International Fire Service Certification Program

January 2020

Portland Community College

FIRE PROTECTION TECHNOLOGY

Certification Guide

Instructor I

NFPA 1041
Standard for Fire Service Instructor Professional Qualifications
2019 Edition

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Basic Certification Information

Each individual seeking International Fire Service Accreditation Congress (IFSAC) accredited certification from Portland Community College (PCC), Fire Protection Technology (FPT) Program **MUST** do the following:

- ***Register***; and
- ***Submit an Application for Certification Testing Date***.

The Registration and Application for Certification Testing Date **MUST** be completed online. A list of current fees and the online registration and test date application forms may be found at: http://www.pcc.edu/programs/fire-protection/.

Once a person has ***Registered*** and submitted an ***Application for Certification Testing Date***, PCC FPT will evaluate the registration and application to ensure the person meets the criteria for the certification level for which they applied. This guidebook describes the requirements for **Fire Service Instructor: Instructor I** certification. After completing the online registration and application for certification testing date, the candidate will be notified whether they meet the criteria for admission into the **Instructor I** level certification process. Upon acceptance into the certification process, the person is considered a *candidate for certification* and has *one year from the date of initial testing* to complete the certification process.

During the certification process for Instructor I, candidates are responsible to know and be able to perform all job performance requirements (JPRs), requisite knowledge and requisite skills, identified in Chapter 4, Instructor I, NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2019 Edition.

Certification candidates are given two opportunities to successfully complete the written and skills portions of the certification examinations. The candidate must successfully complete both the written and skills portions within the 12-month certification period. Failure to successfully complete all portions (written and skill examinations) within the 12-month period, will be deemed as failure of the attempted certification level.

Candidates that fail a certification level must reapply by submitting a ***Registration*** for a new test and an ***Application for Certification Testing Date***, including paying appropriate application fees.

Instructor I Certification Process:

The certification examination process for becoming certified as an Instructor I is as follows:

- ➢ Candidate must complete the online ***Registration***.
- ➢ Candidate must complete the online ***Application for Certification Testing Date***, including a statement of ability to perform skills at least 15 days prior to the requested test date.
- ➢ Candidate must take the Instructor I written examination and skills examination (written and skill testing). **NOTE:** The written and skills tests may be taken on the same testing date or on different testing dates, i.e., the written may be taken on one date and the skills may be assessed on a different date, as long as they both occur within the 12-month certification period.
- ➢ Written examinations *will not be scored* at the testing site.

- ➢ Instructor I certification written examination:
  - A score of 70 percent or more is required on the written examination to receive a passing grade on the written portion of the certification examination process.
  - A score of 69 percent or less on the written examination is deemed failing. Candidates that score 69% or less will be deemed to have failed the written portion of the certification examination process.
  - If the test (initial test) is failed, the candidate must schedule a second written test (retest) to occur between 21 days and 6 months following the first failed written test. This second test will be a new, randomly generated, written test.
  - If the second test (retest) is failed, the candidate will be considered to have failed the entire certification process.
- ➢ Instructor I certification skills examination:
  - Candidates will be tested overall Job Performance Requirements (JPRs) and Requisite Skills identified in Chapter 4, Instructor I, NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2019 Edition.
  - Candidates must successfully pass 100% of the **Critical** assessment items and 80% of the other applicable assessment items on the skill event assessment sheet to receive a passing score for the skills examination component of the certification process.
    > **NOTE:** Candidates will be assessed using a skill event assessment sheet appropriate for the learning environment where the skill performance is to be assessed.
  - Instructor I skill event assessment sheets for the classroom, laboratory, and outside learning environments are identified in this certification guidebook
  - Skill event examinations are assessed on a *Pass/Fail* basis.
  - The candidate will be considered to have passed the skills assessment portion of the certification examination process if 100% of the **Critical** assessment items and 80% of the other applicable (non-critical) assessment items on the skill event assessment sheet are passed by either skills evaluator.
  - Candidates will be independently assessed by two evaluators during the skill assessment (presentation). Following the assessment, the two evaluators will compare skill assessment sheets to determine if the critical and the other applicable assessment items were passed.
    > **NOTE:** The skill assessment completed by one evaluator is considered the 1st attempt and the skill assessment completed by the other evaluator, independently, is considered the 2nd attempt.
  - If either evaluator score an assessment item as "Pass" the item is considered to have been passed within the two attempts.
  - If both evaluators score an assessment item as "Fail" the item is considered to have been failed in both (1st and 2nd) attempts.
  - If any **Critical** assessment item is failed in both attempts, the skill assessment portion of the certification process is considered to have been failed.
  - If an applicable assessment item is failed in both attempts, the failed assessment item will be used in the calculation to determine if 80% of the applicable assessment items were passed. If the calculation indicates 80% or more of the applicable (non-critical) assessment items were passed, then the candidate is considered to have passed the skills assessment. If the calculation indicates less than 80% of the non-critical assessment items were passed, then the candidate is considered to have failed the skills assessment.
  - Candidates that fail one **Critical** skill assessment item or fail to pass 80% of the applicable skill assessment items scored will be considered to have failed the entire skill assessment test and must retest by presenting another presentation.
  - If the first skill assessment test is failed, the candidate is responsible for registering online for the retest.
  - The skill assessment retest must be scheduled to occur between 21 days and 12 months following the first failed test.
  - The second skill assessment test (retest) will be conducted in the same manner as the first skill assessment test.
    > **NOTE:** The skill assessment evaluators used for the second skill assessment test (retest) will be different than those used for the first skill assessment test.

