



# FIRE INSTRUCTOR III

## NFPA 1041, 2007 Edition

6.2 Program Management

JPR: FI-III – 1  
Revised 7/1/2009

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

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

ID#: \_\_\_\_\_

<b>STANDARD:</b> 6.2.2 NFPA 1041, 2007 Edition		<b>TASK:</b> Administer a training record system, given agency policy and type of training activity to be documented, so that the information captured is concise, meets all agency and legal requirements, and can be readily accessed.			
<b>PERFORMANCE OUTCOME:</b> The candidate will develop training forms and generate reports.					
<b>CONDITIONS:</b> Given department policy, training record database, and type of training activity, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop training forms				
2.	Administer or maintain a training record system.				
3.	Document and record all training activity within the system.				
4.	Adhere to agency and legal requirements.				
5.	Maintain records in an easily accessible manner.				
6.	Maintain concise records.				
7.	Use or create proper forms and reports.				

**Proctor/Evaluator Comments:** \_\_\_\_\_

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# FIRE INSTRUCTOR III

## NFPA 1041, 2007 Edition

### 6.2 Program Management

**JPR: FI-III – 2**  
Revised 7/1/2009

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

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

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

<b>STANDARD:</b> 6.2.3 NFPA 1041, 2007 Edition		<b>TASK:</b> Develop recommendations for policies to support the training program, given agency policies, procedures, and training goals, so that the training and agency goals are achieved.			
<b>PERFORMANCE OUTCOME:</b> The candidate will make policy recommendations designed to promote the agency's training program and coincide with agency policy and training goals.					
<b>CONDITIONS:</b> Given department policies, procedures, and training goals, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Make recommendations for policies to support training program.				
2.	Achieve agency and training goals with written recommendations.				
3.	Promote established training goals.				
4.	Make recommendations in proper format.				
5.	Use an appropriate technical writing style.				
6.	Adhere to agency policies and procedures.				

**Proctor/Evaluator Comments:** \_\_\_\_\_

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# FIRE INSTRUCTOR III

## NFPA 1041, 2007 Edition

6.2 Program Management

JPR: FI-III – 3  
Revised 7/1/2009

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

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

ID#: \_\_\_\_\_

<b>STANDARD:</b> 6.2.4 NFPA 1041, 2007 Edition		<b>TASK:</b> Select instructional staff, given personnel qualifications, instructional requirements, and agency policies and procedures, so that staff selection meets agency policies and achievement of agency and instructional goals.			
<b>PERFORMANCE OUTCOME:</b> The candidate will choose instructional staff to teach various courses so that this selection achieves instructional goals.					
<b>CONDITIONS:</b> Given department staff selection policies, instructional requirements, staff capabilities and qualifications, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Review and consider capabilities of instructional staff.				
2.	Review and consider qualifications of instructional staff.				
3.	Consider what capabilities are required to teach given course(s).				
4.	Choose appropriate instructional staff.				
5.	Adhere to department policy.				
6.	Meet department and instructional goals.				

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# FIRE INSTRUCTOR III

## NFPA 1041, 2007 Edition

6.2 Program Management

JPR: FI-III – 4

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

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

ID#: \_\_\_\_\_

<b>STANDARD:</b> 6.2.5 NFPA 1041, 2007 Edition		<b>TASK:</b> Construct a performance-based instructor evaluation plan, given agency policies and procedures, and job requirements, so that instructors are evaluated at regular intervals, following agency policies.			
<b>PERFORMANCE OUTCOME:</b> The candidate will develop a performance-based instructor evaluation plan using established job requirements and department evaluation policy and procedure.					
<b>CONDITIONS:</b> Given department evaluation policy and procedure, the candidate shall:					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Construct an "Instructor Evaluation Plan."				
2.	Develop a plan that is based upon instructor performance.				
3.	Use job requirements to evaluate performance.				
4.	Adhere to department policy and procedure.				
5.	Create a plan that includes evaluations at regular intervals.				
6.	Use appropriate evaluation methods in the plan.				

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# FIRE INSTRUCTOR III

## NFPA 1041, 2007 Edition

6.2 Program Management

JPR: FI-III – 5  
Revised 7/1/2009

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

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

ID#: \_\_\_\_\_

<b>STANDARD:</b> 6.2.6 NFPA 1041, 2007 Edition		<b>TASK:</b> Write equipment purchasing specifications, given curriculum information, training goals, and agency guidelines, so that the equipment is appropriate and supports the curriculum.			
<b>PERFORMANCE OUTCOME:</b> The candidate will write specifications for equipment purchasing so that the equipment is appropriate and supports the curriculum.					
<b>CONDITIONS:</b> Given curriculum information, training goals, and department guidelines, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Write equipment procurement specifications.				
2.	Adhere to department policing and purchasing guidelines.				
3.	Write equipment procurement specifications that support curriculum.				
4.	Purchase equipment that complies with agency and training goals.				
5.	Use appropriate evaluation techniques and procurement forms.				
6.	Consider existing department resources and curriculum needs.				

