

Colorado Division of Fire Safety
Fire Instructor I Job Performance Requirements (“JPRs”)
(NFPA 1041, 2007 Edition)

JPR #	Task	Initial Certification JPR Requirement: All JPRs are Mandatory Renewal JPR Requirement: 100% of All JPRs <i>(including all subsections)</i>
1	Assemble Course Materials	Mandatory
2	Prepare Training Records	Mandatory
3	Review Instructional Material	Mandatory
4a	Organize Learning Environment	Mandatory
4b	Present prepared Lesson	Mandatory
4c	Operate Audiovisual Equipment	Mandatory
5	Administer and report test results providing feedback to students	Mandatory



FIRE INSTRUCTOR I

NFPA 1041, 2007 Edition

4.2 Program Management

JPR: FI-I – 1
Revised 11/21/2009

Candidate: _____

Date: _____

ID#: _____

Standard: 4.2.2, 4.2.3 NFPA 1041, 2007 Edition		Task (4.2.2): Assemble course materials, given a specific topic, so that the lesson plan and all materials, resources, and equipment needed to deliver the lesson are obtained.			
Performance Outcome: The candidate shall demonstrate the ability to obtain and utilize the logistical components of a lesson plan, based on department policies and procedures, (if applicable to AHJ).					
Equipment Required: Any and all equipment identified in the lesson plan.					
Conditions: Given a specific training topic and lesson plan, the candidate shall demonstrate the ability to:					
No.	Task Steps	First Test		Retest	
		Pass	Fail	Pass	Fail
1.	Assess the type of resources and/or equipment required in the lesson planning process.				
2.	Procure the equipment and/or resources as stated in the lesson plan, based on department policy or procedure.				
3.	Ensure resource and/or equipment availability to meet the need of lesson plan.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



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

4.2 Program Management

**JPR: FI-I – 2
Revised 11/21/2009**

Candidate: _____

Date: _____

ID#: _____

STANDARD: 4.2.2, 4.2.3 NFPA 1041, 2007 Edition		TASK (4.2.3): Prepare training records and report forms, given policies, procedures, and forms, so that required reports are accurately completed and submitted in accordance with the procedures.			
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to basic report writing skills and record completion.					
EQUIPMENT REQUIRED: Department record/report forms for training and policies and procedures manual for proper record keeping (if applicable to AHJ).					
CONDITIONS: Given a specific training topic and lesson plan, the candidate shall demonstrate the ability to:					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Accurately complete training report forms.				
2.	Submit completed training documentation to the evaluator.				

Proctor/Evaluator Comments: _____

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

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



FIRE INSTRUCTOR I

NFPA 1041, 2007 Edition

4.3 Instructional Development

JPR: FI-I – 3
Revised 11/21/2009

Candidate: _____

Date: _____

ID#: _____

STANDARD: 4.3.2, 4.3.3 NFPA 1041, 2007 Edition	<p>TASK (4.3.2): Review instructional materials, given the materials for a specific topic, target audience and learning environment, so that elements of the lesson plan, learning environment, and resources that need adaptation are identified.</p> <p>TASK (4.3.2): Adapt a prepared lesson plan, given course materials and an assignment, so that the needs of the student and the objectives of the lesson plan are achieved.</p>
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PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to analyze resources, facilities, and course materials. The candidate shall also demonstrate the ability to adapt a prepared lesson plan to meet the needs of the students.

EQUIPMENT REQUIRED: Prepared lesson plan with stated objectives, course materials, facility, and available instructor resources.

CONDITIONS: Given a lesson plan and prior to instruction, the candidate shall demonstrate the ability to:

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Evaluate local conditions.				
2.	Evaluate facilities for appropriateness.				
3.	Meet local standard operating procedures (SOPs).				
4.	Evaluate limitations of students.				
5.	Review and adapt course materials and resources for topic, target audience and learning environment.				
6.	Adapt lesson plan to meet the needs of the students and objectives of the lesson plan.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



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

4.4 Instructional Delivery

JPR: FI-I – 4A
Revised 11/21/2009

Candidate: _____

Date: _____

ID#: _____

STANDARD: 4.4.2 NFPA 1041, 2007 Edition		TASK: Organize the classroom, laboratory, or outdoor learning environment, given a facility and an assignment, so that lighting, distractions, climate control or weather, noise control, seating, audiovisual equipment, teaching aids, and safety are considered.			
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to use instructional media and materials.					
EQUIPMENT REQUIRED: Prepared lesson plan with stated objectives, course materials, facility, audiovisual equipment, teaching aids, and additional teaching resources.					
CONDITIONS: Given a lesson plan and training facility, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Organize the classroom, laboratory, or outdoor learning environment while considering:				
	Lighting.				
	Distractions.				
	Climate Control or Weather.				
	Noise Control.				
	Seating.				
	Audiovisual Equipment.				
	Teaching Aids.				
	Safety.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



