



FIRE AND EMERGENCY SERVICES INSTRUCTOR I

PRACTICAL SKILLS CERTIFICATION EXAMINATION PACKET (NFPA Standard 1041, 2019 Edition)

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**ALASKA FIRE AND EMERGENCY SERVICES INSTRUCTOR I
PRACTICAL SKILLS EVALUATION PACKET**

Fire and Emergency Services Instructor I Practical Skills Correlation Map (NFPA 1041, 2019 Edition)			
2019 Skill Sheet #	NFPA Section	Tasks	Certification JPR Final Exam Requirements: 5 Mandatory
DESCRIPTION: Program Management, Instructional Development, Instructional Delivery			
FSI 1	4.2.2	Assemble course materials	Mandatory-Local Project
	4.2.4	Schedule instructional sessions	
	4.3.2	Review instructional materials	
	4.4.2	Organize the learning environment	
	4.4.4	Adjust to differences in learner characteristics, abilities, cultures, and behaviors	
	4.4.5	Operate instructional technology tools and demonstration devices	
DESCRIPTION: Instructional Development, Instructional Delivery			
FSI 2	4.3.2	Review instructional materials	Mandatory
	4.3.3	Adapt a prepared lesson plan	
	4.4.2	Organize the learning environment	
	4.4.3	Present and adjust prepared lessons	
	4.4.4	Adjust to differences in learner characteristics, abilities, cultures, and behaviors	
	4.4.5	Operate instructional technology tools and demonstration devices	
DESCRIPTION: Program Management, Instructional Delivery, Evaluation and Testing			
FSI 3	4.2.3	Prepare requests for resources	Mandatory-Local Project
	4.2.5	Complete training records and report forms	
	4.4.3	Present and adjust prepared lessons	
	4.4.4	Adjust to differences in learner characteristics, abilities, cultures, and behaviors	
	4.4.5	Operate instructional technology tools and demonstration devices	
	4.5.2	Administer oral, written, and performance tests	
	4.5.4	Report test results	
	4.5.3	Grade student oral, written, or performance tests	
	4.5.5	Provide evaluation feedback to students	

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Skill Sheet Packet Instruction

Purpose of the Skill Sheets

All skills listed in this packet are consistent with [NFPA 1041: Standard for Fire and Emergency Services Instructor Professional Qualifications, 2019 edition](#). The Alaska Fire Standards Council (AFSC) provides these skill sheets as the basis for Fire and Emergency Services Instructor testing and certification.

Description & Use

For certification purposes, the final skill examination will consist of a series of mandatory skill from this packet.

1. These skills sheets are for use by the Training Program Manager/Training Officer, or designee, and Fire and Emergency Services Instructor I candidate. Use of this packet throughout a training course will assist in verifying candidate competency and completion of the [Fire and Emergency Services Instructor I Training Record](#).
2. For eligibility to complete the final certification examination, a candidate must demonstrate competency in all skills during training.
3. This packet encompasses the requisite skills for Fire and Emergency Services Instructor I for use during final testing for certification. Fire and Emergency Services Instructor I course material should utilize this packet to prepare candidates for the certification exam.
4. The final skills examination will consist of skills selected from this packet. A candidate must successfully perform each skill while being evaluated on performance competency by an AFSC examination representative.
5. The Certifying Officer will notify candidates which skills they will be required to complete at the start of the practical skills portion on the date of the examination.
6. The Training Officer/Training Program Manager or designee must complete and sign the Fire and Emergency Services Instructor I Training Record for each candidate before a candidate can begin the final skills examination. The Fire and Emergency Services Instructor I Training Record shall become a permanent part of the candidate's local training record, and this information shall be kept on file in accordance with local fire department procedures.