- If the candidate fails to pass the second skill assessment test (retest), the candidate will be deemed to have failed the entire certification process.
➢ If the certification process is failed, the candidate must wait 12 months, from the original examination date (**not** the *Registration date*), to reapply for certification at the Instructor I level.

Requirements for admission to the Instructor I certification written and/or skills examination process, including retests:

- **An official government issued ID (state or federal) with picture must be shown for admittance to all examinations, including retests.**

Certification Examination Process

Certification Prerequisites and Requirements:

Candidates seeking Instructor I certification from PCC, FPT must meet the following requirements:

1. Candidates must meet the age and residency requirement as identified in **Chapter Four**, of PCC, FPT *Certification Policy and Procedure Manual*, February 2019.
2. Successful completion of Instructor I level written and skills examination.

Candidates that meet all the identified requirements will be awarded certification at the Instructor I level and receive a certificate with an official IFSAC seal and registry number.

Written Examination:

The Instructor I written examination component of the certification examination process consists of a written test based on the **Requisite Knowledge** identified in Chapter 4, Instructor I, NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2019 Edition.
➢ Candidates are required to score a minimum of 70% on the test.
➢ The Instructor I test contains 100 multiple choice test items covering Instructor I level requisite knowledge qualifications identified in Chapter 4, NFPA1041-2019.
➢ Candidates are allowed two (2) hours to complete the test.
➢ Test items are constructed using the multiple choice format.

> **Example:**
> 1. How many tests items are on the Instructor I certification examination?
>   a. 25
>   b. 50
>   c. 75
>   d. 100

Skills Examination:

The Instructor I skills examination component of the certification examination consists of a skills assessment based on the **Requisite Skills** and **Job Performance Requirements** (JPRs) listed in Chapter 4, Instructor I, NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2019 Edition.
➢ Candidates will be assessed on a skill performance test based on the learning environment where the skill (presentation) is to be performed.
➢ Candidates are required to pass 100% of the **Critical** assessment items and 80% of the other applicable (non-critical) assessment items on the skill performance assessment to be considered to have passed the skills assessment portion of the certification examination process
➢ All skill examinations are scored on a pass/fail basis.
➢ All skill evaluation forms are included in this guide.

References and Textbooks:

➢ IFSTA, *Fire and Emergency Services Instructor, 9th edition*.
➢ NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2019 Edition.

Resource Requirements
For
Instructor I
Certification Examination

1. Each candidate applying to certify at the Instructor I level is required to deliver instruction from a prepared lesson plan.

2. The following are required of candidates:
    *   Provide a "prepared lesson plan" for a fire service related topic that is 15 to 20 minutes in duration.
    *   Provide a location to deliver the instruction. The location can be either a classroom, laboratory, or outside area, depending on the lesson to be instructed.
    *   Provide an audience of at least 3 people.
    *   Provide instructional technology tools.
    *   Provide teaching aids.
    *   Provide a written test and key for the topic delivered.
    *   Provide a course and instructor feedback form.

Written Examination Study Guide
Instructor I

Standard:

All written examination test items are based on Chapter 4, Instructor I, NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2019 edition. Reference to NFPA 1041 in the following study guide material is not the complete or official position of the NFPA. The official position of the NFPA is only represented by the "Standard" when printed in its entirety

Reference:

Any textbook covering basic fire service instructor knowledge that would be considered appropriate for instructing a "Fire Instructor I" course can be used to prepare for the Instructor I written examination. However, PCC has chosen to adopt and reference the International Fire Service Training Association (IFSTA), *Fire and Emergency Services Instructor, 9th edition*.

NFPA Standard Section & Number	IFSTA Reference Page(s)
Assemble Course Materials: 4.2.2 • Components of a lesson plan • Policies and procedures for the procurement of materials and equipment, and resource availability	11-21, 47-58, 63-83
Prepare a Resource Request: 4.2.3 • Resource management • Sources of instructional resources and equipment	47-58, 63-83, 205-211
Schedule Single Instructional Sessions: 4.2.4 • AHJ scheduling procedures • Resource management	205-211
Complete Training Records and Reports: 4.2.5 • Types of records and reports required • Policies and procedures for processing records and reports	185-196, 205-211
Review Instructional Materials: 4.3.2 • Recognition of student learner characteristics and diversity • Methods of instruction, types of resource materials • Organization of the learning environment • Policies and procedures	25-43, 47-58, 63-83, 107-135, 141-157, 161-181
Adapt a Prepared Lesson Plan: 4.3.3 • Elements of a lesson plan • Selection of instructional aids and methods • Organization of the learning environment	25.43, 47-58, 63-83

Organize the Learning Environment: 4.4.2 • Learning environment management and safety • Advantages and limitations of instructional technology tools and teaching aids • Classroom arrangement • Methods and techniques of instruction	25-43, 47-58, 63-83, 89-101, 107-135, 161-181
Present and Adjust a Prepared Lesson: 4.4.3 • Laws and principles of learning • Methods and techniques of instruction • Lesson plan components and elements of the communication process • Lesson plan terminology and definitions • Learner characteristics • Student-centered learning principles • Instructional technology tools • The impact of cultural differences on instructional delivery • Safety rules, regulations, and practices • Identification of training hazards • Elements and limitations of distance learning • Distance learning delivery methods • The Instructor's role in distance learning	25-43, 47-58, 63-83, 107-135, 141-157, 161-181
Adjust to Differences in Learner Characteristics: 4.4.4 • Motivation techniques • Leaner characteristics • Types of learning disabilities and methods for dealing with them • Methods of dealing with disruptive and unsafe behavior	25-43, 47-58, 107-135, 141-157, 161-181
Operate Instructional Technology Tools: 4.4.5 • Instructional technology tools • Demonstration devices • Selection criteria	63-83, 89-101, 107-135, 161-181
Administer a Test: 4.5.2 • Test administration • Laws and policies pertaining to discrimination during training and testing • Methods for eliminating testing bias • Laws affecting records and disclosure of training information • Purposes of evaluation and testing • Performance skills evaluation	11-21, 141-157, 185-196

Grade Student Tests: 4.5.3 • Grading methods • Methods for eliminating bias during grading • Maintaining confidentiality of scores	185-196
Report Test Results: 4.5.4 • Reporting procedures and the interpretation of test results	185-196
Provide Evaluation Feedback: 4.5.5 • Reporting procedures and the interpretation of test results	185-196

Cumulative reading pages, for written test, in numerical order.

