



FIRE INSTRUCTOR II

NFPA 1041, 2007 Edition

5.2 Program Management

JPR: FI-II – 1
Revised 7/1/2009

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.2.2 NFPA 1041, 2007 Edition		TASK: Schedule instructional sessions, given department scheduling policy, instructional resources, staff, facilities, and timeline for delivery, so that the specified sessions are delivered according to department policy.			
PERFORMANCE OUTCOME: The candidate will schedule instructional sessions, so the specified sessions are delivered according to department or model policy.					
CONDITIONS: Given department scheduling or model policy, instructional resources, staff, facilities, and a timeline for delivering training sessions, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Submit written training schedule with timeline, according to policy.				
2.	Finish written documentation of acquiring instructional resources (i.e., facilities, instructors, equipment), according to policy.				
3.	Provide complete and legible documentation.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



**FIRE INSTRUCTOR II
NFPA 1041, 2007 Edition**

5.2 Program Management

JPR: FI-II – 2
Revised 7/1/2009

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.2.3 NFPA 1041, 2007 Edition		TASK: Formulate budget needs given training goals, agency budget policy, and current resources, so that the resources required to meet training goals are identified and documented.			
PERFORMANCE OUTCOME: The candidate will formulate budget needs, so the resources required to meet training goals are identified and documented.					
CONDITIONS: Given department training goals, agency's budget policy, current resources, identified need and timeline, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Conduct and document needs analysis.				
2.	Submit completed budget for course (i.e., equipment costs, instructor, etc.) so that training goals are met.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



**FIRE INSTRUCTOR II
NFPA 1041, 2007 Edition**

5.2 Program Management

**JPR: FI-II – 3
Revised 7/1/2009**

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.2.4 NFPA 1041, 2007 Edition		TASK: Acquire training sources, given an identified need, so that the resources are obtained within established timelines, budget constraints, and according to agency policy.			
PERFORMANCE OUTCOME: The candidate will acquire training resources, so the resources are obtained within the established timelines, budget constraints, and according to agency policy.					
CONDITIONS: Given department training goals, agency's budget policy, current resources, identified need and timeline, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Document training resources required for course according to departmental policy.				
2.	Document the time frame to acquire resources.				
3.	Document that resources are within established budget.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



FIRE INSTRUCTOR II

NFPA 1041, 2007 Edition

5.2 Program Management

JPR: FI-II – 4
Revised 7/1/2009

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.2.5 NFPA 1041, 2007 Edition		TASK: Coordinate training record keeping, given training forms, department policy, and training activity, so that all agency and legal requirements are met.			
PERFORMANCE OUTCOME: The candidate will coordinate training record keeping so all agency and legal requirements are met.					
CONDITIONS: Given training forms, department or model policy, and training activity, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Complete training activity form, according to department or model policy.				
2.	Provide documents of completed training classes (i.e., roster, evaluation sheet, test results, etc.).				
3.	In writing, describe the training record keeping process, according to agency policy and legal requirements.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



**FIRE INSTRUCTOR II
NFPA 1041, 2007 Edition**

5.2 Program Management

JPR: FI-II – 5
Revised 7/1/2009

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.2.6 NFPA 1041, 2007 Edition		TASK: Evaluate instructors, given an evaluation form, department policy, and job performance requirements, so that the evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style and communication methods, and provides opportunity for instructor feedback to the evaluator.			
PERFORMANCE OUTCOME: The candidate will evaluate instructors so that the evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style and communication methods, and provides opportunity for instructor feedback to the evaluator.					
CONDITIONS: Given an instructor evaluation form, department or model policy, and job performance requirements, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Observe instructor and correctly complete instructor evaluation form.				
2.	Properly identify the instructor's strength and weaknesses on course delivery form.				
3.	Make appropriate recommendations for instructional changes to style and/or communication method in "Comments" section.				
4.	Provide instructor feedback area to evaluation form or signature area.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



**FIRE INSTRUCTOR II
NFPA 1041, 2007 Edition**

5.3 Instructional Development

JPR: FI-II – 6
Revised 7/1/2009

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.3.2 NFPA 1041, 2007 Edition		TASK: Create a lesson plan, given a topic, audience characteristics, and a standard lesson plan format, so that the job performance requirements for the topic are achieved, and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan.			
PERFORMANCE OUTCOME: The candidate will create a four-step lesson plan, so the job performance requirements for the topic are achieved and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan.					
CONDITIONS: Given a topic, audience characteristics, and a standard four-step lesson plan format, the candidate shall:					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop a lesson plan using a standard four-step lesson plan format.				
2.	List job performance requirements for course taught, including learning objectives, a lesson outline, appropriate course material, and instructional aids.				
3.	Develop an evaluation plan that documents the JPRs for the course were met.				
4.	Show that the lesson plan is appropriate for the audience.				
	TOPIC:				
	Approved by Chief: _____ Signature				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign) **Date** **Candidate** **Date**

Re-Test Proctor/Evaluator (Print & Sign) **Date** **Re-Test Candidate** **Date**



FIRE INSTRUCTOR II

NFPA 1041, 2007 Edition

5.3 Instructional Development

JPR: FI-II – 7
Revised 7/1/2009

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.3.3 NFPA 1041, 2007 Edition		TASK: Modify an existing lesson plan, given a topic, audience characteristics, and a lesson plan, so that the job performance requirements for the topic are achieved and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan.			
PERFORMANCE OUTCOME: The candidate will modify a lesson plan, so the job performance requirements for the topic are achieved, and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation process.					
CONDITIONS: Given a topic, a lesson plan, audience characteristics, and a standard four-step lesson plan format, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Modify an existing lesson plan using a standard four-step lesson plan format.				
2.	List job performance requirements for course, including learning objectives, lesson outline, appropriate course material, and instructional aids.				
3.	Develop an evaluation plan that documents the JPRs for the course were met.				
4.	Explain how lesson modifications are appropriate to audience.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



