

FIRE AND EMERGENCY SERVICES INSTRUCTOR I

PRACTICAL SKILLS CERTIFICATION EXAMINATION PACKET

(NFPA Standard 1041, 2019 Edition)

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

www.firestandards.alaska.gov

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		Fire and Emergency Services Instructor I Practical	Skills					
Correlation Map (NFPA 1041, 2019 Edition)								
2019 Skill Sheet #	NFPA Section	Tasks	Certification JPR Final Exam Requirements: 5 Mandatory					
DESCR Deliver		Program Management, Instructional Development, Instructional						
	4.2.2	Assemble course materials						
	4.2.4	Schedule instructional sessions						
	4.3.2	Review instructional materials	Mandatory-Local					
FSI 1	4.4.2	Organize the learning environment	Project					
	4.4.4	Adjust to differences in learner characteristics, abilities, cultures, and behaviors						
	4.4.5	Operate instructional technology tools and demonstration devices						
DESCR	IPTION:	Instructional Development, Instructional Delivery						
	4.3.2	Review instructional materials						
	4.3.3	Adapt a prepared lesson plan						
	4.4.2	Organize the learning environment						
FSI 2	4.4.3	Present and adjust prepared lessons	Mandatory					
	4.4.4	Adjust to differences in learner characteristics, abilities, cultures, and behaviors						
	4.4.5	Operate instructional technology tools and demonstration devices						
DESCR Testing		Program Management, Instructional Delivery, Evaluation and						
	4.2.3	Prepare requests for resources						
	4.2.5	Complete training records and report forms]					
	4.4.3	Present and adjust prepared lessons]					
	4.4.4	Adjust to differences in learner characteristics, abilities, cultures, and behaviors	- Mandatory-Local					
<u>FSI 3</u>	4.4.5	Operate instructional technology tools and demonstration devices	Project					
	4.5.2	Administer oral, written, and performance tests						
	4.5.4	Report test results						
	4.5.3	Grade student oral, written, or performance tests						

Skill Sheet Packet Instruction

Purpose of the Skill Sheets

All skills listed in this packet are consistent with <u>NFPA 1041: Standard for Fire and Emergency Services Instructor Professional Qualifications</u>, 2019 edition. The Alaska Fire Standards Council (AFSC) provides these skill sheets as the basis for Fire and Emergency Services Instructor testing and certification.

Description & Use

For certification purposes, the final skill examination will consist of a series of mandatory skill from this packet.

- These skills sheets are for use by the Training Program Manager/Training Officer, or designee, and Fire
 and Emergency Services Instructor I candidate. Use of this packet throughout a training course will assist
 in verifying candidate competency and completion of the <u>Fire and Emergency Services Instructor I Training</u>
 Record.
- 2. For eligibility to complete the final certification examination, a candidate must demonstrate competency in all skills during training.
- 3. This packet encompasses the requisite skills for Fire and Emergency Services Instructor I for use during final testing for certification. Fire and Emergency Services Instructor I course material should utilize this packet to prepare candidates for the certification exam.
- 4. The final skills examination will consist of skills selected from this packet. A candidate must successfully perform each skill while being evaluated on performance competency by an AFSC examination representative.
- 5. The Certifying Officer will notify candidates which skills they will be required to complete at the start of the practical skills portion on the date of the examination.
- 6. The Training Officer/Training Program Manager or designee must complete and sign the Fire and Emergency Services Instructor I Training Record for each candidate before a candidate can begin the final skills examination. The Fire and Emergency Services Instructor I Training Record shall become a permanent part of the candidate's local training record, and this information shall be kept on file in accordance with local fire department procedures.

Grading Criteria and Critical Points

- 1. The Training Program Manager/Training Officer, or designee, shall evaluate all Fire and Emergency Services Instructor I skill sheet elements throughout a course. There are no specific critical points designated within the practical skill sheets, and the Certifying Officer (CO) will require the candidate to repeat an individual practical skill station if *all* the listed skill items on a selected sheet are not completed by the candidate.
- 2. The Certifying Officer (CO) will require the candidate to repeat final examination practical skill items if all listed skills are not completed.
- 3. Addressing real-time skills scenario's during the final examination is not always feasible and the Training Program Manager/Training Officer, or designee, shall ensure that the candidate can provide the Certifying Officer, or designated Evaluator, documentation of completed skill items listed on these pages. These skill sheets must be completed by the candidate prior to the final test date and available for review by the Certifying Officer.
- 4. Skill items listed on sheet FSI I-2 must be addressed during the final examination evaluation. Skills listed on sheet FSI-I and FSI-3 cannot generally be addressed within the time constraints during the final examination, and the course Lead Instructor shall provide the Certifying Officer, or designated Evaluator, documentation of completed skill items listed on these pages. These skill sheets must be completed by the candidate prior to the final test date and available for review by the Certifying Officer.