IFSTA, *Fire and Emergency Services Instructor*, **9th edition:**
- Chapter 1: The Instructor as a Professional
- Chapter 2: Principles of Learning
- Chapter 3: Instructional Planning
- Chapter 4: Instructional Materials and Equipment
- Chapter 5: Learning Environment
- Chapter 6: Classroom Instruction
- Chapter 7: Student Interaction
- Chapter 8: Skills-Based Training Beyond the Classroom
- Chapter 9: Testing and Evaluation
- Chapter 10: Records, Reports, and Scheduling

Skills Examination Study Guide
Instructor I

Standard:

All skills examination test items are based on Chapter 4, Instructor I, of NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2019 Edition. This material is not the complete or official position of the NFPA. The official position of the NFPA is only represented by the "Standard" when printed in its entirety.

References:

> ***Textbook:*** Any textbook covering basic fire service instructor knowledge and techniques that would be considered appropriate for instructing a "Fire Instructor I" course can be used to prepare for the Instructor I skills examination. PCC has chosen to adopt the International Fire Service Training Association, *Fire and Emergency Services Instructor, 9th edition*. **NOTE:** The IFSTA, *Fire and Emergency Services Instructor, 9th edition*, does not include performance skill sheets. Guidelines and recommendations for performing skills are described in the text of the book.

NFPA Standard Section & Number	Skill Booklet Reference
Assemble Course Materials: 4.2.2 • None required	1A, 1B, 1C
Prepare a Resource Request: 4.2.3 • Oral and written communication • Forms completion	1A, 1B, 1C
Schedule Single Instructional Sessions: 4.2.4 • Training schedule completion	1A, 1B, 1C
Complete Training Records and Reports: 4.2.5 • Basic writing and record completion	1A, 1B, 1C
Review Instructional Materials: 4.3.2 • Analysis of resources, facilities, and materials	1A, 1B, 1C
Adapt a Prepared Lesson Plan: 4.3.3 • Instructor preparation and organization techniques	1A, 1B, 1C
Organize the Organize the Classroom, Laboratory, or Outdoor Learning Environment: 4.4.2 • Use of instructional media and teaching aids	1A-Classroom 1B-Laboratory 1C-Outdoor
Present and Adjust a Prepared Lesson: 4.4.3 • Oral communication techniques • Methods and techniques of instruction • Utilization of lesson plans in an instructional setting	1A, 1B, 1C

Adjust to Differences in Learner Characteristics: 4.4.4 • Basic coaching and motivational techniques • Correction of disruptive behaviors • Adaptation of lesson plans or materials to specific instructional situations	1A, 1B, 1C
Operate Instructional Technology Tools: 4.4.5 • Use of instructional technology tools • Demonstration devices • Transition techniques • Cleaning • Field level maintenance	1A, 1B, 1C
Administer a Test: 4.5.2 • Use of skills checklists and assessment techniques	1A, 1B, 1C
Grade Student Tests: 4.5.3 • None required	1A, 1B, 1C
Report Test Results: 4.5.4 • Communication skills and basic coaching	1A, 1B, 1C
Provide Evaluation Feedback: 4.5.5 • Communication skills and basic coaching	1A, 1B, 1C

IFSTA, *Fire and Emergency Services Instructor***, 9th edition; reference pages in numerical order for skill test, by chapter. NOTE: Skill sheets references – Not Applicable**

Instructor I

Skill Assessment Guides

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Instructor I - Skills Assessment
Skill Assessment Sheet #1A: Classroom Instruction

JPR: NFPA 1041-2019, Chapter 4, Sections 4.2 through 4.5.

Reference: IFSTA, *Fire and Emergency Services Instructor*©, 9th edition. (pp. 9 through 212)

Candidate Required Material and Resources: Lesson plan, lesson materials, resources and equipment, forms, presentation location, and audience/class.

Evaluator Required Material and Resources: None.

Assessment Information:

For this skill assessment sheet, you will be required to present a 15 to 20 minutes block of instruction that demonstrates 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 and safety are maximized; and meet the record-keeping requirements of the authority having jurisdiction. You also must identify and assemble course materials, resources, and equipment required for delivery of the lesson, and schedule the instructional session.

The lesson plan must be provided by your department or through your Instructor I class. The lesson plan must be submitted for approval by PCC's Fire Fighter Certification Program prior to delivery of instruction.

You must review the assigned lesson topic. Following your review of the topic, you must complete and submit the appropriate resource request(s) and schedule a presentation using the appropriate forms/electronic system. **NOTE:** You may use the resource request and schedule form(s) or electronic system utilized by the department or provided during your Instructor I class. A copy of the resource request form(s) or a "screen shot" of the electronic system and instructional schedule required as part of this skill performance assessment checklist **MUST** be provided to the evaluators prior to delivery of the lesson.

You must assemble the course materials, resources, and equipment at the location where the lesson topic will be presented and prepare the learning environment for instruction.

