



# **FIRE SERVICE INSTRUCTOR**

## **RENEWAL EVALUATION PACKET**

*(NFPA 1041 2012 Edition)*

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

[www.firestandards.alaska.gov](http://www.firestandards.alaska.gov)

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V13-5

## **Instructor Renewal Program**

The Alaska Fire Standards Council ([AFSC](#)) has designed this packet to assist Fire Service Instructors (FSI) in the renewal process. The following is a description of the instructor renewal program and the instructor evaluator documents.

### **NFPA Fire Service Instructor Definitions:**

**Instructor I:** (*NFPA 1041 2012 ed., 3.3.2.1*): An individual who has demonstrated the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments; adapt lesson plans to the unique requirements of the students and authority having jurisdiction; organize the learning environment so that learning is maximized; and meet the record-keeping requirements of authority having jurisdiction.

**Instructor II:** (*NFPA 1041 2012 ed., 3.3.2.2*): An individual who has met the requirements for FSI Level I qualifications, and has demonstrated the knowledge and ability to develop individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments; schedule training sessions based on overall training plan of authority having jurisdiction; and supervise and coordinate the activities of other instructors.

**Instructor III:** (*NFPA 1041 2012 ed., 3.3.2.3*): An individual who has met the requirements for FSI Level II qualifications, and has demonstrated the knowledge and ability to develop comprehensive training curricula and programs for use by single or multiple organizations; conduct organization needs analysis; and develop training goals and implementation strategies.

Evaluators should use the above definitions to assist in completion of the instructor evaluation checklist.

### **Instructor Renewal Process**

The AFSC FSI certification program has specific expiration dates for each certificate that is issued. For initial certification and renewals, the individual expiration date is 5-years from the issuance date. The renewal timeline was extended from 3 to 5 years in spring of 2009. All 3-year certificate expirations changed to 5-years upon renewal. Expiration dates listed on all FSI certificates are the official renewal date.

A Fire Service Instructor can renew instructor certification by providing documentation under item 1 *and* 2 as follows:

1. Documentation of instructional learning or delivery
  - a. Documentation that an individual \*instructed at least 8 classroom/field hours each year of the \*\*5-year certification period (40 hours).  
*\*Instructional delivery is specific to student contact hours with face-to-face delivery. Hours served on an AFSC Certifying Officer assignment do apply. Course preparation and closeout time **do not** apply.*
  - b. Documentation of attendance at 1 or more courses annually totaling 8 classroom/field hours each year of the \*\*5-year certification (40 hours) with primary objectives that meet the following criteria:
    - i. address instructional techniques;
    - ii. are train-the-trainer for learning instruction of new courses
    - iii. apply specifically to advanced fire service instructor
  - c. Any combination of **a** and **b** above equivalent to 8 hours in each year over the \*\*5-year certification period (total of 40 hours). Beginning in January of 2015 the total hourly renewal requirement will start at 8 hours (as required in previous directive) and will increase by 8 hours every year until 2019. The full 40 hours of instruction or delivery time will apply beginning January 1, 2019.  
*\*\*The AFSC will allow a carryover of up to 16 hours from one year to the next.*
2. Submit an Instructor Evaluation packet completed by a current AFSC Fire Service Instructor. An individual must complete the evaluation within one-year of the application submittal date.

**Note:** For item "2", this AFSC [Instructor Renewal Packet](#) is available online. The evaluation portion must be filled out by an instructor with current AFSC FSI certification, and the complete packet must be returned to the AFSC to comply with the renewal requirements.

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## INSTRUCTOR EVALUATOR INSTRUCTIONS

This packet is for the evaluation of individuals seeking Fire Service Instructor (FSI) renewal for any level. The Renewal Applicant must be evaluated **by a current AFSC Instructor** while instructing a course/topic and the evaluation packet (**Section A**) must be completed by a \*qualified Instructor Evaluator.

