



# FIRE SERVICE INSTRUCTOR I

## NFPA 1041, 2012 Edition

**4.2.3,4.2.3(B), 4.2.4, 4.2.4(B) Schedule a training session**

**FI-I -1**  
Revised 07/04/2016

**Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student#:** \_\_\_\_\_

<b>STANDARD:</b> 4.2.3 4.2.3(B),4.2.4, 4.2.4(B) NFPA 1041, 2012 Edition	<b>TASK:</b> Schedule a training session				
<b>PERFORMANCE OUTCOME:</b> The candidate shall schedule a training session. The candidate must pass a minimum of 5 out of 7 steps, including any steps marked as a <b>MUST PASS</b> to successfully complete this skill.					
<b>CONDITIONS:</b> Given a training scenario, training goals, scheduling forms and current resources the candidate shall demonstrate the ability to:					
<b>EQUIPMENT REQUIRED:</b>					
<ul style="list-style-type: none"> <li>• Paper and pencil or pen</li> <li>• Details of a mock training session</li> </ul>					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Schedule the training session with supervisor. a. Complete all necessary forms				
2.	Plan far enough in advance to ensure session is organized.				
3.	Ensure minimum student enrollment is met.				
4.	Ensure minimum staffing levels are met. <b>MUST PASS</b>				
5.	Ensure the applicable facility (classroom, burn building etc) is booked.				
6.	Ensure all necessary equipment will be available for the session.				
7.	Candidate completes the skill. <b>MUST PASS</b>				

**First Test:**

Total points needed to pass: 5 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_ No \_\_\_

**Retest:**

Total points needed to pass: 5 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_ No \_\_\_

**Proctor/Candidate Comments:** \_\_\_\_\_

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



# FIRE SERVICE INSTRUCTOR I

## NFPA 1041, 2012 Edition

**4.2.2, 4.4.2, 4.4.2(B), 4.4.6, 4.4.6(B) Set up the learning environment**

**FFII -2**  
Revised 07/04/2016

**Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student#:** \_\_\_\_\_

<b>STANDARD:</b> 4.2.2, 4.4.2, 4.4.2(B), 4.4.6, 4.4.6(B) NFPA 1041, 2012 Edition	<b>TASK:</b> Set up the learning environment.				
<b>PERFORMANCE OUTCOME:</b> The candidate shall set up the learning environment. The candidate must pass a minimum of 4 out of 5 steps, including any steps marked as <b>MUST PASS</b> to successfully complete this skill.					
<b>CONDITIONS:</b> Given a prepared lesson plan, necessary training aids, students, and a teaching environment adequate to meet the provision of the objective, the candidate shall demonstrate the ability to:					
<b>EQUIPMENT REQUIRED:</b> <ul style="list-style-type: none"> <li>Prepared lesson plan</li> <li>Applicable training aids</li> <li>Appropriate teaching environment</li> </ul>					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Obtain and organize course materials, resources, and equipment.				
2.	Adapt materials and resources if necessary to the learning environment.				
3.	Organize the classroom with consideration given to lighting, distractions, climate, noise, seating, audiovisual, teaching aids, and safety.				
4.	Pre-inspect audiovisual equipment. <ul style="list-style-type: none"> <li>a. Equipment is working</li> <li>b. Arranged to allow students to view</li> </ul>				
5.	Candidate completes the skill. <b>MUST PASS</b>				

**First Test:**

Total points needed to pass: 4 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_ No \_\_\_

**Retest:**

Total points needed to pass: 4 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_ No \_\_\_

**Proctor/Candidate Comments:** \_\_\_\_\_

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**Proctor** (Print & Sign)