FIRE INSTRUCTOR II

NFPA 1041, 2007 Edition

5.4 Instructional Delivery

JPR: FI-II – 8
Revised 7/1/2009

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.4.2 NFPA 1041, 2007 Edition		TASK: Conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques, given a topic and a target audience, so that the lesson objectives are achieved.			
PERFORMANCE OUTCOME: The candidate will conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques.					
CONDITIONS: Given a topic, a lesson plan prepared by the instructor, and a target audience, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Conduct a class using a four-step lesson plan prepared by the instructor.				
2.	Use multiple teaching techniques and explain techniques used.				
3.	Use multiple teaching methods and explain methods used (i.e., conference, discussion, drill ground, etc.).				
4.	Describe how lesson objectives were met.				
5.	Describe how lesson was appropriate to the needs of the target audience.				
6.	Provide documentation of course completion (e.g. copies of course materials, course roster, lesson plan, copy of power point presentation, evaluation tools and reference materials).				
	TOPIC:				
	Approved by Chief: _____ Signature				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



FIRE INSTRUCTOR II

NFPA 1041, 2007 Edition

5.4 Instructional Delivery

JPR: FI-II – 9
Revised 7/1/2009

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.4.3 NFPA 1041, 2007 Edition		TASK: Supervise other instructors and students during high-hazard training, given a training scenario with increased hazard exposure, so that applicable safety standards and practices are followed and instructional goals are met.			
PERFORMANCE OUTCOME: The candidate will supervise other instructors and students during high-hazard training, so applicable safety standards are followed and instructional goals are met.					
CONDITIONS: Given a group of instructors and a training scenario with increased hazard exposure**, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Supervise instructors appropriately according to policy and procedures during high-hazard training.				
2.	Supervise students according to policy and procedures during high-hazard training.				
3.	Correctly follow applicable safety standards and incident command practices.				
4.	Indicate how instructional goals for students/instructors were met.				
	TOPIC:				
	Approved by Chief: _____ Signature				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



FIRE INSTRUCTOR II

NFPA 1041, 2007 Edition

5.5 Evaluation & Testing

JPR: FI-II – 10
Revised 7/1/2009

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.5.2 NFPA 1041, 2007 Edition		TASK: Develop student evaluation instruments, given learning objectives, audience characteristics, and training goals, so that the evaluation instrument determines if the student has achieved the learning objectives, the instrument evaluates performance in objective, reliable, and verifiable manner, and the evaluation instrument is bias-free to any audience or group.			
PERFORMANCE OUTCOME: The candidate will develop student evaluation instruments, so the evaluation instrument determines if the student has achieved the learning objectives, the instrument evaluates performance in objective, reliable, and verifiable manner, and the evaluation instrument is bias-free to any audience or group. (<i>Evaluation instrument should cover both cognitive and psychomotor skills</i>).					
CONDITIONS: Given learning objectives, audience characteristics, and training goals, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop student written and practical examinations based on learning objectives and training goals.				
2.	Provide test item analysis.				
3.	Provide evaluation forms that are bias-free to any audience group (i.e., gender, cultural, etc.).				
4.	Provide evaluation forms that are designed to evaluate performance in an objective, reliable, and verifiable manner.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



FIRE INSTRUCTOR II

NFPA 1041, 2007 Edition

5.5 Evaluation & Testing

JPR: FI-II – 11
Revised 7/1/2009

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.5.3 NFPA 1041, 2007 Edition		TASK: Develop course evaluations, given agency policy and evaluation goals, so that students have the ability to provide feedback to the instructor on instructional methods, communication techniques, learning environment, course content, and student materials.			
PERFORMANCE OUTCOME: The candidate will develop course evaluations, so students have the ability to provide feedback to the instructor on instructional methods, communication techniques, learning environment, course content, and student materials.					
CONDITIONS: Given agency policy and evaluation goals, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop and submit a course evaluation form that shows student has the ability to give feedback on the following:				
	a) Instructional methods				
	b) Communication techniques				
	c) Learning environment				
	d) Course content				
	e) Student materials				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



FIRE INSTRUCTOR II

NFPA 1041, 2007 Edition

5.5 Evaluation & Testing

JPR: FI-II – 12
Revised 7/1/2009

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.5.4 NFPA 1041, 2007 Edition		TASK: Analyze student written and practical exams, given test data, objectives, and agency policies, so that validity is determined and necessary changes are accomplished.			
PERFORMANCE OUTCOME: The candidate will analyze student written and practical exams and make necessary changes.					
CONDITIONS: Given test data, objectives, and agency policy, the candidate shall:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Complete a written analysis of student written exam (i.e., recommend changes to question stems, changes to distracters, toss poor test items, etc.).				
2.	Complete a written analysis of student practical exam (i.e., review against objectives, recommend changes, clarifications to task steps, etc.).				
3.	Review and document student comments regarding the written and practical exam.				
4.	Make necessary changes to course (i.e., written, environment lesson plan, practical, etc.), based on exam results.				
5.	Submit changed materials to evaluator, if applicable.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date