Grading Criteria and Critical Points

1. The Training Program Manager/Training Officer, or designee, shall evaluate all Fire and Emergency Services Instructor I skill sheet elements throughout a course. There are no specific critical points designated within the practical skill sheets, and the Certifying Officer (CO) will require the candidate to repeat an individual practical skill station if *all* the listed skill items on a selected sheet are not completed by the candidate.
2. The Certifying Officer (CO) will require the candidate to repeat final examination practical skill items if all listed skills are not completed.
3. Addressing real-time skills scenario's during the final examination is not always feasible and the Training Program Manager/Training Officer, or designee, shall ensure that the candidate can provide the Certifying Officer, or designated Evaluator, documentation of completed skill items listed on these pages. These skill sheets must be completed by the candidate prior to the final test date and available for review by the Certifying Officer.
4. Skill items listed on sheet *FSI I-2* must be addressed during the final examination evaluation. Skills listed on sheet *FSI-I* and *FSI-3* cannot generally be addressed within the time constraints during the final examination, and the course Lead Instructor shall provide the Certifying Officer, or designated Evaluator, documentation of completed skill items listed on these pages. These skill sheets must be completed by the candidate prior to the final test date and available for review by the Certifying Officer.

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Artificialities of Training and Testing

Training and testing at this level can only approximate on the job activities of an instructor. There are artificialities to training and testing for Fire and Emergency Services Instructors. In certain environments, the course Lead Instructor and the candidate must be able to adapt to simulations during the final examination to complete the required practical skills. The design of a Fire and Emergency Services Instructor I course must enable the candidate to develop skills in a realistic teaching environment. The Training Program Manager/Training Officer, or designee, must prepare the candidates for situations that may occur throughout the training and testing environment.

Final Skills Evaluation

The AFSC designated Certifying Officer (CO) conducts the final examination and has the overall test site authority. The CO is required to perform his or her duties as outlined in the [Certification Policy Manual](#).

For preparation of the final examination, the designated CO must communicate with the Test Site Coordinator to ensure an adequate test site location is available. The Test Site Coordinator is responsible for preparation of all test site equipment/materials and arranging designated evaluators for the date of the practical examination. The CO must verify that all required elements are adequate for testing and will approve all designated Evaluators. Designated Evaluators shall receive training appropriate for the test site and are required to complete an [Evaluator Code of Ethics Compliance](#) agreement before testing begins.

The completion of each job performance requirement in the FSI I Training Record is required before certification testing. The course Lead Instructor is responsible for the completing the candidate Training Record prior to the final exam. Due to time constraints during the final examination, the candidate cannot perform some skills in the presence of the Certifying Officer. The Training Program Manager/Training Officer, or designee, shall ensure the candidate completes all skill items and provides documentation for final evaluation by the CO. The CO shall sign the completed final examination packet.

Additional Notes on Final Evaluations:

1. Candidates shall be dressed in accordance with their department policy and procedure during the final practical examination.
2. A candidate shall perform all related skills correctly.
3. Some skill evaluations may include a time limit. An Evaluator may use a digital or analog watch/stopwatch for final skills evaluation. Prior to the start of the practical examination, the CO must inspect and approve all timing devices used during final skills evaluations.
4. Some skills may require the use of equipment or documentation for the final presentation. Unless otherwise indicated, it is permissible for the candidate to prepare or assemble the required equipment or paperwork at any time, if this does not interfere with the core skill, task, or evolution.
5. Candidates must be prepared to complete skills under a variety of conditions. Optimal conditions often exist during training and skills practice, but candidates must be prepared to adapt to changing conditions that can occur in actual instructional situations. The Evaluator ultimately determines if the candidate has met the criteria specified on the skill(s) under evaluation.
6. For final examination, the performance of a skill, task, or evolution is not required to be done in the exact order of the steps (as outlined on the skill sheet), unless it is critical to a particular task. For example, a person must don turnout gear before donning an SCBA.
7. Some skills may require that a candidate verbalizes information about a particular task or procedure. In such cases, any question(s) from the Evaluator to the candidate must be limited to those that satisfy the criteria listed on the skill sheet, and a question cannot exceed the scope of the Fire and Emergency Services Instructor I requirements.