Following your 15 to 20 minute block of instruction, you must administer, score an examination, and report the test results. After analyzing the test results, you must provide feedback to the students.

There are 36 skill assessment items in the skill assessment list. Assessment items #1 and #2 must be provided to the PCC certification skill evaluators prior to delivery of the presentation. Assessment items #1, #3, #4, #5, #6, and #8 must be explained to the evaluators prior to delivery of the presentation. Assessment items #34, #35, and #36 must be submitted to the Fire Fighter Certification Program Manager within 10 business days following the delivery of the presentation.

Each skill assessment item is assessed as: **Pass** or **Fail**. To pass this skills assessment, you must successfully **Pass** 90% of the skill assessment items evaluated. You will be evaluated by two evaluators. You are considered to have failed an assessment item only when both evaluators score a fail for the assessment item. Failure of 10% of the assessment items by both evaluators will result in failure of the skill assessment.

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P-Pass / F-Fail:

1st Attempt   2nd attempt

Instructional Preparation:

____   ____   **1.   Prepared request for resources.** 4.2.3 [NOTE: Submitted completed copies of resource request forms **AND** orally explained the resource request process 4.2.3(B)]
- *Required resources identified and documented.*

____   ____   **2.   Scheduled single instructional session.** 4.2.4 [NOTE: submitted completed copy of training schedule 4.2.4(B)]

____   ____   **3.   Reviewed instructional materials.** 4.3.2 [NOTE: explained the following orally prior to instructional delivery]
- *Identified elements of lesson plan that need adaptation.*
- *Identified learning environment that need adaptation.*
- *Identified resources that need adaptation.*

____   ____   **4.   Analyzed resources.** 4.3.2(B) [NOTE: explained orally prior to instructional delivery]

____   ____   **5.   Analyzed facilities.** 4.3.2(B) [NOTE: explained orally prior to instructional delivery]

____   ____   **6.   Analyzed materials.** 4.3.2(B) [NOTE: explained orally prior to instructional delivery]

____   ____   **7.   Organized the classroom so the following are considered.** 4.4.2
- *Lighting*
- *Distractions*
- *Climate control*
- *Noise control*
- *Seating*
- *Instructional Technology Tools*
- *Teaching aids*
- *Safety*

Instructional Presentation:

____   ____   **8.   Adapted a prepared lesson plan.** 4.3.3 [NOTE: explained the following orally prior to instructional delivery]
- *Needs of students are achieved.*
- *Objectives of the lesson plan are achieved.*

____   ____   **9.   Assembled course materials.** 4.2.2
- *Materials needed obtained.*
- *Resources needed obtained.*
- *Equipment needed obtained.*

____   ____   **10.   Presented prepared lesson.** 4.4.3 & 4.4.3(B)
- *Oral communication techniques were used.*
- *Stated objectives or learning outcomes are achieved.*
- *If necessary, applicable safety standards and practices were followed.*
- *Risk were addressed.*

____   ____   **11.   _Critical_: Instructor was prepared.** 4.3.3(B)

____   ____   **12.   Presentation was organized.** 4.3.3(B)

____   ____   **13.   _If necessary,_ adjusted presentation due to changing circumstance.** 4.4.4 [NOTE: score this assessment item only if applicable]
- *Class continuity was achieved.*
- *Objectives or learning outcomes were achieved.*

____   ____   **14.   _Critical_: Utilized instructional technology tools.** 4.4.5 & 4.4.2(B) (Examples: PowerPoint, visual presenter, video, audio recording, YouTube® video, or other media.)
- *Objectives were clearly presented.*
- *Transition between media and other parts of presentation were smooth.*
- *Media were returned to storage after presentation.*

____   ____   **15.   Operated instructional technology tools and demonstration devices.** 4.4.5
- *Equipment functioned properly.*

____   ____   **16.   Familiar with how instructional technology tools are used.** 4.4.5

____ ____ **17.** *If necessary,* **cleaned instructional technology tools.** 4.4.5 [NOTE: score this assessment item only if applicable]

____ ____ **18.** *If necessary,* **performed field level maintenance on instructional technology tools.** 4.4.5 [NOTE: score this assessment item only if applicable]

____ ____ **19.** **Utilized teaching aids during presentation.** 4.4.2(B) (Examples: Whiteboard, easel pad, handouts, props/models, or other teaching aids.)

____ ____ **20.** **Transition techniques within and between media were used.** 4.4.5

____ ____ **21.** *Critical:* **Utilized a lesson plan in an instructional setting.** 4.4.3(B)
- *Included stating objectives or learning outcomes*
- *Applicable safety standards and practices were followed*
- *Risk were addressed*

____ ____ **22.** **Utilized oral communication techniques during lesson presentation.** 4.4.3(B)

____ ____ **23.** *Critical:* **Utilized four-step method of instruction.** 4.4.3(B)
- *Preparation created curiosity, interest, etc., and foundation for learning.*
- *Presentation* [NOTE: This skill assessment item is assessed in skill assessment item #24]
- *Application through student task performance or activity.*
- *Evaluation of student understanding by asking questions and administration of exam.* [NOTE: Administration of exam is assessed in skill assessment item #29]

____ ____ **24.** *Critical:* **Utilized techniques of instruction – must utilize at least two.** 4.4.3(B)
- *Presentation through illustrated lecture, discussion, and demonstration.*

____ ____ **25.** **Adjusted to differences in learning styles, abilities, cultures and behaviors.** 4.4.5
- *Lesson objectives were accomplished.*
- *Disruptive behaviors were addressed.*
- *Safe and positive learning environment maintained.*

____ ____ **26.** **Utilized basic coaching and motivational techniques based on learning styles, abilities, cultures and behaviors.** 4.4.5(B)