*\*The AFSC defines a qualified Instructor Evaluator as a current Fire Service Instructor certified at any level through the AFSC.*

**Evaluation Packet** – The following information is included in this packet:

- a. Instructor Evaluation Program Description
- b. Instructor Evaluator Directions
- c. \*Renewal Instructor Checklist
  - i. Review Course Objectives and Lesson Plans
  - ii. Review quizzes or tests given
  - iii. \*\*Instructor Renewal Form (*Sheet A*)
  - iv. \*\*Completed Instructor Evaluator Checklist (*Sheet B*)
  - v. \*\*Instructional Learning and Delivery Record (*Sheet C*)
  - vi. Student Course Evaluations (*Sheet D*)

*\*Items i-vi must be reviewed and signed by applicant Chief/Designated Supervisor*

*\*\* Sheets A-C must be submitted to the AFSC office for final review*

**Evaluation Process** - Review and complete the following elements **prior** to observing the instructor:

- a. Read the attached Evaluation Program Description
- b. Interview the applicant
  - Introduce yourself
  - Explain the evaluation process
  - Explain how you will conduct the evaluation
  - Describe your expectations of the evaluation
  - Make a copy of any portions of this evaluation packet for the applicant.
  - Schedule a date for the course and evaluation session
- c. Complete the interview portion of the checklist

**Immediately prior to the course** - Review the following from the renewal applicant:

- a. Course lesson plans and course objectives
- b. Written or oral quizzes for the course session

**During Course** - Observe the renewal applicant during delivery of the presentation and complete the evaluation checklist.

**After the Course** - Conduct an exit interview and evaluation briefing with the Instructor Renewal applicant and complete the following.

- a. Review the completed evaluation checklist with the applicant
- b. Review student evaluations with the applicant. *Instructor Renewal applicants shall provide a course evaluation form to each student. The course students shall complete and return these to the Instructor Renewal applicant or the Instructor Evaluator. Instructor Renewal applicants can use their own form or a student evaluation document from their own organization.*
- c. Ensure packet completeness for final signature by applicant Chief/Designated Supervisor.

### Instructor Renewal Packet Return Checklist:

- Sheet A-** Completed/Signed Instructor Renewal Form
- Sheet B-** Completed/Signed Briefing and Evaluation Checklist
- Sheet C-** Completed/Signed Instructional Learning and Delivery Record (*Sheet C*)
  - Attach course completion certs for Instructional Learning (if applicable)

**Note for Sheet D:** The Fire Chief/Designated Supervisor can conduct a local review of the Student Evaluation Forms and confirm by signature that a review was conducted on Sheet A. **DO NOT** include Student Evaluation Forms (Sheet D) in the return packet material.

**Mail, or scan and email to:**

Department of Public Safety  
Alaska Fire Standards Council  
5700 E. Tudor Road  
Anchorage, Alaska 99507  
[dpsakfirestandards@alaska.gov](mailto:dpsakfirestandards@alaska.gov)

**ALASKA INSTRUCTOR RENEWAL EVALUATION PACKET**

**Instructor Renewal Form**

**Sheet A**

*AFSC certified Fire Service Instructors (FSI) may use this renewal form only if the applicant is currently FSI certified or within 12-months of expiration. If FSI certification is expired more than 12-months, the applicant must complete an AFSC [Application for Certification](#). See the AFSC [Fire Service Instructor Directive](#) for details.*

First Name:		Middle Initial:	Last Name:	
Mailing Address:				
City:		State:	Zip Code:	
Contact Phone:		Work Phone:	DOB:	Age:
<b><i>A VALID EMAIL ADDRESS MUST BE LISTED TO RECEIVE AFSC CERTIFICATES</i></b>				
Email Address:				
Department/Employer:				
Address:				
City:		State:	Zip Code:	Dept. Phone:
Present Job/Rank/Affiliation:				

**Renewal Applicant:**

**Fire Service Instructor Renewal-** *Select level* \_\_\_\_\_ **Most Recent Expiration Date:** \_\_\_\_\_

I attest that all the information within the Fire Service Instructor packet is accurate and that I have completed all requirements for renewal. I authorize the Alaska Fire Standards Council access to my fire department files to verify my qualifications and credentials if needed.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Course Material and Evaluation Review by Fire Chief/Designated Supervisor**

