



# **FIRE & EMERGENCY SERVICE INSTRUCTOR**

## **RENEWAL EVALUATION PACKET**

*(NFPA 1041 2019 Edition)*

**Department of Public Safety  
5700 E. Tudor Road  
Anchorage, Alaska 99507  
(907)269-5052**

<https://dps.alaska.gov/AFSC/Home>

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## Applicant Renewal Requirements and Instructions

The Alaska Fire Standards Council Fire & Emergency Service Instructor certification official expiration date is 5-years from the issuance date and is listed on the individual's certification. Submit this renewal packet within one-year of the expiration date.

The following packet items must be reviewed and signed by the applicants Chief/Designated Supervisor before being submitted to the AFSC office.

**Application** - Fill out **Sheet A - FESI Renewal Application**, all fields are required. Incomplete applications will not be processed.

**Continuing Education & Delivery Record** – Document hours on **Sheet B – Instructional Learning and Delivery Record**. Any combination of Learning and Delivery equivalent to 8 hours in each year over the 5-year certification period (total of 40 hours). *The AFSC will allow a carryover of up to 16 hours from within the certification period.*

Learning - 8 classroom/field hours yearly of the 5-year certification period with primary objectives related to the current edition of [NFPA 1041 Standard](#), *Fire & Emergency Service Instructor Professional Qualifications* that meet any of the following criteria:

- address instructional techniques, and/or
- are train-the-trainer for learning instruction of new courses, and/or
- apply specifically to advanced fire service instructor.

*Submission of all relevant course completion documents/certificates required.*

Delivery - 8 classroom/field student contact hours yearly of the 5-year certification period.

- AFSC Certifying Officer assignments also apply.
- Course preparation and closeout time do not apply.

**Evaluation of Instructional Delivery** – Completed by a current AFSC Fire & Emergency Service Instructor, **Sheet C1 & C2 - Instructor Briefing and Evaluation** of the renewal applicant within one-year of the application submittal date.

During the evaluation of instructional delivery, the applicant must also be evaluated by students and may use **Sheet D – Student Evaluation Form** or a student evaluation document from their own organization.

### **Renewal Requirements for Expirations More Than 12-Months**

Certificates expired **more than 12-months** must additionally complete a Fire & Emergency Service Instructor written exam with a minimum score of 70% after renewal packet has been validated by the AFSC Office.

## Evaluator Instructions

The Renewal Applicant must be evaluated by a **current AFSC Instructor** while instructing a course/topic using the evaluation packet **Sheet C1 & C2 - Instructor Briefing and Evaluation** to include submission of additional support documents.

**Evaluation Process** - Review and complete the following elements **prior** to observing the instructor:

- a. Read the attached Evaluation Program Description
- b. Interview the applicant
  - Introduce yourself
  - Explain the evaluation process
  - Explain how you will conduct the evaluation
  - Describe your expectations of the evaluation
  - Make a copy of any portions of this evaluation packet for the applicant
  - Schedule a date for the course and evaluation session
- c. Complete the interview portion

**Immediately prior to the course** - Review the following from the renewal applicant:

- a. Course lesson plans and course objectives – retain for Chief/Designated Supervisor review
- b. Written or oral quizzes for the course session – retain for Chief/Designated Supervisor review

**During Course** - Observe the applicant's delivery of the presentation and complete the evaluation checklist.

- a. Instructor Renewal applicants shall provide a course evaluation form to each student. **Sheet D – Student Evaluation Form**. The course students shall complete and return these to the Renewal Applicant or the Instructor Evaluator. Applicant may use **Sheet D – Student Evaluation Form** or a student evaluation document from their own organization.

**After the Course** - Conduct an exit interview and evaluation briefing with the Instructor Renewal applicant and complete the following.

- b. Review the completed **Sheet C1 & C2 - Instructor Briefing and Evaluation** with the applicant
- c. Review student evaluations with the applicant.
- d. Ensure packet completeness for final signature by applicant Chief/Designated Supervisor.