____ ____ **27.** *If necessary,* **corrected disruptive behaviors.** 4.4.5(B) [NOTE: score this assessment item only if applicable]

____ ____ **28.** *If necessary,* **adapted lesson plan or material to instructional situations.** 4.4.5(B) [NOTE: score this assessment item only if applicable]

____ ____ **29.** *Critical:* **Administered test** 4.5.2 [identify which type was administered]
- ☐ *Oral. If oral test was administered,* **the test was administered without bias or discrimination, conducted according to procedures, test material security was maintained, and proper oral questioning techniques were used.** 4.5.2(B) [NOTE: this assessment item scored only if applicable]
- ☐ *Written. If written test was administered,* **the test was administered without bias or discrimination, procedures were followed, and security of material was maintained.** 4.5.2 [NOTE: this assessment item scored only if applicable]
- ☐ *Performance. If performance test was administered,* **the test was administered without bias or discrimination and skills checklist was used.** 4.5.2(B) [NOTE: this assessment item scored only if applicable]

____ ____ **30.** **Graded student test** 4.5.3 [identify which type was administered]
- ☐ *Oral. If oral test was administered,* **the test was accurately graded and properly secured.** 4.5.2 [NOTE: this assessment item scored only if applicable]
- ☐ *Written. If written test was administered,* **the test was accurately graded and properly secured.** 4.5.2 [NOTE: this assessment item scored only if applicable]
- ☐ *Performance. If oral test was administered,* **the test was accurately graded and properly secured.** 4.5.2 [NOTE: this assessment item scored only if applicable]

____ ____ **31.** **Provided evaluation (test results) feedback to students using effective communication and coaching skills.** 4.5.5 & 4.5.5(B) [NOTE: the following four assessment items must be met to pass this assessment point]
- *Feedback was timely.*
- *Feedback was specific enough for student to make effort to modify behavior.*
- *Feedback was objective, clear, and relevant.*
- *Feedback was based on the test data.*

____ ____ **32. Used appropriate communication skills to provide evaluation feedback.** 4.5.4(B) & 4.5.5(B)

____ ____ **33.** *If necessary,* **used basic coaching to help student modify behavior.** 4.5.4(B) & 4.5.5(B)
[NOTE: score this assessment item only if applicable]

Instructional Follow-up:

____ ____ **34. Reported test results.** 4.5.4 [NOTE: the following assessment items must be met to pass this assessment point]

- *Report accurately recorded.*
- *Forms forwarded in accordance with procedures.*
- *If applicable,* *unusual circumstance were reported.* [NOTE: Consider this assessment item only if applicable

____ ____ **35. Completed training records.** 4.2.5 & 4.2.5(B) [For example: completed attendance record form] [NOTE: the following assessment item must be met to pass this assessment point]

- *Submitted in accordance with procedures.*

____ ____ **36. Completed training reports in writing.** 4.2.5 & 4.2.5(B) [For example: completed training report form] [NOTE: the following assessment items must be met to pass this assessment point]

- *Reports were accurate.*
- *Submitted in accordance with procedures.*

Candidate's Name: _____ **Assessment:** P ____ F ____   P ____ F ____
1st Attempt   2nd attempt

Evaluator's Signature: _____

Instructor I - Skills Assessment
Skill Assessment Sheet #1B: Laboratory Instruction

JPR: NFPA 1041-2019, Chapter 4, Sections 4.2 through 4.5.

Reference: IFSTA, *Fire and Emergency Services Instructor*©, 9th edition. (pp. 9 through 212)

Candidate Required Material and Resources: Lesson plan, lesson materials, resources and equipment, forms, presentation location, and students.

Evaluator Required Material and Resources: None.

Assessment Information:

For this skill assessment sheet, you will be required to present a 15 to 20 minutes block of instruction that demonstrates 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 and safety are maximized; and meet the record-keeping requirements of the authority having jurisdiction. You also must identify and assemble course materials, resources, and equipment required for delivery of the lesson, and schedule the instructional session.

The lesson plan must be provided by your department or through your Instructor I class. The lesson plan must be submitted for approval by PCC's Fire Fighter Certification Program prior to delivery of instruction.

You must review the assigned lesson topic. Following your review of the topic, you must complete and submit the appropriate resource request(s) and schedule a presentation using the appropriate forms/electronic system. **NOTE:** You may use the resource request and schedule form(s) or electronic system utilized by the department or provided during your Instructor I class. A copy of the resource request form(s) or a "screen shot" of the electronic system and instructional schedule required as part of this skill performance assessment checklist **MUST** be provided to the evaluators prior to delivery of the lesson.

You must assemble the course materials, resources, and equipment at the location where the lesson topic will be presented and prepare the learning environment for instruction.

Following your 15 to 20 minute block of instruction, you must administer, score an examination, and report the test results. After analyzing the test results, you must provide feedback to the students.

There are 36 skill assessment items in the skill assessment list. Assessment items #1 and #2 must be provided to the PCC certification skill evaluators prior to delivery of the presentation. Assessment items #1, #3, #4, #5, #6, and #8 must be explained to the evaluators prior to delivery of the presentation. Assessment items #34, #35, and #36 must be submitted to the Fire Fighter Certification Program Manager within 10 business days following the delivery of the presentation.

Each skill assessment item is assessed as: **Pass** or **Fail**. To pass this skills assessment, you must successfully **Pass** 90% of the skill assessment items evaluated. You will be evaluated by two evaluators. You are considered to have failed an assessment item only when both evaluators score a fail for the assessment item. Failure of 10% of the assessment items by both evaluators will result in failure of the skill assessment.

