FIRE AND LIFE SAFETY EDUCATOR I**

## **FINAL EXAMINATION PAMPHLET**

**(2005 NFPA 1035 Standard, Chapter 5)**

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

*Version 2 August 2008*

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# 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 I 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 5 for Public Fire and Life Safety Educator I.
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 I 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 I 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 10 minute presentation is completed by each student.
- 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 Scenarios

- 1 Teach 8 pre-school students Stop, Drop and Roll, Tuesday morning at 9:00 am
- 2 Explain fire behavior to 20, 5<sup>th</sup> grade students, Thursday at 1:40 pm
- 3 Teach kitchen fire prevention to a high school cooking class, Monday at 10:00 am
- 4 Present the importance of good housekeeping during a parenting skills class of adults, Friday at 7:00 pm
- 5 Present the importance of furnace maintenance at a local business safety meeting, Wednesday at 1:00 pm
- 6 Teach kitchen fire safety to seniors at an assisted living facility, Friday at 11:00

## **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 I FINAL EXAM PAMPHLET

**2005 NFPA 1035  
ALL GENERAL SKILL REQUIREMENTS**

**Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time Started:** \_\_\_\_\_ **Time Stopped:** \_\_\_\_\_

**Lesson Taught:** \_\_\_\_\_

<b>Standard:</b> NFPA 1035, Chapter 5, 2005 Edition	
<b>TASK:</b> The Candidate will present a 10 minute block of instruction to include scheduling, networking, material assessment, information distribution, presentation and evaluation. The candidate will present up-to-date fire prevention or fire safety information to an audience determined by the evaluation scenario.	
<b>Conditions:</b> Given a request for a public fire education presentation the student must schedule, organize, publicize, present and evaluate a public education presentation for an audience.	
<b>RETEST APPROVED BY:</b>	<b>RETEST EVALUATOR:</b>

<b>PROGRAM MANAGEMENT</b>					
No.	Skill	<u>TEST</u>		<u>RETEST</u>	
		PASS	FAIL	PASS	FAIL
	<b>Scheduling</b>				
1.	Schedule an educational activity. (5-2.3)				
	<b>Documentation</b>				
2.	Complete a public contact tracking form (5-2.1)				
3.	Write a report detailing the activity. (5-1.2)				
	<b>Networking</b>				
4.	Develop a list of community partners (5-3.1)				
5.	Identify sharing opportunities (5-3.1)				
	<b>Information Distribution</b>				
6.	Develop a press release or flyer about the presentation (5-4.5)				
7.	Select educational materials for specified topic (5-4.6)				
8.	Develop a distribution plan (5-4.6)				
9.	Distribute information to the public (5-4.6)				

<b>PREPARATION</b>					
No.	Skill	<u>TEST</u>		<u>RETEST</u>	
		PASS	FAIL	PASS	FAIL
1.	Select educational material for specified topic (5-4.1)				
2.	Select educational materials specific to target group (5-4.1)				

# ALASKA Public Fire and Life Safety Educator I FINAL EXAM PAMPHLET

**2005 NFPA 1035  
ALL GENERAL SKILL REQUIREMENTS**

Candidate: \_\_\_\_\_

<b>PRESENTATION</b>					
No.	Skill	<u>TEST</u>		<u>RETEST</u>	
		PASS	FAIL	PASS	FAIL
<b>Classroom Presentation</b>					
1.	Identify learning objectives (5-4.1)				
2.	Presentation length meets stated time limit (5-4.3)				
3.	Use of audio-visual aids appropriate (5-4.3)				
4.	Use of educational material appropriate (5-4.3)				
<b>Safety</b>					
1.	Identify life safety information for classroom (5-4.2)				

<b>EVALUATION STEP</b>					
No.	Testing and Evaluation	<u>TEST</u>		<u>RETEST</u>	
		PASS	FAIL	PASS	FAIL
1.	Select an appropriate evaluation instrument (5-5.1)				
2.	Administer the evaluation instrument. (5-5.1)				
3.	Score the evaluation instrument (5-5.2)				
4.	Evaluate the lesson outcome (5-5.2)				

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

**Evaluator/Candidate Comments:** \_\_\_\_\_

\_\_\_\_\_  
**Certifying Officer**                      **Date**

\_\_\_\_\_  
**Re-Test Certifying Officer**                      **Date**

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