Artificialities of Training and Testing

Training and testing at this level can only approximate on the job activities of an instructor. There are artificialities to training and testing for Fire and Emergency Services Instructors. In certain environments, the course Lead Instructor and the candidate must be able to adapt to simulations during the final examination to complete the required practical skills. The design of a Fire and Emergency Services Instructor I course must enable the candidate to develop skills in a realistic teaching environment. The Training Program Manager/Training Officer, or designee, must prepare the candidates for situations that may occur throughout the training and testing environment.

Final Skills Evaluation

The AFSC designated Certifying Officer (CO) conducts the final examination and has the overall test site authority. The CO is required to perform his or her duties as outlined in the Certification Policy Manual.

For preparation of the final examination, the designated CO must communicate with the Test Site Coordinator to ensure an adequate test site location is available. The Test Site Coordinator is responsible for preparation of all test site equipment/materials and arranging designated evaluators for the date of the practical examination. The CO must verify that all required elements are adequate for testing and will approve all designated Evaluators. Designated Evaluators shall receive training appropriate for the test site and are required to complete an Evaluator Code of Ethics Compliance agreement before testing begins.

The completion of each job performance requirement in the FSI I Training Record is required before certification testing. The course Lead Instructor is responsible for the completing the candidate Training Record <u>prior</u> to the final exam. Due to time constraints during the final examination, the candidate cannot perform some skills in the presence of the Certifying Officer. The Training Program Manager/Training Officer, or designee, shall ensure the candidate completes all skill items and provides documentation for final evaluation by the CO. The CO shall sign the completed final examination packet.

Additional Notes on Final Evaluations:

- 1. Candidates shall be dressed in accordance with their department policy and procedure during the final practical examination.
- 2. A candidate shall perform all related skills correctly.
- 3. Some skill evaluations may include a time limit. An Evaluator may use a digital or analog watch/stopwatch for final skills evaluation. Prior to the start of the practical examination, the CO must inspect and approve all timing devices used during final skills evaluations.
- 4. Some skills may require the use of equipment or documentation for the final presentation. Unless otherwise indicated, it is permissible for the candidate to prepare or assemble the required equipment or paperwork at any time, if this does not interfere with the core skill, task, or evolution.
- 5. Candidates must be prepared to complete skills under a variety of conditions. Optimal conditions often exist during training and skills practice, but candidates must be prepared to adapt to changing conditions that can occur in actual instructional situations. The Evaluator ultimately determines if the candidate has met the criteria specified on the skill(s) under evaluation.
- 6. For final examination, the performance of a skill, task, or evolution is not required to be done in the exact order of the steps (as outlined on the skill sheet), unless it is critical to a particular task. For example, a person must don turnout gear before donning an SCBA.
- 7. Some skills may require that a candidate verbalizes information about a particular task or procedure. In such cases, any question(s) from the Evaluator to the candidate must be limited to those that satisfy the criteria listed on the skill sheet, and a question cannot exceed the scope of the Fire and Emergency Services Instructor I requirements.

Fire and Emergency Services Instructor I Course and Final Evaluation Forms

Following is a brief outline of the reference materials and forms for use at an FSI I final skills evaluation.

FSI I Course Material Reference

- a. NFPA 1041, 2019 edition
- b. Fire and Emergency Services Instructor I Text/Curriculum
 - IFSTA, Fire and Emergency Services Instructor, 9th edition; **OR**,
 - Jones & Bartlett, Fire and Emergency Services Instructor: Principles and Practice, 3rd edition
- c. Fire and Emergency Services Instructor I Training Record (this must be completed and signed off by the Training Program Manager/Training Officer, or designee,)
- d. Fire and Emergency Services Instructor I Practical Skills and Final Examination Packet

Final Skills Examination

- a. Candidate *Training Record is reviewed by the CO to ensure all elements have been completed
- b. Candidate completes the written and practical examination administered by the CO
- c. Certifying Officer reviews and signs *Final Examination Packet for each candidate
- d. Certifying Officer transfers pass/fail information to the Practical Examination Report Form
- e. Written exam, Practical Examination Report Form and signed application are forwarded to AFSC
- f. AFSC FSI I certificate is issued upon successful completion of the written and practical exam

^{*}Note: The Training Program Manager/Training Officer, or designee, shall file the candidate's completed Training Record in accordance with local agency procedures.