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# FIRE INSTRUCTOR III NFPA 1041, 2007 Edition

6.2 Program Management

JPR: FI-III – 6  
Revised 7/1/2009

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

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<b>STANDARD:</b> 6.2.7 NFPA 1041, 2007 Edition		<b>TASK:</b> Present evaluation findings, conclusions, and recommendations to agency administrator, given data summaries and target audience, so that recommendations are unbiased, supported, and reflect agency goals, policies, and procedures.			
<b>PERFORMANCE OUTCOME:</b> The candidate will evaluate a teaching program and present findings, conclusion, and recommendation in a report to the agency administrator. Presentation shall be supported y data, shall not be biased, and shall reflect department goals, policies, and procedures.					
<b>CONDITIONS:</b> Given data, target audience, department goals, policies and procedures, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Thoroughly evaluate the specified program.				
2.	Use data summaries and target audience in evaluating program.				
3.	Present findings in a report to the department administrator.				
4.	Adhere to statistical evaluation procedures.				
5.	Adhere to training goals and agency policy and procedure.				
6.	Present unbiased recommendations supported by data.				

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# FIRE INSTRUCTOR III

## NFPA 1041, 2007 Edition

### 6.3 Instructional Development

**JPR: FI-III – 7**  
Revised 7/1/2009

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

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

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

<b>STANDARD:</b> 6.3.2 NFPA 1041, 2007 Edition		<b>TASK:</b> Conduct an agency needs analysis, given agency goals, so that instructional needs are identified.			
<b>PERFORMANCE OUTCOME:</b> The candidate will conduct a training needs analysis for department; conducting research, committee meetings, needs and task analysis, organizing information into functional groupings, and interpreting data.					
<b>CONDITIONS:</b> Given agency goals, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Conduct a training needs analysis for the department.				
2.	Consider department goals and policies in creating the needs analysis.				
3.	Consider job performance requirements for the department.				
4.	Review existing instructional aids, media, and curriculum.				
5.	Consider characteristics of adult learners.				
6.	Clearly identify instructional/training needs of the department.				

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# FIRE INSTRUCTOR III

## NFPA 1041, 2007 Edition

### 6.3 Instructional Development

**JPR: FI-III – 8**  
Revised 7/1/2009

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

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

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

<b>STANDARD:</b> 6.3.3 NFPA 1041, 2007 Edition		<b>TASK:</b> Design programs or curricula, given needs analysis and agency goals, so that the agency goals are supported, the knowledge and skills are job-related, the design is performance-based, adult learning principles are utilized, and the program meets time and budget constraints.			
<b>PERFORMANCE OUTCOME:</b> The candidate will use previously designed needs analysis to design a program or curricula that fulfills department goals, provides knowledge and skills that are job related, is performance based, uses adult learning principles, and meets time and budget constraints.					
<b>CONDITIONS:</b> Given previous training needs analysis and department goals, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Design a program or curricula for the department.				
2.	Utilize training needs analysis in development of program.				
3.	Design a program or curricula that serves agency goals.				
4.	Develop a program that teaches job-related knowledge and skills.				
5.	Design program that is performance based and uses adult learning principles.				
6.	Design a program that meets time and budget constraints.				

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# FIRE INSTRUCTOR III

## NFPA 1041, 2007 Edition

### 6.3 Instructional Development

**JPR: FI-III – 9**  
Revised 7/1/2009

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

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

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

<b>STANDARD:</b> 6.3.4 NFPA 1041, 2007 Edition		<b>TASK:</b> Modify an existing curriculum, given the curriculum, audience characteristics, learning objectives, instructional resources, and agency training requirements, so that the curriculum meets the requirements of the agency, and the learning objectives are achieved.			
<b>PERFORMANCE OUTCOME:</b> The candidate will modify an existing curriculum so that curriculum meets requirements of the department and learning objectives are achieved.					
<b>CONDITIONS:</b> Given existing curriculum, audience characteristics, learning objectives, instructional resources, and agency training requirements, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Modify an existing curriculum.				
2.	Ensure department requirements are met by the modified curriculum.				
3.	Ensure learning objectives are achieved.				
4.	Utilize existing instructional resources.				
5.	Ensure curriculum is appropriate for target audience.				
6.	Ensure curriculum is performance based.				

