



FIRE & LIFE SAFETY EDUCATOR I

NFPA 1035, 2010 EDITION

5.1 GENERAL REQUIREMENTS

Activity Sheet: 5.1.2
Revised 2/11/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: STANDARD: 5.1.2 NFPA 1035, 2010 Edition		TASK: Demonstrate proficiency in communicating orally and in writing, in managing time and in multi-tasking.			
PERFORMANCE OUTCOME: The candidate will be able to demonstrate proficiency in communicating orally and in writing, in managing time and in multi-tasking.					
Equipment required: Pencil and paper.					
CONDITIONS: Given the candidate's current work schedule and responsibilities.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Write a brief summary of an example of when you had to manage your time effectively.				
2.	Write a brief summary of an example of when you had to multi-task in order to finish projects on time.				
3.	Share your experiences with the group.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



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5.2 ADMINISTRATION

Activity Sheet: 5.2.1
Revised 2/11/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.2.1 NFPA 1035, 2010 Edition		TASK: The candidate will document public fire and life safety educational activities.			
PERFORMANCE OUTCOME: Document fire and life safety educational activities so that all activities are recorded/computed on each form.					
CONDITIONS: Given specific forms or formats, educational activities, and information to gather and assemble.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identify appropriate form/format for recording education activity information				
2.	Identify appropriate education activity information				
3.	Assemble appropriate education activity information into proper format				
4.	Accurately record the appropriate education activity information on forms				
5.	Properly complete and submit education activity form				

Proctor/Evaluator Comments: _____

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

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



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5.2 ADMINISTRATION

Activity Sheet: 5.2.2
Revised 2/11/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.2.2 NFPA 1035, 2010 Edition		TASK: The candidate will prepare a written activity report.			
PERFORMANCE OUTCOME: Complete written activity report so that all components of the form or format reflect correct information specific to the activity.					
CONDITIONS: Given specific forms or formats and information about the activity.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Correctly identify type of educational activity and appropriate classification for activity				
2.	Select appropriate form/format for activity according to policies and procedures of the authority having jurisdiction				
3.	Complete all components of form or format with correct information based on activity				
4.	Complete/maintain records with correct information				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

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5.2 ADMINISTRATION

Activity Sheet: 5.2.3
Revised 2/11/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.2.3 NFPA 1035, 2010 Edition		TASK: The candidate will maintain a work schedule and complete same without conflict.			
PERFORMANCE OUTCOME: Schedule and complete activity work schedule without conflict.					
CONDITIONS: Given list of events, activity request, pre-activity requirements and time allotments.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Correctly identify program requests and pre-activity requirements				
2.	Select an appropriate work schedule format/outline				
3.	Correctly identify work schedule time allotment				
4.	Identify and set proper activity/schedule limitations				
5.	Complete an appropriate schedule of events				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

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5.2 ADMINISTRATION

Activity Sheet: 5.2.4

Revised 2/11/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.2.4 NFPA 1035, 2010 Edition		TASK: Identify community resources, services, and organizations, given a current list of resources, organizations, and identified need(s), so that the public is referred to the applicable resource(s).			
PERFORMANCE OUTCOME: Refer public to applicable resources so that identified needs are met.					
CONDITIONS: Given current list of community resources, services and organizations.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identify needs of public.				
2.	Identify appropriate community services				
3.	Identify appropriate community organizations				
4.	Identify appropriate community resources				
5.	Convey information to public				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

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Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

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5.3 PLANNING & DEVELOPMENT

Activity Sheet: 5.3
Revised 2/11/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.3 NFPA 1035, 2010 Edition		TASK: The candidate will identify partners for addressing fire and life safety issues.			
PERFORMANCE OUTCOME: Identify partners for addressing fire and life safety issues so that information and resources are shared.					
CONDITIONS: Given fire and life safety issues and community agencies, organizations and associations.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identify appropriate community and organizations available				
2.	Identify appropriate background information for issues needed				
3.	Correctly determine opportunities for shared efforts				
4.	Identify necessary partners to address issues and share information				
5.	Identify appropriate partners to share resources				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



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5.4 EDUCATION AND IMPLEMENTATION
Select Instructional Materials

Activity Sheet: 5.4.1
Revised 2/11/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.4.1 NFPA 1035, 2010 Edition		TASK: The candidate will select appropriate instructional materials so that the materials are specific to the audience and activity objectives.			
PERFORMANCE OUTCOME: Select instructional materials so that the materials are specific to the audience and activity objectives.					
CONDITIONS: Given a subject, learning objectives, the intended audience, and related resources.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Select instructional materials including props and equipment appropriate to the activity objectives. (i.e., proper size for classroom)				
2.	Select instructional materials that include proper amounts of information to meet the learning objectives.				
3.	Select materials that appropriately explain the actions learners are to take.				
4.	Select materials that are appropriate to the audiences learning level and free of bias.				
5.	Select instructional materials that are of the appropriate length or duration for the lesson taught or the audience.				
6.	Explain why the material was selected including attention span, audience learning level, material appeal and/or visual aids.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