**INSTRUCTOR RENEWAL APPLICATION**

--- REQUIRED – Personal Information

\*\*\*PRINT CLEARLY\*\*\*

First Name:	Middle Initial:	Last Name:
Cell/Contact Phone:	DOB:	ID Number*:
*The ID# is the last four numbers of the applicant's Social Security Number for AFSC, IFSAC, & ProBoard tracking.		
VALID Email address for AFSC Certificate Issuance		
Valid Email Address:		
Present Job/Rank/Affiliation:		

--- REQUIRED – Department/Employer & Billing Information

Department/Employer:
Billing Email Address:

**Renewal Applicant Final Review and Authorization:**

Fire & Emergency Service Instructor Level - \_\_\_\_\_ Most Recent Expiration Date: \_\_\_\_\_

I attest that all the information within the Fire & Emergency Service Instructor renewal packet is accurate and that I have completed all requirements for this renewal. I authorize the Alaska Fire Standards Council access to my fire department files to verify my qualifications and credentials if needed.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fire Chief/Designated Supervisor Course Material & Evaluation Review and Authorization:**

Supervisor Initial Here

\_\_\_\_\_ I have signed the Instructional Learning and Delivery Record (*Sheet B*)

\_\_\_\_\_ I have reviewed the Evaluator Packet which includes the following:

- applicant prepared Course Objectives and Lesson Plans
- the quizzes or tests given as related to the applicant presentation
- the completed Briefing and Evaluation Checklist (*Sheet C1-2*)
- the student Course Evaluations (*Sheet D or local equivalent*)

I verify that the above information is true and complete. I attest that the applicant has met and performed all requirements for renewal of instructor certification and has the knowledge and competency for the requested level of certification.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Fire Chief/Designated Supervisor Fire Chief/Designated Supervisor

**Return Checklist:**

- Sheet A – FESI Renewal Application, Completed & Signed by Applicant and Supervisor
- Sheet B – Instructional Learning and Delivery Record Completed & Signed by Applicant and Supervisor
  - Attach course completion certs for Instructional Learning (if applicable)
- Sheet C 1 & 2 – Instructor Briefing and Evaluation, Completed & Signed by Applicant and Supervisor
- Note on Sheet D - Student Evaluation Forms: The Fire Chief/Designated Supervisor also conducts review. **DO NOT include** these forms in the return packet material to the AFSC office.

Mail, or scan and email to: Alaska Fire Standards Council, 5700 E. Tudor Road, Anchorage, Alaska 99507 [dpsakfirestandards@alaska.gov](mailto:dpsakfirestandards@alaska.gov)

-- OFFICIAL USE ONLY BY THE ALASKA FIRE STANDARDS COUNCIL -- (WRITTEN RETEST REQUIRED IF EXPIRATION EXCEEDS ONE YEAR)

Date Received:	IMPACT Expiration Date:	Written Renewal Exam Date:	Exam Score & Date:
Fee, Date, & Invoice #: \$	Fee Received:	FSC Approval and Date:	

**INSTRUCTIONAL LEARNING AND DELIVERY RECORD**

\_\_\_\_\_  
*Renewal Applicant Printed Name*

\_\_\_\_\_  
*Renewal Applicant Signature*

INSTRUCTIONAL LEARNING DOCUMENTATION			
Record 8 hours per year of <b>education credit</b> related to the current edition of <a href="#">NFPA 1041 Standard</a> , <i>Fire &amp; Emergency Service Instructor Professional Qualifications</i> . <b>Attach all relevant course completion documents/certificates for submission to the AFSC.</b>			
Course	Location	Date	Hours
<b>Total Hours:</b>			

**AND / OR**

INSTRUCTIONAL DELIVERY DOCUMENTATION			
Record 8 hours per year of <b>instructional delivery of a fire service related course</b> . Provide a brief overview, outline, or schedule of each course for your Fire Chief/Designated Supervisor's review & verification.			
Fire Department/Agency	Course	Date	Hours
<b>Total Hours:</b>			

*The AFSC will allow a carryover of up to 16 hours from within the certification period.*

My signature below is verification that I have reviewed the information above and attest the information is true and accurate.

\_\_\_\_\_  
*Fire Chief/Designated Supervisor Printed Name*

\_\_\_\_\_  
*Fire Chief/Designated Supervisor Signature*

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			8 HRS/YEAR
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			

## INSTRUCTOR BRIEFING AND EVALUATION

FSI Renewal Applicant Name

Department/Location of Evaluation

Renewal level

Instructor Evaluator Name

Organization/Agency or Affiliation

Evaluator Ins.Level

Exp. date

**I. Prior to Lesson Presentation**

- Explain process to the applicant.  Interview the applicant prior to lesson delivery.  
 Review the prepared objective(s) & lesson plans.  Comment on all "No" responses below.