FIRE INSTRUCTOR I

NFPA 1041, 2007 Edition

4.4 Instructional Delivery

JPR: FI-I – 4B
Revised 11/21/2009

Candidate: _____

Date: _____

ID#: _____

STANDARD: 4.4.3, 4.4.5 NFPA 1041, 2007 Edition		TASK (4.4.3): Present prepared lessons, given a prepared lesson plan that specifies the presentation method(s), so that the method(s) indicated in the plan are used and stated objectives or learning outcomes are achieved.			
		TASK (4.4.5): Adjust to differences in learning styles, abilities, and behaviors, given the instructional environment, so that lesson objectives are accomplished, disruptive behavior is addressed, and a safe learning environment is maintained.			
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to use oral communication techniques, teaching methods and techniques, and utilization of lesson plans. The candidate shall also demonstrate basic coaching and motivational techniques.					
EQUIPMENT REQUIRED: Prepared lesson plan with stated objectives, course materials, facility, audiovisual equipment, teaching aids, and additional teaching resources.					
CONDITIONS: Given a prepared lesson plan, training facility, a disruptive student, and 20 minutes for presentation, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
	PRESENTATION				
1.	Present new skills, concepts, and/or procedures according to the prepared lesson plan.				
2.	Speak clearly, distinctly, and free of language errors.				
3.	Make eye contact with learners.				
4.	Use appropriate gestures to illustrate mental pictures or to emphasize key points.				
5.	Avoid distracting mannerisms.				
6.	Direct discussion effectively.				
7.	Summarize important points concisely.				
	COACHING, MENTORING, & DISRUPTIVE BEHAVIOR				
1.	Clearly recognize, constructively criticize, and carefully correct flaws in the learner-demonstrated skills.				
2.	Effectively praise and positively reinforce actions that are being performed properly.				
3.	Enable learners to see the benefits of the course/presentation in relationship to the learners work environment.				
4.	Control the atmosphere of the classroom during disruptive behavior.				
5.	Demonstrate concern for learners who are being disruptive.				
6.	Maintain a safe learning environment.				



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4.4 Instructional Delivery

JPR: FI-I – 4B
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Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



FIRE INSTRUCTOR I

NFPA 1041, 2007 Edition

4.4 Instructional Delivery

JPR: FI-I – 4C
Revised 11/21/2009

Candidate: _____

Date: _____

ID#: _____

<p>STANDARD: 4.4.6, 4.4.7 NFPA 1041, 2007 Edition</p>	<p>TASK (4.4.6): Operate audiovisual equipment and demonstration devices, given a learning environment and equipment, so that the equipment functions properly.</p> <p>TASK (4.4.7): Utilize audiovisual materials, given a prepared topical media and equipment, so that the intended objectives are clearly presented, transitions between media and other parts of the presentation are smooth, and media are returned to storage.</p>				
<p>PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to use audiovisual equipment, cleaning, and field level maintenance. The candidate shall also demonstrate transition techniques within and between media.</p>					
<p>EQUIPMENT REQUIRED: Prepared lesson plan with stated objectives, course materials, facility, audiovisual equipment, teaching aids, and additional teaching resources.</p>					
<p>CONDITIONS: Given a prepared lesson plan, training facility, and 20 minutes for presentation, the candidate shall demonstrate the ability to:</p>					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Pre-inspect audiovisual equipment.				
2.	Work with equipment controls and aspects of projection.				
3.	Fix or clean any associated issues with audiovisual equipment within the capability of the candidate.				
4.	Correctly use the type of audiovisual equipment provided.				
5.	Transition between media and other visual aids.				
6.	Return all used equipment to storage after presentation.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



FIRE INSTRUCTOR I

NFPA 1041, 2007 Edition

4.5 Evaluation & Testing

JPR: FI-I-5
Revised 11/21/2009

Candidate: _____

Date: _____

ID#: _____

<p>STANDARD: 4.5.2, 4.5.4, 4.5.5 NFPA 1041, 2007 Edition</p>	<p>TASK (4.5.2): Administer oral, written, and performance tests, given the lesson plan, evaluation instruments, and the evaluation procedures of the agency, so that the testing is conducted according to procedures and the security of the materials is maintained.</p> <p>TASK (4.5.4): Report test results, given a set of test answers sheets or skills checklists, a report form, and policies and procedures for reporting, so that the results are accurately recorded, the forms are forwarded according to procedure, and unusual circumstances are reported.</p> <p>TASK (4.5.5): Provide evaluation feedback to students, given evaluation data, so that the feedback is timely; specific enough for the student to make efforts to modify behavior; and objective, clear and relevant; also include suggestions based on the data.</p>
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PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to use checklists and oral questioning techniques. The candidate shall also demonstrate the ability to use communication skills and basic coaching.

EQUIPMENT REQUIRED: Prepared lesson plan, evaluation instruments, policies and procedures for evaluation and reporting from the AHJ, skill checklists, and report forms.

CONDITIONS: Given a prepared lesson plan and training facility, the candidate shall demonstrate the ability to:

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
ADMINISTRATION					
1.	Orally quiz key points.				
2.	Administer written exam.				
3.	Administer practical exam.				
4.	Maintain security of test materials.				
REPORTING					
1.	Report test results on appropriate report forms.				
2.	Accurately record results.				
3.	Forward results according to department procedures.				
4.	Report unusual circumstances.				
FEEDBACK					
1.	Provide timely, objective, clear, and relevant feedback.				
2.	Provide specific feedback for student to make effort to modify behavior.				
3.	Provide suggestions based on data received from exams/evaluations.				



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4.5 Evaluation & Testing

JPR: FI-I –5

Revised 11/21/2009

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date