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Date

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Date



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5.4 EDUCATION AND IMPLEMENTATION
 Select Instructional Materials

Activity Sheet: 5.4.2
 Revised 2/11/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.4.2 NFPA 1035, 2010 Edition		TASK: The candidate will maintain safety during fire and life safety education activities.			
PERFORMANCE OUTCOME: Select instructional materials so that the materials are appropriate to the audience and activity objectives and activities are conducted without injury to educator or students.					
CONDITIONS: Given a lesson plan (ex: stop drop and roll, fire extinguishers) a list of equipment, activity objective, intended audience, and related resources, so that the materials are appropriate to the audience and activity objectives and activities are conducted safely and without injury to educator or students.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Ensure classroom and equipment are set up with safety hazards identified, eliminated, and exits clear				
2.	Verify classroom is not overcrowded				
3.	Establish appropriate safety zone around equipment/props				
4.	Explain proper safety requirements (i.e. stay upwind, tie long hair back, explain Lifting techniques, always back away, etc.)				
5.	Ensure appropriate number of personnel to provide adequate supervision				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

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Date

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Date



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5.4 EDUCATION AND IMPLEMENTATION
 Select Instructional Materials

Activity Sheet: 5.4.3A
 Revised 2/11/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.4.3A NFPA 1035, 2010 Edition	TASK: The candidate will present a 15 to 20 minutes block of instruction.				
PERFORMANCE OUTCOME: The candidate will present a lesson, given lesson plan (ex: stop, drop and roll, educational fire station tour, residential smoke alarm, escape planning) utilizing multiple presentation methods. The candidate will use appropriate evaluation instruments, stay within proper time allotments, use the proper setting and identified audience, so that the lesson plan is followed and the objectives are met.					
CONDITIONS: Given lesson plan with multiple presentation methods, evaluation instruments, time allotment, setting and identified audience.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Create a proper opening				
2.	Properly organize presentation (evidence of planning, i.e., in accordance with written lesson plan)				
3.	Motivate audience and create an interest to learn (related to objectives)				
4.	Question the audience about the subject to ascertain knowledge of subject matter				
5.	Clearly state the objectives (read, state, or paraphrase) in behavior terms				

Proctor/Evaluator Comments: _____

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



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5.4 EDUCATION AND IMPLEMENTATION
 Select Instructional Materials

Activity Sheet: 5.4.3B
 Revised 2/11/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.4.3B NFPA 1035, 2010 Edition		TASK: The candidate will present a prepared lesson plan.			
PERFORMANCE OUTCOME: Present a lesson so that the lesson plan is followed and the objectives are met.					
CONDITIONS: Given a lesson plan, evaluation instruments, time allotment, setting, and identified audience.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Dress appropriately for audience and topic (for class type/location)				
2.	Maintain eye contact (50% of time)				
3.	Ensure voice tone, pitch, modulation is appropriate and at the correct level				
4.	Use proper language (i.e., free from grammatical errors or jargon)				
5.	Use proper gestures (absence of distracting mannerisms)				
6.	Develop rapport with students (through interaction and establishing positive environment)				

Proctor/Evaluator Comments: _____

 Proctor/Evaluator (Print & Sign)

 Date

 Candidate

 Date

 Re-Test Proctor/Evaluator (Print & Sign)

 Date

 Re-Test Candidate

 Date



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5.4 EDUCATION AND IMPLEMENTATION
 Select Instructional Materials

Activity Sheet: 5.4.3C
 Revised 2/11/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.4.3C NFPA 1035, 2010 Edition		TASK: The candidate will present prepared lesson plans.			
PERFORMANCE OUTCOME: Present lesson plans using multiple presentation methods so that the lesson plan is followed, objectives are met, and the chosen presentation method is appropriate and effective.					
CONDITIONS: Given lesson plan, time allotment, and an identified audience.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Present lesson "step by step" according to lesson plan				
2.	Ensure audience can see and hear presentation and demonstrations				
3.	Involve audience through appropriate questions, activities, etc.				
4.	Appropriately match the instructional method to educational objectives				
5.	Properly control distractions to subject matter (did not get side-tracked by students)				
6.	Appropriately use multiple instructional methods (i.e., lecture, discussion, illustration, demonstration, team teaching)				
7.	Properly use audio visual equipment				
8.	Ensure presentation is appropriate for audience				
9.	Establish the length of lesson appropriate to the topic and the audience's age and ability				

Proctor/Evaluator Comments: _____

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



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5.4 EDUCATION AND IMPLEMENTATION
 Select Instructional Materials