Candidate:	Date:				
NFPA 1041-2019 Ed. JOB PERFORM	IANCE REQUIREMENTS FSI I 1				
STANDARD: NFPA 1041, 4.2.2, 4.2.4, 4.3.2, 4.4.2, 4.4.4, and 4.4.5	SKILL AREA: Program Management				
TASK: The Candidate shall present a 10–20-minute blapplication, and evaluation steps of the Four Step Met	ock of instruction to include the preparation, presentation, hod of Instruction.				
PERFORMANCE OUTCOME: The candidate shall assemble course materials; review instructional materials; schedule training sessions; organize the learning environment; adjust presentations so learning outcomes are achieved; adjust to differences in learner characteristics, abilities, cultures, and behaviors; and operate instructional technology tools and demonstration devices.					
EQUIPMENT: Local AHJ SOP/SOG, budget policy, and other related forms					
Conditions: Given a specific topic, a prepared lesson plan, necessary training aids, students, and an adequate teaching environment the candidate shall demonstrate the ability to meet the JPR's defined in sections 4.2 through 4.5.					

PROGRAM MANAGEMENT							
3 .7	T. 1. G.		EST	RETEST 1		RETEST 2	
No.	Task Steps	P	F	P	F	P	F
	Materials:						
1.	Obtained and assembled course materials, resources, and equipment. (4.2.2)						
2.	Reviewed and adapted elements of the lesson plan, learning environment, and resources (4.3.2)						
3.	Schedule training sessions in accordance with local procedures (4.2.4)						
	Classroom Management:						
1.	Organized classroom with consideration given to lighting, distractions, climate control/weather, noise control, seating, audio visual equipment, teaching aids, and safety are considered. (4.4.2;4.4.5)						
2.	Adjusted presentation to achieve learning outcomes and adjusted to differences in learning styles, abilities, cultures, and behaviors. (4.4.4)						
	Audiovisual:						
1.	Pre-inspect audiovisual equipment. (4.4.5)						
2.	Demonstrate familiarity with equipment controls and aspects of projection. (4.4.5)						
3.	Demonstrate familiarity with media types, limitations, and selection criteria and correctly used the type of audiovisual equipment provided. (4.4.5)						
4.	Demonstrate transition techniques within and between media. (4.4.5)						

NFPA 1041, 2019 ed. section references shown in parentheses.

Candidate:					Date:					
NFPA 1041-2019 Ed.	JOB PERFO	RMANCE R	EQUIRE	MENTS		Continued				
THE CANDIDATE SHALL COMPLETE THE PRODUCT BASED SKILL REQUIREMENT AT THE LOCAL LEVEL USING AAPPLICABLE POLICY AND PROCEDURE- REQUIRES TRAINING OFFICER OR DESIGNEE SIGNATURE BELOW										
I verify that the above information is true and complete and attest that the candidate has met and performed all listed task steps as indicated.										
Training Officer/Designee Nat	me Sig	nature	Date	_						
Certifying Officer Signa	uture	Date		Overal Pass:	l Skill SI	heet Result: Fail:				

Candidate:						D	Date:			
N	NFPA 1041-2019 Ed. JOB PERFORMANCE REQUIREMENTS								FSI]	<u> </u>
Les	son Topic:									
Sta	rt Time:		End Time:	,	Total T	Гіте:				
			PREPARATION							
	TEST				ST	RETI	RETEST 2			
No.	No. Task Steps		P	F	P	F	P	F		
	Student Prepa	ration:			-	-		-	-	
1.	Introduce subject		4.4.4)							
2.			tant, and how it will be useful. (4.	.4.3,						
3.	Explain objective	res (433 443 4	4.4)							\Box
	Explain objectiv	C3. (4.3.3, 4.4.3, 4)							
			PRESENTATION							
Na		т	look Chang		TEST		RETEST 1		RETI	EST 2
No.		1	ask Steps		P	F	P	F	P	F
	Classroom Pre									
1.	procedures accor	rding to lesson								
2.	styles, abilities a	nd behaviors.								
3.	class environmen	nt. (4.3.2, 4.4.5)	and adjust presentation to change	s in						
4.	Adjust presentati	ion so learning	outcomes are achieved (4.3.3)							
	Instructional N									
1.	•		and review content and organizatable instructional materials. (4.3.2,							
2.	Present projectal point in the lesso		projectable materials at the logic	cal						
3.	Introduce project	table and/or no	on-projectable materials. (4.4.3)							
4.	Relate projectable and/or non-projectable materials to the lesson material. (4.4.5)									
	Communication	n Learning	Environment	_						
1.		• •	ned, and well-modulated. (4.4.3)							
2.			nguage errors. (4.4.3)							
3.	teaching effort.	4.4.4)	nerisms materially detracting to							
4.			and students to minimize distractive to learner characteristics (4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.4.							