<b>Supervisor Initial Here</b>	_____ I have reviewed the applicant prepared Course Objectives and Lesson Plans
	_____ I have reviewed the quizzes or tests given as related to the applicant presentation
	_____ I have reviewed the completed Briefing and Evaluation Checklist ( <i>Sheet BI-2</i> )
	_____ I have signed the Instructional Learning and Delivery Record ( <i>Sheet C1 or local equivalent</i> )
	_____ I have reviewed the student Course Evaluations ( <i>Sheet D or local equivalent</i> )

I verify that the above information is true and complete. I attest that the applicant has met and performed all requirements for renewal of instructor certification and has the knowledge and competency for the requested level of certification.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Fire Chief/Designated Supervisor* *Fire Chief/Designated Supervisor*

**FIRE STANDARDS COUNCIL OFFICE USE ONLY**

Date Received:	IMPACT Expiration Date:	Written Renewal Exam Date:	Exam Score & Date:
Renewal Fee: \$	Fee Rec'd:	FSC Approval and Date:	

**ALASKA INSTRUCTOR RENEWAL EVALUATION PACKET**

**INSTRUCTOR EVALUATOR CHECKLIST**

**Sheet B1**

\_\_\_\_\_  
*FSI Renewal Applicant Name*                      *Organization/Location*                      Renewal level- \_\_\_\_\_  
*(Select renewal applicant level)*

\_\_\_\_\_  
*Instructor Evaluator Name*                      *Organization/Agency or Affiliation*                      *(Select Evaluator level)*                      *Exp. date*  
**MUST BE CURRENT**

**I. Prior to Lesson Presentation**

Interview the applicant prior to lesson delivery. Explain the process to the applicant and ask to review the class objectives and lesson plan. Carefully review the objective and lesson plans prepared by the applicant. Comment on “No” responses below.

		<b>Yes</b>	<b>No</b>
1.	Is the objective clear?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the lesson plan accomplish the objective(s)?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the instructor appear prepared?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Has the instructor coordinated with other instructors and/or classes that are related to this course?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are the supplies and equipment appropriate for the lesson?	<input type="checkbox"/>	<input type="checkbox"/>

Please provide any comments or direction, use additional pages as necessary.

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**II. During Lesson Presentation**

Review the renewal applicant’s delivery of the prepared course. Let the individual know if he or she did not meet objectives or did not follow the lesson plan. Provide comment on “No” responses below.

		<b>Yes</b>	<b>No</b>
1.	Was a classroom plan used ( <i>preparation of physical setting</i> )	<input type="checkbox"/>	<input type="checkbox"/>
2.	Was the lesson plan adhered to?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Were the objectives clearly stated?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Were the objectives accomplished?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Was the method of instruction appropriate for the material?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Was the technique of instruction appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Was a suitable classroom environment maintained? ( <i>seating, lighting, climate, etc.</i> )	<input type="checkbox"/>	<input type="checkbox"/>
8.	Were effective audiovisuals employed?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Did the instructor employ new or unexpected methods? <b>If yes</b> , cite what was the method and what was the impact to the students (positive/negative) <b>in the comment box below.</b>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Did the instructor maintain student interest?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Were safety policies followed? <b>If No</b> , cite violation and corrective action below.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Was a test/quiz conducted and if so, did it measure learning? ( <i>Mark box even if it was Oral only- note on checklist</i> )	<input type="checkbox"/>	<input type="checkbox"/>
13.	Was the test/quiz used as a learning tool?	<input type="checkbox"/>	<input type="checkbox"/>
14.	Was the instructor’s presentation style (includes mannerisms, dress, appearance, language, habits, etc.) appropriate for this type of course?	<input type="checkbox"/>	<input type="checkbox"/>
15.	What was the total length of the class, including presentation and evaluation?	<b>HRS.</b> _____	

Please provide any comments or direction, use additional pages as necessary.

