



FIRE SERVICE INSTRUCTOR I

PRACTICAL SKILLS

&

FINAL EXAMINATION PAMPHLET

(NFPA Standard 1041, 2002 Edition)

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Notes on using this Skill Sheet Pamphlet

Description & Use

1. This Practical Skill and Final Examination Pamphlet is to be used as both a training tool and as the documentation record for the completion of the final exam at the completion of a Level I Methods of Instruction course.
2. This pamphlet is designed to encompass all of the prerequisite skills included in the 2002 edition of NFPA 1041, for Fire Service Instructor I. Due to the difficulty in definitively separating Level I skills from Level II, some of these requirements, although specifically written for Level I, may also include some elements of Level II.
3. This pamphlet will be used as the evaluation tool during the final examination and as an evaluation tool while students conduct presentations during the MOI course. It is expected that each student will receive a copy of this pamphlet at the beginning of the class, and prior to conducting their presentations. This should assist the applicant in preparing each presentation.
4. The MOI training record and this signed final exam skills pamphlet will become a permanent part of the student's local training file.

Grading Criteria and Critical Points

There are no specifically designated critical points in these skill sheets. It is expected during training that all of the skill elements be taught and evaluated. During the final skills exam it is expected that the candidate will complete the skills required in this pamphlet. The Certifying Officer may require the student to redo the exam if a large enough portion of the skills were not completed.

Artificialities of Training and Testing

Training and testing in fire instructing can only approximate the real world activities of the fire instructor. There are certain artificialities to both training and testing which must be understood by both the instructor and the student. The Training and Education Bureau and Fire Standards Council has attempted to design the Methods of Instruction course and the evaluation tool so that the applicant is conducting in an realistic teaching situation. The applicant must also be aware that real world scenarios cannot be completely duplicated, and as such the instructor must be prepared for any situation that may arise.

Final Skills Evaluation

A Fire Standards Council approved Certifying Officer (CO) must coordinate and approve the final skills evaluation for this level. As such the CO must also complete the evaluation pamphlet. The CO is required to perform duties as outlined in the Certifying Officer Manual.

At the completion of the final exam this signed pamphlet will be attached to the training record and will become part of the student's permanent local training record.

ALASKA FIRE SERVICE INSTRUCTOR CERTIFICATION PROGRAM

MOI Course and Final Evaluation forms

Following is a brief outline of the forms and materials that are to be used for both the MOI course and the final skills evaluation.

MOI Course

- a. NFPA 1041, 2002 edition
- b. MOI course materials
- c. MOI Training Record (this is to be completed and signed off by the course instructor)
- d. Skill Sheet and Final Examination Pamphlet

Final Skills Examination

- a. Training Record is reviewed by Certifying Officer to ensure all elements have been completed.
- b. Candidate completes the written and practical examination.
- c. Certifying Officer completes Final Examination Pamphlet for each presentation.
- d. Certifying Officer transfers pass/fail information to P/F Form.
- e. Written exam, P/F Form and signed application are forwarded to FSC for certification.
- f. Training Record and signed Final Examination Pamphlet stay with the student's local training records.

ALASKA FIRE SERVICE INSTRUCTOR I SKILL SHEETS

NFPA 1041 2002 Edition
ALL GENERAL SKILL REQUIREMENTS

Exam Pamphlet Evaluation Sheet: Instructor I

Candidate: _____ **FSC ID#:** _____

Date: _____ **Time Started:** _____ **Time Stopped:** _____

Lesson Topic: _____

Standard: NFPA 1041, 2002 Edition, All Requisite Skills	
TASK: The Candidate will present a 15-20 minute block of instruction to include the preparation, presentation, application, and evaluation steps of the Four Step Method of Instruction. The candidate will incorporate the proper use of audiovisual equipment, teaching aids, demonstration devices, projectable and non-projectable instructional materials generally employed in training programs.	
Conditions: Given a prepared lesson plan, necessary training aids, students, and a teaching environment adequate to meet the provision of this objective.	
RETEST APPROVED BY:	RETEST EVALUATOR:

PROGRAM MANAGEMENT					
No.	Materials	TEST		RETEST	
		PASS	FAIL	PASS	FAIL
1.	Obtained and assembled course materials, resources, and equipment. (4.2.2)				
2.	Reviewed and adapted instructional materials and resources for topic, target audience, and learning environment (4.3.2, 4.4.4)				
	Classroom management:				
3.	Organized classroom with consideration given to lighting, distractions, climate, noise seating, audiovisual, teaching aids, and safety. (4.4.2)				
4.	Adjusted to differences in learning styles, abilities, and behaviors. Controlled disruptive behavior, maintained a safe learning environment, and accomplished objectives. (4.4.5)				
	Audiovisual:				
5.	Pre-inspect audiovisual equipment. (4.4.6)				
6.	Demonstrate familiarity with equipment controls and aspects of projection. (4.4.6)				
7.	Correctly use the type of audiovisual equipment provided. (4.4.6)				

❖ *References used are from NFPA 1041, 2002 Edition, and are shown in parentheses.*

ALASKA FIRE SERVICE INSTRUCTOR I SKILL SHEETS

PREPARATION					
No.	Preparation of Students	<u>TEST</u>		<u>RETEST</u>	
		PASS	FAIL	PASS	FAIL
1.	Introduce subject matter. (4.3.3, 4.4.3, 4.4.4, 4.4.5)				
2.	Explain why material is important. (4.3.3, 4.4.3, 4.4.4, 4.4.5)				
3.	Explain how material will be useful. (4.4.3, 4.4.4, 4.4.5)				
4.	Establish rapport with students. (4.4.3, 4.4.4, 4.4.5)				
5.	Explain objectives. (4.3.3, 4.4.3, 4.4.4, 4.4.5)				

PRESENTATION					
No.	Classroom Presentation	<u>TEST</u>		<u>RETEST</u>	
		PASS	FAIL	PASS	FAIL
1.	Present new skills, concepts, and /or procedures according to lesson plan. (4.3.3, 4.4.3)				
2.	Guide Student toward meeting objectives. (4.4.4, 4.4.5)				
3.	Demonstrate new skills competently. (4.4.4, 4.4.5)				
4.	Adjust presentation to changes in class environment. (4.3.2, 4.4.4, 4.4.5) For Example: demonstration, visual aids, explain procedures, emphasize key points, explain concepts, philosophies, principles, implications, proceed from known to unknown, simple to complex, use text books and other reference sources.				
Instructional Materials					
1.	Review content and organization of projectable and/or non-projectable instructional materials. (4.3.1, 4.4.2, 4.4.6, 4.4.7)				
2.	Present projectable and/or non-projectable materials at the logical point in the lesson. (4.4.6, 4.4.7)				
3.	Introduce projectable and/or non-projectable materials. (4.4.2, 4.4.6)				
4.	Relate projectable and/or non-projectable materials into the lesson material. (4.4.7)				
Communication					
1.	Voice is clear, effectively pitched, and well modulated. (4.4.3)				
2.	Speech is reasonably free of language errors. (4.4.3)				
3.	Style is reasonably free of mannerisms materially detracting to teaching effort. (4.4.3)				
Safety					
1.	Communicate safety responsibilities and/or considerations to students. (4.4.2, 4.4.5)				
2.	Demonstrate practices and procedures safely to students. (4.4.2, 4.4.5)				
3.	Include safety practices and procedures in the practical skills testing of students. (4.4.2, 4.4.5)				