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# FIRE INSTRUCTOR III

## NFPA 1041, 2007 Edition

### 6.3 Instructional Development

**JPR: FI-III – 10**  
Revised 7/1/2009

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

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

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<b>STANDARD:</b> 6.3.5 NFPA 1041, 2007 Edition		<b>TASK:</b> Write program and course goals, given job performance requirements and needs analysis information, so that the goals are clear, concise, measurable, and correlate to agency goals.			
<b>PERFORMANCE OUTCOME:</b> The candidate will use job performance requirements to write program goal statements. Goals must be clear, concise, measureable, and adhere to department goals.					
<b>CONDITIONS:</b> Given job performance requirements and previous needs analysis information, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Write program and course goal statements.				
2.	Utilize job performance requirements in writing goals.				
3.	Adhere to department goals.				
4.	Write clear and concise goal statements.				
5.	Write measureable goal statements.				
6.	Use needs analysis information in creating goals.				

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# FIRE INSTRUCTOR III

## NFPA 1041, 2007 Edition

### 6.3 Instructional Development

JPR: FI-III – 11  
Revised 7/1/2009

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

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

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

<b>STANDARD:</b> 6.3.6 NFPA 1041, 2007 Edition	<b>TASK:</b> Write course objectives, given job performance requirements, so that objectives are clear, concise, measureable, and reflect specific tasks.
<b>Standard:</b> 6.3.7 NFPA 1041, 2007 Edition	<b>Task:</b> Construct a course content outline, given course objectives, reference sources, functional groupings and the agency structure, so that the content supports the agency structure and reflects current practices.

**PERFORMANCE OUTCOME:** The candidate will use job performance requirements to write course objectives. Objectives must be clear, concise, measureable, and reflect specific tasks. The candidate will create a course content outline that supports the department structure and reflects current practices.

**CONDITIONS:** Given job performance requirements, the candidate shall:

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Write course objectives.				
2.	Use job performance requirements in developing course objectives.				
3.	Write objectives that are clear, concise, measureable, and reflect specific tasks.				
4.	Correlate job performance requirements with course objectives.				
5.	Construct a course content outline.				
6.	Develop outline based upon course objectives.				
7.	Utilize appropriate reference materials.				
8.	Create an outline that supports functional groupings and department structure.				
9.	Correlate course objectives with lesson plans.				
10.	Utilize effective lesson plans and instructional methods.				

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# FIRE INSTRUCTOR III

## NFPA 1041, 2007 Edition

### 6.5 Evaluation and Testing

JPR: FI-III – 12  
Revised 7/1/2009

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

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

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<b>STANDARD:</b> 6.5.2 NFPA 1041, 2007 Edition		<b>TASK:</b> Develop a system for the acquisition, storage, and dissemination of evaluation results, given agency goals and policies, so that the goals are supported and so that those affected by the information receive feedback consistent with agency policies and federal, state, and local laws.			
<b>PERFORMANCE OUTCOME:</b> The candidate will develop a record keeping system for the acquisition, storage, and dissemination of evaluation results, so that the department goals are supported and those impacted by the information receive feedback consistent with department policies and applicable laws.					
<b>CONDITIONS:</b> Given department goals and policies, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop a record keeping system for evaluation results.				
2.	Develop a system that allows for acquisition of evaluation results.				
3.	Develop a system that provides for storage of evaluation results.				
4.	Develop a system that provides for dissemination of evaluation results.				
5.	Develop a system that supports department goals				
6.	Develop a system that complies with applicable laws.				

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# FIRE INSTRUCTOR III

## NFPA 1041, 2007 Edition

### 6.5 Evaluation and Testing

**JPR: FI-III – 13**  
Revised 7/1/2009

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

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

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

<b>STANDARD:</b> 6.5.3 NFPA 1041, 2007 Edition		<b>TASK:</b> Develop course evaluation plan, given course objectives and agency policies, so that objectives are measured and agency policies are followed.			
<b>PERFORMANCE OUTCOME:</b> The candidate will develop a course evaluation plan that measures objectives and ensures department policies are followed.					
<b>CONDITIONS:</b> Given course objectives and department policies, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop a course evaluation plan according to department policies.				
2.	Identify a means for measuring objectives.				

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# FIRE INSTRUCTOR III

## NFPA 1041, 2007 Edition

### 6.5 Evaluation and Testing

**JPR: FI-III – 14**  
Revised 7/1/2009

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

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

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

<b>STANDARD:</b> 6.5.4 NFPA 1041, 2007 Edition		<b>TASK:</b> Create a program evaluation plan, given agency policies and procedures, so that instructors, course components, and facilities are evaluated and student input is obtained for course improvement.			
<b>PERFORMANCE OUTCOME:</b> The candidate will create a program evaluation plan so that instructors, course components, and facilities are evaluated and student input is obtained for course improvement.					
<b>CONDITIONS:</b> Given department policies and procedures, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Create a program evaluation plan.				
2.	Create a plan that evaluates instructors.				
3.	Create a plan that evaluates course components.				
4.	Create a plan that evaluates facilities.				
5.	Create a plan that allows student input for course improvement.				
6.	Create a plan that complies with agency policies and procedures.				

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