ALASKA FIRE AND EMERGENCY SERVICES INSTRUCTOR I PRACTICAL SKILLS EVALUATION PACKET

Fire and Emergency Services Instructor I Course and Final Evaluation Forms

Following is a brief outline of the reference materials and forms for use at an FSI I final skills evaluation.

FSI I Course Material Reference

- a. NFPA 1041, 2019 edition
- b. Fire and Emergency Services Instructor I Text/Curriculum
 - IFSTA, *Fire and Emergency Services Instructor*, 9th edition; **OR**,
 - Jones & Bartlett, *Fire and Emergency Services Instructor: Principles and Practice*, 3rd edition
- c. Fire and Emergency Services Instructor I Training Record (this must be completed and signed off by the Training Program Manager/Training Officer, or designee,)
- d. Fire and Emergency Services Instructor I Practical Skills and Final Examination Packet

Final Skills Examination

- a. Candidate *Training Record is reviewed by the CO to ensure all elements have been completed
- b. Candidate completes the written and practical examination administered by the CO
- c. Certifying Officer reviews and signs *Final Examination Packet for each candidate
- d. Certifying Officer transfers pass/fail information to the [Practical Examination Report Form](#)
- e. Written exam, Practical Examination Report Form and signed application are forwarded to AFSC
- f. AFSC FSI I certificate is issued upon successful completion of the written and practical exam

**Note: The Training Program Manager/Training Officer, or designee, shall file the candidate's completed Training Record in accordance with local agency procedures.*

ALASKA FIRE AND EMERGENCY SERVICES INSTRUCTOR I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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NFPA 1041-2019 Ed.

JOB PERFORMANCE REQUIREMENTS

[FSI I 1](#)

STANDARD: NFPA 1041, 4.2.2, 4.2.4, 4.3.2, 4.4.2, 4.4.4, and 4.4.5	SKILL AREA: Program Management
TASK: The Candidate shall present a 10–20-minute block of instruction to include the preparation, presentation, application, and evaluation steps of the Four Step Method of Instruction.	
PERFORMANCE OUTCOME: The candidate shall assemble course materials; review instructional materials; schedule training sessions; organize the learning environment; adjust presentations so learning outcomes are achieved; adjust to differences in learner characteristics, abilities, cultures, and behaviors; and operate instructional technology tools and demonstration devices.	
EQUIPMENT: Local AHJ SOP/SOG, budget policy, and other related forms	
Conditions: Given a specific topic, a prepared lesson plan, necessary training aids, students, and an adequate teaching environment the candidate shall demonstrate the ability to meet the JPR's defined in sections 4.2 through 4.5.	

PROGRAM MANAGEMENT							
No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
Materials:							
1.	Obtained and assembled course materials, resources, and equipment. (4.2.2)	☐	☐	☐	☐	☐	☐
2.	Reviewed and adapted elements of the lesson plan, learning environment, and resources (4.3.2)	☐	☐	☐	☐	☐	☐
3.	Schedule training sessions in accordance with local procedures (4.2.4)	☐	☐	☐	☐	☐	☐
Classroom Management:							
1.	Organized classroom with consideration given to lighting, distractions, climate control/weather, noise control, seating, audio visual equipment, teaching aids, and safety are considered. (4.4.2;4.4.5)	☐	☐	☐	☐	☐	☐
2.	Adjusted presentation to achieve learning outcomes and adjusted to differences in learning styles, abilities, cultures, and behaviors. (4.4.4)	☐	☐	☐	☐	☐	☐
Audiovisual:							
1.	Pre-inspect audiovisual equipment. (4.4.5)	☐	☐	☐	☐	☐	☐
2.	Demonstrate familiarity with equipment controls and aspects of projection. (4.4.5)	☐	☐	☐	☐	☐	☐
3.	Demonstrate familiarity with media types, limitations, and selection criteria and correctly used the type of audiovisual equipment provided. (4.4.5)	☐	☐	☐	☐	☐	☐
4.	Demonstrate transition techniques within and between media. (4.4.5)	☐	☐	☐	☐	☐	☐

NFPA 1041, 2019 ed. section references shown in parentheses.