**III. After the Presentation of the Lesson**

- a. Immediately following the course delivery, handout student evaluations to the course students. These evaluations should be reviewed by the renewal applicant and the qualified evaluator.
- b. After the completion of the course, conduct an exit briefing with the renewal applicant. The briefing should include the following points and/or items.

**Check each box and include summary notes of briefing items below: Moved to stand out better**

- Explanation of any points noted during the evaluation
  
- Discussion of findings or instructional issues
  
- Share/review student evaluation comments

**IV. Course Material and Evaluation Review by the Instructor Evaluator**

- 1. I have reviewed the applicant prepared Course Objectives and Lesson Plans
- 2. I have reviewed the quizzes or tests given as related to the applicant presentation
- 3. I have reviewed this Briefing and Evaluation Checklist with the applicant (*Sheet B1-2*)
- 4. I have reviewed the student Course Evaluations with the applicant (*Sheet D or local equivalent*)

*I attest that the applicant has met and adequately performed all requirements for renewal of certification and has demonstrated the knowledge and competency for the requested level of certification.*

**Signature:** \_\_\_\_\_  
*Instructor Evaluator Signature*

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

**Before submittal to the AFSC office, the Renewal Applicant Fire Chief/Designated Supervisor must review items 1-4 above for final approval (see sheet A).**

**ALASKA INSTRUCTOR RENEWAL EVALUATION PACKET**

**INSTRUCTIONAL LEARNING AND DELIVERY RECORD**

**Sheet C**

*Renewal Instructor Printed Name*

*Renewal Instructor Signature*

**CONTINUING EDUCATION DOCUMENTATION**

For Fire Service Instructor renewal applicants must have a combined total (CEU's + Instruction time) of 40 hours of continuing **education credit related to the current edition** of [NFPA 1041 Standard](#), *Fire Service Instructor Professional Qualifications*. **Attach all relevant course completion documents/certificates.**

Course	Location	Date	Hours	Chief Officer/ Supervisor
<b>Total Hours:</b>				

**INSTRUCTIONAL DOCUMENTATION**

For Fire Service Instructor renewal applicants must have a combined total (CEU's + Instruction time) of 40 hours of **instructional delivery of a fire services related course**. Provide a brief overview, outline, or schedule of each course that you instructed for your Fire Chief/Designated Supervisor's review and signature.

Fire Department/Agency	Course	Date	Hours	Chief Officer/ Supervisor
<b>Total Hours:</b>				

My signature below is verification that I have reviewed the information above and attest the information is true and accurate.

*Fire Chief/Designated Supervisor Printed Name*

*Fire Chief/Designated Supervisor Signature*





## Student Evaluation Form

STATE OF ALASKA  
DEPARTMENT of PUBLIC SAFETY  
FIRE STANDARDS COUNCIL

Course Title/ Topic: \_\_\_\_\_ Date \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Location: \_\_\_\_\_

**Course Evaluation Instructions:** On a scale of 1-5 (1= Strongly Disagree through 5 = Strongly Agree) mark the answer that you feel best describes your views about this course.

	N/A	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree
1. The course material and content were presented in an organized matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The course goals and objectives were clearly stated and met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The student material (handout) was useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The overall technical level of the material presented was appropriate for this course/class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. This course/class will improve my organizations capabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The course/class activities help to better understand and apply the material presented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Instructor used teaching methods that were appropriate for the topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The instructor was well prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The instructor utilized the scheduled course time in an effective manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The instructor appeared well informed on this course topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The instructor encouraged student participation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The instructor was open to other viewpoints.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The instructor treated all students fairly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. The instructor had a good technical knowledge of the material presented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. I would take another course from the same instructor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. My overall assessment of the instructor is that he or she was very effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on the following (use additional pages as necessary):

What could the instructor do to improve his or her instructional style or technique?
What material or information was <b>most</b> valuable to you?
What material or information was <b>least</b> valuable to you?
What suggestions for improvements do you have for this course?