Activity Sheet: 5.4.3D
 Revised 2/11/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.4.3D NFPA 1035, 2010 Edition		TASK: The candidate will present a 15- to 20-minute block of instruction, using multiple presentation methods.			
PERFORMANCE OUTCOME: Use multiple presentation methods when presenting prepared lesson plans so that the presentation methods are appropriate to the lesson given.					
CONDITIONS: Given a prepared lesson plan, objectives, time allotments, setting, and a specified audience so that the chosen presentation methods are used.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Check for understanding (monitor for proper technique)				
2.	Allow proper amount of time for guided practice				
3.	Supervise (coach) individuals in the correct technique				
4.	Monitor all members for proper technique and safety items and appropriately correct behavior as necessary				
5.	Encourage individuals with positive reinforcement/feedback on performance				
6.	Establish an appropriate summary/closure to emphasize and review key procedures, sequences, and concepts for closure.				
7.	Properly diagnose audience readiness for evaluation step (if applicable)				

Proctor/Evaluator Comments: _____

 Proctor/Evaluator (Print & Sign)

 Date

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 Date

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 Date

 Re-Test Candidate

 Date



PUBLIC LIFE SAFETY EDUCATOR I

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5.4 EDUCATION AND IMPLEMENTATION
 Notify the Public

Activity Sheet: 5.4.5
 Revised 2/11/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.4.5 NFPA 1035, 2010 Edition		TASK: The candidate will notify the public, so that the location, date, time, topic, and sponsoring agency are included.			
PERFORMANCE OUTCOME: The candidate will notify the public so that the location, date, time, topic, and sponsoring agency are included.					
CONDITIONS: Given a scheduled event.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Select adequate/appropriate publicity method				
2.	Properly identify local media resources				
3.	Correctly follow department policies for information dissemination				
4.	Create appropriate notification material				
5.	Correctly identify distribution methods and properly distribute information				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

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Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



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5.4 EDUCATION AND IMPLEMENTATION
Distribute Educational Information

Activity Sheet: 5.4.6
Revised 2/11/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.4.6 NFPA 1035, 2010 Edition		TASK: Distribute educational information so that the information reaches the audience within the specified time.			
PERFORMANCE OUTCOME: Distribute educational information so that the information reaches the audience within the specified time.					
CONDITIONS: Given material, a specified audience, and time frame.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Correctly identify department legal requirements and policies for distribution and posting of material				
2.	Properly identify distribution methods				
3.	Identify proper venues				
4.	Create an adequate timeline for processing information				
5.	Distribute educational material in a timely manner				

Proctor/Evaluator Comments: _____

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

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



PUBLIC LIFE SAFETY EDUCATOR I

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5.5 EVALUATION
Evaluation

Activity Sheet: 5.5.1A
Revised 2/11/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.5.1 NFPA 1035, 2010 Edition		TASK: Administer knowledge evaluation instrument so that lesson outcomes are known.			
PERFORMANCE OUTCOME: Administer knowledge evaluation instrument so that the lesson outcomes are known.					
CONDITIONS: Given the appropriate knowledge (written test) evaluation instrument and testing policies and procedures.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Conduct a written exam				
2.	Allow sufficient time to administer the written test				
3.	Ensure the classroom facility is appropriate for testing purposes				
4.	Properly grade exams and calculate correct percentages				
5.	Correctly calculate the mean (average score) for the given exam				
6.	Develop an objective interpretation of the test results based on test scores and question item analysis				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

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Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



PUBLIC LIFE SAFETY EDUCATOR I

NFPA 1035, 2010 EDITION

5.5 EVALUATION
Evaluation

Activity Sheet: 5.5.1B
Revised 2/11/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.5.1 NFPA 1035, 2010 Edition		TASK: Administer a practical skills evaluation, so that lesson outcomes are known.			
PERFORMANCE OUTCOME: Administer a practical evaluation instrument so that the lesson outcomes are known.					
CONDITIONS: Given the appropriate (skills test) evaluation instrument and testing policies and procedures.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Conduct an appropriate skills based evaluation using lesson plan, policies, and procedures				
2.	Allow enough time and sufficient space to administer skills test				
3.	Refrain from coaching or providing feedback during testing process				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

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Re-Test Candidate

Date



**PUBLIC LIFE SAFETY EDUCATOR I
NFPA 1035, 2010 EDITION**

5.4 EDUCATION
Evaluation

Activity Sheet: 5.5.2
Revised 2/11/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 5.5.2 NFPA 1035, 2010 Edition		TASK: Score an evaluation instrument, so that the lesson outcomes are known.			
PERFORMANCE OUTCOME: Score an evaluation instrument so that the lesson outcomes are known.					
CONDITIONS: Given the scoring procedures and grading scale.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Correctly calculate the percentages				
2.	Correctly calculate the mean score				
3.	Develop an adequate and objective interpretation of test results based on test question review and scores				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date