		Yes	No
1.	Is the objective clear?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the lesson plan accomplish the objective(s)?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the instructor appear prepared?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Has the instructor coordinated with other instructors and/or classes that are related to this course?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are the supplies and equipment appropriate for the lesson?	<input type="checkbox"/>	<input type="checkbox"/>

Provide any comments or direction, use additional pages as necessary.

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**II. During Lesson Presentation**

- Review applicant's delivery of the prepared course.  Use the following for the exit briefing.  
 Comment on all "No" responses below.

		Yes	No
1.	Was a classroom plan used? ( <i>preparation of physical setting</i> )	<input type="checkbox"/>	<input type="checkbox"/>
2.	Was the lesson plan adhered to?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Were the objectives clearly stated?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Were the objectives accomplished?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Was the method of instruction appropriate for the material?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Was the technique of instruction appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Was a suitable classroom environment maintained? ( <i>seating, lighting, climate, etc.</i> )	<input type="checkbox"/>	<input type="checkbox"/>
8.	Were effective audiovisuals employed?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Did the instructor employ new or unexpected methods? <b>If yes</b> , cite the method and the impact to the students (positive/negative) <b>in the comment box below.</b>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Did the instructor maintain student interest?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Were safety policies followed? If <b>No</b> , cite violation and corrective action below.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Was a test/quiz conducted and if so, did it measure learning? ( <i>Mark box even if it was Oral only- note on Sheet C2</i> )	<input type="checkbox"/>	<input type="checkbox"/>
13.	Was the test/quiz used as a learning tool?	<input type="checkbox"/>	<input type="checkbox"/>
14.	Was the instructor's presentation style (includes mannerisms, dress, appearance, language, habits, etc.) appropriate for this type of course/audience?	<input type="checkbox"/>	<input type="checkbox"/>
15.	What was the total length of the class, including presentation and student evaluations?		

Provide comments or direction from items 1-15 above, use additional pages as necessary.

**III. After the Presentation of the Lesson**

1. Immediately following the course delivery, handout student evaluations to the course students.
2. Upon completion of the course, conduct an exit briefing with the renewal applicant. **Must include summary notes of briefing items below:**

Explanation and summary of points noted during the evaluation. \_\_\_\_\_

\_\_\_\_\_

Discussion and summary of findings or instructional issues: \_\_\_\_\_

\_\_\_\_\_

Discussion and summary of student evaluations and comments: \_\_\_\_\_

\_\_\_\_\_

**IV. Course Material and Evaluation Review by the Evaluator**

Evaluator Initial Here

- \_\_\_\_ I have reviewed the applicant prepared Course Objectives and Lesson Plans
- \_\_\_\_ I have reviewed the quizzes or tests given as related to the applicant presentation
- \_\_\_\_ I have reviewed this Instructor Briefing and Evaluation Form with the applicant (Sheet C1 & C2)
- \_\_\_\_ I have reviewed the Student Evaluation Forms with the applicant (Sheet D or local equivalent)

*I attest that the applicant has met and adequately performed all requirements for renewal of certification and has demonstrated the knowledge and competency for the requested level of certification.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Instructor Evaluator Signature*

**Note for Evaluator:** The Renewal Applicant’s Fire Chief/Designated Supervisor must also review all above documents prior to submittal to the AFSC Office.



## Student Evaluation Form

Required for Evaluation of Instructional Delivery  
(Or a student evaluation document from applicants organization)

Course Title/ Topic: \_\_\_\_\_ Date \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Location: \_\_\_\_\_

Course Evaluation Instructions: On a scale of 1-5 (1= Strongly Disagree through 5 = Strongly Agree)

	N/A	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree
1. The course material and content were presented in an organized matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The course goals and objectives were clearly stated and met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The student material (handout) was useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The overall technical level of the material presented was appropriate for this course/class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. This course/class will improve my organizations capabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The course/class activities help to better understand and apply the material presented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Instructor used teaching methods that were appropriate for the topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The instructor was well prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The instructor utilized the scheduled course time in an effective manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The instructor appeared well informed on this course topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The instructor encouraged student participation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The instructor was open to other viewpoints.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The instructor treated all students fairly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. The instructor had a good technical knowledge of the material presented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. I would take another course from the same instructor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. My overall assessment of the instructor is that he or she was very effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on the following (use additional pages as necessary):

What could the instructor do to improve his or her instructional style or technique?
What material or information was <b>most</b> valuable to you?
What material or information was <b>least</b> valuable to you?
What suggestions for improvements do you have for this course?