Candidate:	Date:
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NFPA 1041-2019 Ed.

JOB PERFORMANCE REQUIREMENTS

[Continued](#)

THE CANDIDATE SHALL COMPLETE THE PRODUCT BASED SKILL REQUIREMENT AT THE LOCAL LEVEL USING A APPLICABLE POLICY AND PROCEDURE- REQUIRES TRAINING OFFICER OR DESIGNEE SIGNATURE BELOW

I verify that the above information is true and complete and attest that the candidate has met and performed all listed task steps as indicated.

_____	_____	_____
Training Officer/Designee Name	Signature	Date

_____	_____
<i>Certifying Officer Signature</i>	Date

<u>Overall Skill Sheet Result:</u>	
Pass: ☐	Fail: ☐

ALASKA FIRE AND EMERGENCY SERVICES INSTRUCTOR I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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JOB PERFORMANCE REQUIREMENTS

[FSI 2](#)

Lesson Topic:			
Start Time:	End Time:	Total Time:	

PREPARATION							
No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
	Student Preparation:						
1.	Introduce subject matter. (4.4.3, 4.4.4)	☐	☐	☐	☐	☐	☐
2.	Explain why material is important, and how it will be useful. (4.4.3, 4.4.4)	☐	☐	☐	☐	☐	☐
3.	Explain objectives. (4.3.3, 4.4.3, 4.4.4)	☐	☐	☐	☐	☐	☐

PRESENTATION							
No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
	Classroom Presentation:						
1.	Present a prepared lesson plan for new skills, concepts, and/or procedures according to lesson plan. (4.3.3, 4.4.3)	☐	☐	☐	☐	☐	☐
2.	Guide Student toward meeting objectives and adjust to learning styles, abilities and behaviors. (4.4.3)	☐	☐	☐	☐	☐	☐
3.	Review instructional material and adjust presentation to changes in class environment. (4.3.2, 4.4.5)	☐	☐	☐	☐	☐	☐
4.	Adjust presentation so learning outcomes are achieved (4.3.3)	☐	☐	☐	☐	☐	☐
	Instructional Materials:						
1.	Prepare instructional material and review content and organization of projectable and/or non-projectable instructional materials. (4.3.2, 4.4.2)	☐	☐	☐	☐	☐	☐
2.	Present projectable and/or non-projectable materials at the logical point in the lesson. (4.4.5)	☐	☐	☐	☐	☐	☐
3.	Introduce projectable and/or non-projectable materials. (4.4.3)	☐	☐	☐	☐	☐	☐
4.	Relate projectable and/or non-projectable materials to the lesson material. (4.4.5)	☐	☐	☐	☐	☐	☐
	Communication Learning Environment						
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. (4.4.4)	☐	☐	☐	☐	☐	☐
4.	Manages learning environment and students to minimize distractions and disruptive behaviors to adjust to learner characteristics (4.4.4)	☐	☐	☐	☐	☐	☐

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Candidate:	Date:
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JOB PERFORMANCE REQUIREMENTS

[Continued](#)

Safety:							
1.	Communicate safety responsibilities and/or considerations to students. (4.4.2, 4.4.3)	☐	☐	☐	☐	☐	☐
2.	Demonstrate practices/ procedures safely to students. (4.4.2, 4.4.3)	☐	☐	☐	☐	☐	☐
3.	Include safety practices and procedures in the practical skills testing of students. (4.4.2, 4.4.3)	☐	☐	☐	☐	☐	☐

♦ NFPA 1041, 2019 ed. section references are shown in parentheses.

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I verify that the above information is true and complete and attest that the candidate has met and performed all listed task steps as indicated.