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**Date**

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**Candidate**

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**Re-Test Proctor**

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**Date**

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**Re-Test Candidate**

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**Date**



# FIRE SERVICE INSTRUCTOR I

## NFPA 1041, 2012 Edition

**4.3.2,4.3.2(B), 4.3.3,4.3.3(B) Adapt a prepared lesson plan**

**FI-I -3**  
Revised 07/04/2016

**Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student#:** \_\_\_\_\_

<b>STANDARD:</b> 4.3.2,4.3.2(B),4.3.3,4.3.3(B) NFPA 1041, 2012 Edition	<b>TASK:</b> Adapt a prepared lesson plan.
<b>PERFORMANCE OUTCOME:</b> The candidate shall adapt a prepared lesson plan. The candidate must pass a minimum of 3 out of 4 steps, including any steps marked as a <b>MUST PASS</b> to successfully complete this skill.	
<b>CONDITIONS:</b> Given a prepared lesson plan the candidate shall demonstrate the ability to:	
<b>EQUIPMENT REQUIRED:</b>	
<ul style="list-style-type: none"> <li>• Prepared lesson plan</li> </ul>	

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Review and analyze the lesson plan. Consideration is given to materials, the target audience, and the learning environment.				
2.	Adapt the lesson plan to ensure the needs of the students and the lesson objectives are met.				
3.	The adapted lesson plan is prepared and well organized.				
4.	Candidate completes the skill. <b>MUST PASS</b>				

**First Test:**

Total points needed to pass: 5 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_ No \_\_\_

**Retest:**

Total points needed to pass: 5 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_ No \_\_\_

**Proctor/Candidate Comments:** \_\_\_\_\_

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



# FIRE SERVICE INSTRUCTOR I

## NFPA 1041, 2012 Edition

**4.4.3,4.4.3(B),4.4.4,4.4.5,4.4.5(B),4.4.6,4.4.6(B),4.4.7,4.4.7(B)**

**Give a prepared lesson - theory**

**FI-I -4**  
Revised 07/04/2016

**Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student#:** \_\_\_\_\_

<b>STANDARD:</b> 4.4.3,4.4.3(B),4.4.4,4.4.5,4.4.5(B),4.4.6, 4.4.6(B),4.4.7,4.4.7(B) NFPA 1041, 2012 Edition	<b>TASK:</b> Give a prepared lesson - theory
<b>PERFORMANCE OUTCOME:</b> The candidate shall give a prepared lesson -theory. The presentation must be between 15-20 minutes in length. The candidate must pass a minimum of 16 out of 23 steps, including any steps marked as a <b>MUST PASS</b> to successfully complete this skill.	
<b>CONDITIONS:</b> Given a prepared lesson plan, the candidate shall demonstrate the ability to:	
<b>EQUIPMENT REQUIRED:</b> <ul style="list-style-type: none"> <li>• Prepared lesson plan</li> <li>• Classroom</li> <li>• Audiovisual equipment</li> </ul>	

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
	<b>Preparation of Students</b>				
1.	Candidate introduces themselves.				
2.	Address any safety issues and location of amenities.				
3.	Introduce subject matter.				
4.	Explain why material is important.				
5.	Explain how material will be used.				
6.	Establish rapport with students.				
7.	Explain objectives.				
	<b>Presentation</b>				
8.	Adjust presentation as necessary to meet the needs of the learning environment.				
9.	Uses audiovisual equipment to aid in meeting learning objectives.				
10.	Present new concepts according to lesson plan.				
11.	Transition smoothly within media and between different types of media.				
12.	Guide students toward meeting objectives.				
13.	Adjust to differences in learning styles, abilities, cultures and behavior.				

14.	Address disruptive behaviors (if applicable).				
15.	Ensure class continuity is maintained (if applicable).				
	<b>Application</b>				
16.	Students apply concepts through discussions, exercises, or work groups.				
	<b>Evaluation</b>				
17.	Key points in presentation are summarized.				
18.	Candidate ensures learning objectives were met.				
	<b>Communication</b>				
19.	Voice is clear, effectively pitched, and well-modulated.				
20.	Speech is reasonably free of language errors.				
21.	Style is reasonably free of distracting mannerisms.				
22.	Ensure all training aids are cleaned and maintained according to manufacturer's recommendations.				
23.	Candidate completes the skill. <b>MUST PASS</b>				

**First Test:**

Total points needed to pass: 16 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_ No \_\_\_

**Retest:**

Total points needed to pass: 16 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_ No \_\_\_

**Proctor/Candidate Comments:** \_\_\_\_\_

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

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**Re-Test Proctor**                      **Date**                      **Re-Test Candidate**                      **Date**