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P-Pass / F-Fail:

Instructional Preparation:

____   ____   **1.   Prepared request for resources.** 4.2.3 [NOTE: Submitted completed copies of resource request forms **AND** orally explained the resource request process 4.2.3(B)]
- *Required resources identified and documented.*

____   ____   **2.   Scheduled single instructional session.** 4.2.4 [NOTE: submitted completed copy of training schedule 4.2.4(B)]

____   ____   **3.   Reviewed instructional materials.** 4.3.2 [NOTE: explained the following orally prior to instructional delivery]
- *Identified elements of lesson plan that need adaptation.*
- *Identified learning environment that need adaptation.*
- *Identified resources that need adaptation.*

____   ____   **4.   Analyzed resources.** 4.3.2(B) [NOTE: explained orally prior to instructional delivery]
____   ____   **5.   Analyzed facilities.** 4.3.2(B) [NOTE: explained orally prior to instructional delivery]
____   ____   **6.   Analyzed materials.** 4.3.2(B) [NOTE: explained orally prior to instructional delivery]
____   ____   **7.   Organized the laboratory learning environment so the following are considered.** 4.4.2
- *Safety*
- *Lighting*
- *Distractions*
- *Climate control*
- *Noise control*
- *Seating*
- *Instructional technology tools (if used)*
- *Teaching aids/experiments/demonstrations*

Instructional Presentation:

____   ____   **8.   Adapted a prepared lesson plan.** 4.3.3 [NOTE: explained the following orally prior to instructional delivery]
- *Needs of students are achieved.*
- *Objectives of the lesson plan are achieved.*

____   ____   **9.   Assembled course materials.** 4.2.2
- *Materials needed obtained.*
- *Resources needed obtained.*
- *Equipment needed obtained.*

____   ____   **10.   Presented prepared lesson.** 4.4.3 & 4.4.3(B)
- *Oral communication techniques were used.*
- *Stated objectives or learning outcomes are achieved.*
- *If necessary, applicable safety standards and practices were followed.*
- *Risk were addressed.*

____   ____   **11.   *Critical*: Instructor was prepared.** 4.3.3(B)
____   ____   **12.   Presentation was organized.** 4.3.3(B)
____   ____   **13.   *If necessary,* adjusted presentation due to changing circumstance.** 4.4.4 [NOTE: score this assessment item only if applicable]
- *Class continuity was achieved.*
- *Objectives or learning outcomes were achieved.*

____   ____   **14.   *If necessary,* utilized instructional technology tools.** 4.4.5 & 4.4.2(B) (Examples: PowerPoint, visual presenter, video, audio recording, YouTube® video, or other media.)
- *Objectives were clearly presented.*
- *Transition between media and other parts of presentation were smooth.*
- *Media were returned to storage after presentation.*

____   ____   **15.   Operated instructional technology tools and/or demonstration devices.** 4.4.5
- *Equipment functioned properly.*

____   ____   **16.   *If used,* familiar with how instructional technology tools are used.** 4.4.5

____ ____ 17. *If used and necessary,* **cleaned instructional technology tools.** 4.4.5 [NOTE: score this assessment item only if applicable]

____ ____ 18. *If used and necessary,* **performed field level maintenance on instructional technology tools.** 4.4.5 [NOTE: score this assessment item only if applicable]

____ ____ 19. *Critical:* **Utilized teaching aids during presentation.** 4.4.2(B) (Examples: Whiteboard, easel pad, handouts, props/models, or other teaching aids.)

____ ____ 20. **Transition techniques within and between media were used.** 4.4.5

____ ____ 21. *Critical:* **Utilized a lesson plan in an instructional setting.** 4.4.3(B)
- *Included stating objectives or learning outcomes*
- *Applicable safety standards and practices were followed*
- *Risk were addressed*

____ ____ 22. **Utilized oral communication techniques during lesson presentation.** 4.4.3(B)

____ ____ 23. *Critical:* **Utilized four-step method of instruction.** 4.4.3(B)
- *Preparation created curiosity, interest, etc., and foundation for learning.*
- *Presentation* [NOTE: This skill assessment item is assessed in skill assessment item #24]
- *Application through student task performance or activity.*
- *Evaluation of student understanding by asking questions and administration of exam.* [NOTE: Administration of exam is assessed in skill assessment item #29]

____ ____ 24. *Critical:* **Utilized techniques of instruction – <u>must utilize at least two</u>.** 4.4.3(B)
- *Presentation through illustrated lecture, discussion, and demonstration.*

____ ____ 25. **Adjusted to differences in learning styles, abilities, cultures and behaviors.** 4.4.5
- *Lesson objectives were accomplished.*
- *Disruptive behaviors were addressed.*
- *Safe and positive learning environment maintained.*

____ ____ 26. **Utilized basic coaching and motivational techniques based on learning styles, abilities, cultures and behaviors.** 4.4.5(B)

____ ____ 27. *If necessary*, **corrected disruptive behaviors.** 4.4.5(B) [NOTE: score this assessment item only if applicable]

____ ____ 28. *If necessary,* **adapted lesson plan or material to instructional situations.** 4.4.5(B) [NOTE: score this assessment item only if applicable]

____ ____ 29. *Critical:* **Administered test** 4.5.2 [identify which type was administered]
- ☐ *Oral. If oral test was administered,* **the test was administered without bias or discrimination, conducted according to procedures, test material security was maintained, and proper oral questioning techniques were used.** 4.5.2(B) [NOTE: this assessment item scored only if applicable]
- ☐ *Written. If written test was administered,* **the test was administered without bias or discrimination, procedures were followed, and security of material was maintained.** 4.5.2 [NOTE: this assessment item scored only if applicable]
- ☐ *Performance. If performance test was administered,* **the test was administered without bias or discrimination and skills checklist was used.** 4.5.2(B) [NOTE: this assessment item scored only if applicable]

