



Fire Instructor II Skills Packet Requirements

The following documents must be enclosed in your packet:

- ▶ Completed Colorado Division of Fire Safety Application and Request for Examination form
- ▶ Copy of current Fire Instructor I certificate
- ▶ Copy of current Hazardous Materials Operations certificate
- ▶ Completed Fire Instructor II JPR Skills Evaluation Packet, signed by Department Head/designee and candidate

Links to JPR Requirements Below:

[JPR F.I. II-1](#)

[JPR F.I. II-2](#)

[JPR F.I. II-3](#)

[JPR F.I. II-4](#)

[JPR F.I. II-5](#)

[JPR F.I. II-6](#)

[JPR F.I. II-7](#)

[JPR F.I. II-8](#)

[JPR F.I. II-9](#)

[JPR F.I. II-10](#)

[JPR F.I. II-11](#)

[JPR F.I. II-12](#)

JPR Requirements:

JPR F.I. II-1: *“Schedule instructional sessions given department scheduling policy, instructional resources, staff, facilities, and timeline for delivery, so the specified sessions are delivered...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the sessions were planned and conducted
 - Any plans, schedules, or forms utilized during the sessions, from or about the sessions.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
- Copies of schedules, class rosters, evaluations, pertinent to sessions

JPR F.I. II-2: *“Formulate budget needs given training goals, agency budget policy, and current resources, so resources required to meet training goals are identified and documented...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - Describe method utilized to conduct needs analysis and rationale for budget request
 - Notes from/about the analysis.
- Supporting documents: (continued on next page)
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable forms, schedules, records, budget documents.
 - Written report...



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JPR F.I. II-3: *“Acquire training sources, and given an identified need so that resources are obtained within established timelines, budget constraints, and according to agency policy...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - Describe method utilized for needs analysis and the solution developed to meet the need.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable forms, records, evaluation tools,
 - Written report...

JPR F.I. II-4: *“Coordinate training recordkeeping, given training forms, department policy, and training activity, so all agency and legal requirements are met...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the training division records and maintains records
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable supporting data, forms, and records.

JPR F.I. II-5: *“evaluate instructors, given an evaluation form, department policy, and job performance requirements, so you evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style and medication methods, and provides opportunity for instructor feedback...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the candidate approached the process to complete the evaluation and results of the evaluation.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable supporting forms, memos, documentation of evaluation...
 - Written records...



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JPR F.I. II-6: *“Create a lesson plan, given the topic, audience characteristics, in standard lesson plan format, so the job force requirements for the topic are achieved...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the lesson plan was researched, planned, prepared, delivered and evaluated.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - The lesson plan, student and in structure assessment materials.
 - Written report...

JPR F.I. II-7: *“Modify an existing lesson plan, given the topic, audience characteristics, analysts implying, slow job performance, requires the topic are achieved...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the course or lesson plan was modified, audience characteristics identified, instructional aids utilized prepared, and presented.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable supporting data, forms, and records utilized for the course for lesson.
 - Written report...

JPR F.I. II-8: *“conduct a class using a four step lesson plan that the instructor has prepared. And that involves the utilization of multiple teaching methods and techniques, given the topic in a target audience...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the four step method was utilized for the class, any additional information appropriate to identify target audience.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Copy of written lesson plan, applicable forms and records from the course or lesson.
 - Written report...



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JPR F.I. II-9: *“Supervise other instructors and students during high hazard training, given a training scenario with increased hazard exposure, so applicable safety standards and practices are followed and instructional goals are met...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the training was researched to ensure student safety, planning process utilized, resources identified and requested, student attendance documentation of course or lesson.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable completed forms and records.
 - Written report...

JPR F.I. II-10: *“Develop student evaluation instruments, in given learning objectives, audience characteristics, and training goals, so evaluation instrument determines if a student has achieved the learning objectives...”*

- Detailed narratives outlining the methods used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the student evaluation instrument was developed based upon audience characteristics, goals of the organization, and applicable standards utilized to create evaluation tool.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable written reports, records, copies of evaluation form utilized.
 - Written report...

JPR F.I. II-11: *“Develop instructor course evaluations, given agency policy and evaluation goals, so students in ability provide feedback to the instructor on instructional methods...”*

- Detailed narratives outlining the methods used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the instructional evaluation instrument was developed based upon audience characteristics, communication technique, learning environment, course content, goals of the organization, and applicable standards utilized to create evaluation tool.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable written reports, records, copies of evaluation form utilized.
 - Written report...



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JPR F.I. II-12: *“Analyze student written and practical exams, given test data, objectives, an agency policies, so validity of the exams is determined and necessary changes are accomplished...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the analysis was prepared, research required to create written and practical exams, stated goals and objectives for course for lesson, including written lesson plan, and copy or copies of exam results.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Completed records, forms, lesson plan, exam(s), pertinent information for analysis
 - Written report...