Can	lidate:		D	ate:			
NFPA 1041-2019 Ed. JOB PERFORMANCE REQUIREMENTS Continued						ued	
	Safety:						
1.	Communicate safety responsibilities and/or considerations to students. (4.4.2, 4.4.3)						
2.	Demonstrate practices/ procedures safely to students. (4.4.2, 4.4.3)						
3.	Include safety practices and procedures in the practical skills testing of students. (4.4.2, 4.4.3)						

^{*} NFPA 1041, 2019 ed. section references are shown in parentheses.

Cano	Candidate:					Date:			
NFPA	1041-2019 Ed. JOB PERFORMANCI	ENTS	,			<u>FSI</u>	13		
	APPLICATION								
No.	Task Steps		T	TEST		TEST 1	RET	RETEST 2	
110.	тазк экерэ		P	F	P	F	P	F	
	Student Application of Learning and Feedbac								
1.	Provide students an opportunity to perform under sur								
2.	Coach student. Check for and correct any errors. (4.4.4	4)							
3.	Emphasize and review key procedures, sequences, an	d concepts. (4.4.3)							
4.	Encourage students with productive feedback. (4.4.5)								
	EVALUATION	ON STEP							
			TI	EST	RE	TEST 1	RETEST 2		
No.	Task Steps		P	F	P	F	P	F	
	Testing and Evaluation:					I			
1.	Test key points using oral questioning techniques. (4.5.2)								
2.	Administer written and practical test. (4.5.2)								
3.	Grade student oral, written, or performance tests. (4.5.3)								
	ADMINIST	RATION							
•	T. J. G.		TES	ST	RETI	EST 1	RET	EST 2	
No.	Task Steps		P	F	P	F	P	F	
	Record Keeping:		,						
1.	Complete training records, report forms, and accurate								
	results in accordance with department procedures, an	d appropriately						Ш	
	report unusual circumstances. (4.2.3, 4.2.5, 4.5.4) Note: must be completed on locally provided data management system of	r provided samples							
2.	Report test results. (4.5.4)	provided samples.							
3.	Evaluate student performance and provide timely, ob	jective, clear,							
	and relevant feedback to student. Provide suggestions								
	data received from exams or evaluations. (4.5.5)								
	4. Maintain the security of test and evaluation materials. (4.5.2)								
❖ R	References used are from NFPA 1041, 2019 Edition, and are shown	in parentheses.							
Eva	Evaluator: Retest E		r 1:						
Retest Evaluator 2:									
Con	nments:	,							

Candidate:			Date:	
NFPA 1041-2019 Ed. JOB I	ENTS Continu	<u>ed</u>		
THE CANDIDATE SHALL COMP LOCAL LEVEL USING AAPPLIC OFFICER OR DESIGNEE SIGNAT	ABLE POLICY AND I		-	HE
I verify that the above information is t listed task steps as indicated.	rue and complete and atte	est that the c	andidate has met and performed	all
Training Officer/Designee Name	Signature	Date	_	
Certifying Officer Signature	Date		Overall Skill Sheet Resu	lt:
			Pass: Fail:	

	FIRE AND EMERGENCY SERVICES INSTRUCTOR I REQUIRED EQUIPMENT	Related Skill
1	Projector	Sheet(s)
2	Department computer	1, 2, 3
3	Department Standard Operating Procedures accessible to membership	1, 2, 3
4	Applicable NFPA Standard (1041)	1, 2, 3
5	Notebook/Clipboard	2
6	Existing lesson plan	2
7	Various Training Forms	1, 2, 3

Sample Training Record

Describe the Training Given:

Certifying Officer Signature

Evaluator Signature

Sample Training Roster

Note: The candidate must complete this training roster, or similar document, during the practical evaluation. A training roster must be attached to the AFSC Skill Sheet Final Exam packet.

Standard : NFPA 1041, 2019 Edition, 4.2.5 (B)						
	TRA	AINING ROSTER				
DATE: INSTRUCTOR:	TIME	: CODE	HRS			
TOPIC: EQUIP/:TRAINING AIDS						
REFERENCES:						
PARTICIPANT NAME	DATE	SIGNATURE	COMMENTS			