____ ____ 30. **Graded student test** 4.5.3 [identify which type was administered]
- ☐ *Oral. If oral test was administered,* **the test was accurately graded and properly secured.** 4.5.2 [NOTE: this assessment item scored only if applicable]
- ☐ *Written. If written test was administered,* **the test was accurately graded and properly secured.** 4.5.2 [NOTE: this assessment item scored only if applicable]
- ☐ *Performance. If oral test was administered,* **the test was accurately graded and properly secured.** 4.5.2 [NOTE: this assessment item scored only if applicable]

____ ____ 31. **Provided evaluation (test results) feedback to students using effective communication and coaching skills.** 4.5.5 & 4.5.5(B) [NOTE: the following four assessment items must be met to pass this assessment point]
- *Feedback was timely.*
- *Feedback was specific enough for student to make effort to modify behavior.*
- *Feedback was objective, clear, and relevant.*
- *Feedback was based on the test data.*

____ ____ 32. **Used appropriate communication skills to provide evaluation feedback.** 4.5.4(B) & 4.5.5(B)

____ ____ **33.** *If necessary,* **used basic coaching to help student modify behavior.** 4.5.4(B) & 4.5.5(B)
[NOTE: score this assessment item only if applicable]

Instructional Follow-up:

____ ____ **34. Reported test results.** 4.5.4 [NOTE: the following assessment items must be met to pass this assessment point]
- *Report accurately recorded.*
- *Forms forwarded in accordance with procedures.*
- *If applicable, unusual circumstance were reported.* [NOTE: Consider this assessment item only if applicable

____ ____ **35. Completed training records.** 4.2.5 & 4.2.5(B) [For example: completed attendance record form] [NOTE: the following assessment item must be met to pass this assessment point]
- *Submitted in accordance with procedures.*

____ ____ **36. Completed training reports in writing.** 4.2.5 & 4.2.5(B) [For example: completed training report form] [NOTE: the following assessment items must be met to pass this assessment point]
- *Reports were accurate.*
- *Submitted in accordance with procedures.*

Candidate's Name: _____ Station: P ____ F ____   P ____ F ____
                                                           1st Attempt   2nd attempt

Evaluator's Signature: _____

Instructor I - Skills Assessment
Skill Assessment Sheet #1C: Outdoor Instruction

JPR: NFPA 1041-2019, Chapter 4, Sections 4.2 through 4.5.

Reference: IFSTA, *Fire and Emergency Services Instructor*©, 9th edition. (pp. 9 through 212)

Candidate Required Material and Resources: Lesson plan, lesson materials, resources and equipment, forms, presentation location, and students.

Evaluator Required Material and Resources: None.

Assessment Information:

For this skill assessment sheet, you will be required to present a 15 to 20 minutes block of instruction that demonstrates 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 and safety are maximized; and meet the record-keeping requirements of the authority having jurisdiction. You also must identify and assemble course materials, resources, and equipment required for delivery of the lesson, and schedule the instructional session.

The lesson plan must be provided by your department or through your Instructor I class. The lesson plan must be submitted for approval by PCC's Fire Fighter Certification Program prior to delivery of instruction.

You must review the assigned lesson topic. Following your review of the topic, you must complete and submit the appropriate resource request(s) and schedule a presentation using the appropriate forms/electronic system. **NOTE:** You may use the resource request and schedule form(s) or electronic system utilized by the department or provided during your Instructor I class. A copy of the resource request form(s) or a "screen shot" of the electronic system and instructional schedule required as part of this skill performance assessment checklist **MUST** be provided to the evaluators prior to delivery of the lesson.

You must assemble the course materials, resources, and equipment at the location where the lesson topic will be presented and prepare the learning environment for instruction.

Following your 15 to 20 minute block of instruction, you must administer, score an examination, and report the test results. After analyzing the test results, you must provide feedback to the students.

There are 36 skill assessment items in the skill assessment list. Assessment items #1 and #2 must be provided to the PCC certification skill evaluators prior to delivery of the presentation. Assessment items #1, #3, #4, #5, #6, and #8 must be explained to the evaluators prior to delivery of the presentation. Assessment items #34, #35, and #36 must be submitted to the Fire Fighter Certification Program Manager within 10 business days following the delivery of the presentation.

Each skill assessment item is assessed as: **Pass** or **Fail**. To pass this skills assessment, you must successfully **Pass** 90% of the skill assessment items evaluated. You will be evaluated by two evaluators. You are considered to have failed an assessment item only when both evaluators score a fail for the assessment item. Failure of 10% of the assessment items by both evaluators will result in failure of the skill assessment.