Training Officer/Designee Name	Signature	Date
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Certifying Officer Signature

Date

<u>Overall Skill Sheet Result:</u>	
Pass: ☐	Fail: ☐

ALASKA FIRE AND EMERGENCY SERVICES INSTRUCTOR I PRACTICAL SKILLS EVALUATION PACKET

Candidate:	Date:
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JOB PERFORMANCE REQUIREMENTS

[FSI I 3](#)

APPLICATION							
No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
Student Application of Learning and Feedback:							
1.	Provide students an opportunity to perform under supervision. (4.4.3)	☐	☐	☐	☐	☐	☐
2.	Coach student. Check for and correct any errors. (4.4.4)	☐	☐	☐	☐	☐	☐
3.	Emphasize and review key procedures, sequences, and concepts. (4.4.3)	☐	☐	☐	☐	☐	☐
4.	Encourage students with productive feedback. (4.4.5)	☐	☐	☐	☐	☐	☐

EVALUATION STEP							
No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
Testing and Evaluation:							
1.	Test key points using oral questioning techniques. (4.5.2)	☐	☐	☐	☐	☐	☐
2.	Administer written and practical test. (4.5.2)	☐	☐	☐	☐	☐	☐
3.	Grade student oral, written, or performance tests. (4.5.3)	☐	☐	☐	☐	☐	☐

ADMINISTRATION							
No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
Record Keeping:							
1.	Complete training records, report forms, and accurately record test results in accordance with department procedures, and appropriately report unusual circumstances. (4.2.3, 4.2.5, 4.5.4) Note: must be completed on locally provided data management system or provided samples.	☐	☐	☐	☐	☐	☐
2.	Report test results. (4.5.4)	☐	☐	☐	☐	☐	☐
3.	Evaluate student performance and provide timely, objective, clear, and relevant feedback to student. Provide suggestions based on data received from exams or evaluations. (4.5.5)	☐	☐	☐	☐	☐	☐
4.	Maintain the security of test and evaluation materials. (4.5.2)	☐	☐	☐	☐	☐	☐

❖ References used are from NFPA 1041, 2019 Edition, and are shown in parentheses.

Evaluator:		Retest Evaluator 1:	
		Retest Evaluator 2:	
Comments:			

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Candidate:	Date:
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JOB PERFORMANCE REQUIREMENTS

[Continued](#)

THE CANDIDATE SHALL COMPLETE THE PRODUCT BASED SKILL REQUIREMENT AT THE LOCAL LEVEL USING A APPLICABLE POLICY AND PROCEDURE- REQUIRES TRAINING OFFICER OR DESIGNEE SIGNATURE BELOW

I verify that the above information is true and complete and attest that the candidate has met and performed all listed task steps as indicated.

_____ Training Officer/Designee Name	_____ Signature	_____ Date
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Certifying Officer Signature

Date

Overall Skill Sheet Result:

Pass: ☐

Fail: ☐

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FIRE AND EMERGENCY SERVICES INSTRUCTOR I REQUIRED EQUIPMENT			Related Skill Sheet(s)
☐	1	Projector	2
☐	2	Department computer	1, 2, 3
☐	3	Department Standard Operating Procedures accessible to membership	1, 2, 3
☐	4	Applicable NFPA Standard (1041)	1, 2, 3
☐	5	Notebook/Clipboard	2
☐	6	Existing lesson plan	2
☐	7	Various Training Forms	1, 2, 3

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Sample Training Record

Standard: NFPA 1041, 2019 Edition, 4.2.3 (B)

Note: The candidate must complete this training record, or a similar document, after the practical session and evaluation is complete. A training record must be attached to the AFSC Skill Sheet Final Exam packet.

Course/Subject Title: _____

Instructor Name: _____ Number of Students: _____

Training Location: _____ Training Date: _____

Equipment/Training Aids Used: _____

Describe the Training Given: _____

Evaluator Signature

Certifying Officer Signature

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Sample Training Roster

Note: The candidate must complete this training roster, or similar document, during the practical evaluation. A training roster must be attached to the AFSC Skill Sheet Final Exam packet.

Standard: NFPA 1041, 2019 Edition, 4.2.5 (B)

TRAINING ROSTER

DATE: **TIME:** **CODE** **HRS**

INSTRUCTOR: _____

TOPIC: _____

EQUIP/:TRAINING AIDS	
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REFERENCES:

[illegible]