--Continued--

P-Pass / F-Fail:

1st Attempt   2nd attempt

Instructional Preparation:

____   ____   **1. Prepared request for resources.** 4.2.3 [NOTE: Submitted completed copies of resource request forms **AND** orally explained the resource request process 4.2.3(B)]
- *Required resources identified and documented.*

____   ____   **2. Scheduled single instructional session.** 4.2.4 [NOTE: submitted completed copy of training schedule 4.2.4(B)]

____   ____   **3. Reviewed instructional materials.** 4.3.2 [NOTE: explained the following orally prior to instructional delivery]
- *Identified elements of lesson plan that need adaptation.*
- *Identified learning environment that need adaptation.*
- *Identified resources that need adaptation.*

____   ____   **4. Analyzed resources.** 4.3.2(B) [NOTE: explained orally prior to instructional delivery]

____   ____   **5. Analyzed facilities.** 4.3.2(B) [NOTE: explained orally prior to instructional delivery]

____   ____   **6. Analyzed materials.** 4.3.2(B) [NOTE: explained orally prior to instructional delivery]

____   ____   **7. Organized the outdoor learning environment so the following are considered.** 4.4.2
- *Safety*
- *Training area*
- *Lighting (night time presentation)*
- *Distractions*
- *Noise control*
- *Equipment (apparatus, water supply, etc.)*
- *Teaching aids*

Instructional Presentation:

____   ____   **8. Adapted a prepared lesson plan.** 4.3.3 [NOTE: explained the following orally prior to instructional delivery]
- *Needs of students are achieved.*
- *Objectives of the lesson plan are achieved.*

____   ____   **9. Assembled course materials.** 4.2.2
- *Materials needed obtained.*
- *Resources needed obtained.*
- *Equipment needed obtained.*

____   ____   **10. Presented prepared lesson.** 4.4.3 & 4.4.3(B)
- *Oral communication techniques were used.*
- *Stated objectives or learning outcomes are achieved.*
- *Applicable safety standards and practices were followed.*
- *Risk were addressed.*

____   ____   **11.** *Critical:* **Instructor was prepared.** 4.3.3(B)

____   ____   **12. Presentation was organized.** 4.3.3(B)

____   ____   **13.** *If necessary,* **adjusted presentation due to changing circumstance.** 4.4.4 [NOTE: score this assessment item only if applicable]
- *Class continuity was achieved.*
- *Objectives or learning outcomes were achieved.*

____   ____   **14.** *If necessary,* **utilized instructional technology tools.** 4.4.5 & 4.4.2(B) (Examples: PowerPoint, visual presenter, video, audio recording, YouTube® video, or other media.)
- *Objectives were clearly presented.*
- *Transition between media and other parts of presentation were smooth.*
- *Media were returned to storage after presentation.*

____   ____   **15. Operated instructional technology tools and/or demonstration devices.** 4.4.5
- *Equipment and/or devices functioned properly.*

____   ____   **16.** *If used,* **familiar with how instructional technology tools are used.** 4.4.5

____ ____ 17. *If used and necessary,* **cleaned instructional technology tools.** 4.4.5 [NOTE: score this assessment item only if applicable]

____ ____ 18. *If used and necessary,* **performed field level maintenance on instructional technology tools**4.4.5 [NOTE: score this assessment item only if applicable]

____ ____ 19. *Critical:* **Utilized teaching aids during presentation.** 4.4.2(B) (Examples: Whiteboard, easel pad, handouts, props/models, or other teaching aids.)

____ ____ 20. **Transition techniques within and between media were used.** 4.4.5

____ ____ 21. *Critical:* **Utilized a lesson plan in an instructional setting.** 4.4.3(B)
- *Included stating objectives or learning outcomes*
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- *Risk were addressed*

____ ____ 22. **Utilized oral communication techniques during lesson presentation.** 4.4.3(B)

____ ____ 23. *Critical:* **Utilized four-step method of instruction.** 4.4.3(B)
- *Preparation created curiosity, interest, etc., and foundation for learning.*
- *Presentation* [NOTE: This skill assessment item is assessed in skill assessment item #24]
- *Application through student task performance or activity.*
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____ ____ 24. *Critical:* **Utilized techniques of instruction – <u>must utilize at least two</u>.** 4.4.3(B)
- *Presentation through illustrated lecture, discussion, and demonstration.*

____ ____ 25. **Adjusted to differences in learning styles, abilities, cultures and behaviors.** 4.4.5
- *Lesson objectives were accomplished.*
- *Disruptive behaviors were addressed.*
- *Safe and positive learning environment maintained.*

____ ____ 26. **Utilized basic coaching and motivational techniques based on learning styles, abilities, cultures and behaviors.** 4.4.5(B)

____ ____ 27. *If necessary,* **corrected disruptive behaviors.** 4.4.5(B) [NOTE: score this assessment item only if applicable]

____ ____ 28. *If necessary,* **adapted lesson plan or material to instructional situations.** 4.4.5(B) [NOTE: score this assessment item only if applicable]

____ ____ 29. *Critical:* **Administered test** 4.5.2 [identify which type was administered]
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- *Feedback was objective, clear, and relevant.*
- *Feedback was based on the test data.*

____ ____ 32. **Used appropriate communication skills to provide evaluation feedback.** 4.5.4(B) & 4.5.5(B)

_____ _____   **33.** *If necessary,* **used basic coaching to help student modify behavior.** 4.5.4(B) & 4.5.5(B)
    [NOTE: score this assessment item only if applicable]

Instructional Follow-up:

_____ _____   **34. Reported test results.** 4.5.4 [NOTE: the following assessment items must be met to pass this assessment point]

- *Report accurately recorded.*
- *Forms forwarded in accordance with procedures.*
- *If applicable,* ***unusual circumstance were reported.*** [NOTE: Consider this assessment item only if applicable

_____ _____   **35. Completed training records.** 4.2.5 & 4.2.5(B) [For example: completed attendance record form] [NOTE: the following assessment item must be met to pass this assessment point]

- *Submitted in accordance with procedures.*

_____ _____   **36. Completed training reports in writing.** 4.2.5 & 4.2.5(B) [For example: completed training report form] [NOTE: the following assessment items must be met to pass this assessment point]

- *Reports were accurate.*
- *Submitted in accordance with procedures.*

Candidate's Name: _____ Station: P _____ F _____   P _____ F _____
                                                                                                    1st Attempt   2nd attempt

Evaluator's Signature: _____