# FIRE SERVICE INSTRUCTOR I

## NFPA 1041, 2012 Edition

**4.4.3,4.4.3(B),4.4.4, 4.4.5,4.4.5(B),4.4.6,4.4.6(B),4.4.7,4.4.7(B)**

**Give a prepared lesson - practical**

**FI-I -5**  
Revised 08/04/2016

**Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student#:** \_\_\_\_\_

<b>STANDARD:</b> 4.4.3,4.4.3(B)4.4.4,4.4.5,4.4.5(B),4.4.6,4.4.6(B),4.4.7,4.4.7(B) NFPA 1001, 2013 Edition	<b>TASK:</b> Give a prepared lesson-practical.
<b>PERFORMANCE OUTCOME:</b> The candidate shall give a prepared lesson - practical. The presentation shall be between 15-20 minutes in length. The candidate must pass a minimum of 18 out of 25 steps, including any steps marked as a <b>MUST PASS</b> to successfully complete this skill.	
<b>CONDITIONS:</b> Given a prepared lesson plan, the candidate shall demonstrate the ability to:	
<b>EQUIPMENT REQUIRED:</b> <ul style="list-style-type: none"> <li>• Prepared lesson plan</li> <li>• Training aids appropriate to lesson plan</li> <li>• Appropriate learning environment</li> </ul>	

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
	<b>Preparation of Students</b>				
1.	Candidate introduces themselves.				
2.	Address any safety issues and location of amenities.				
3.	Introduce subject matter.				
4.	Explain why material is important.				
5.	Explain how material will be used.				
6.	Establish rapport with students.				
7.	Explain objectives.				
	<b>Presentation</b>				
8.	Adjust presentation as necessary to meet the needs of the learning environment.				
9.	Uses training aids to meet learning objectives.				
10.	Present new concepts according to lesson plan.				
11.	Demonstrates skill in real time.				
12.	Demonstrates skill slowly describing each step.				
13.	Adjust to differences in learning styles, abilities, cultures and behaviour				

14.	Address disruptive behaviors (if applicable).				
15.	Ensure class continuity is maintained (if applicable).				
	<b>Application</b>				
16.	Provide students an opportunity to perform under supervision.				
17.	Coach student. Check and correct any errors.				
18.	Emphasize and review key procedures, sequences, and concepts.				
19.	Encourage students with positive feedback.				
	<b>Evaluation</b>				
20.	Candidate ensures learning objectives were met.				
	<b>Communication</b>				
21.	Voice is clear, effectively pitched, and well-modulated.				
22.	Speech is reasonably free of language errors.				
23.	Style is reasonably free of distracting mannerisms.				
24.	Ensure all training aids are cleaned and maintained according to manufacturer's recommendations.				
25.	Candidate completes the skill. <b>MUST PASS</b>				

**First Test:**

Total points needed to pass: 18 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_ No \_\_\_

**Retest:**

Total points needed to pass: 18 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_ No \_\_\_

**Proctor/Candidate Comments:** \_\_\_\_\_

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**Date**

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**Re-Test Candidate**

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**Date**



# FIRE SERVICE INSTRUCTOR I

## NFPA 1041, 2012 Edition

**4.5.2, 4.5.2(B) Give a test – oral, written, or performance**

**FI-I -6**  
Revised 08/04/2016

**Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student#:** \_\_\_\_\_

<b>STANDARD:</b> 4.5.2,4.5.2(B) NFPA 1041, 2012 Edition	<b>TASK:</b> Give a test – oral, written, or performance.
<b>PERFORMANCE OUTCOME:</b> The candidate shall give either an oral, written or performance test (Instructor’s choice of test). The candidate must pass a minimum of 5 out of 6 steps, including any steps marked as a <b>MUST PASS</b> item to successfully complete either the Oral Exam or Performance Exam, or pass a minimum of 4 out of 5 steps, including any steps marked as a <b>MUST PASS</b> to successfully complete the Written Exam.	
<b>CONDITIONS:</b> Given test questions, checklists, and answer sheets, the candidate shall demonstrate the ability to:	
<b>EQUIPMENT REQUIRED:</b> <ul style="list-style-type: none"> <li>• Test questions for oral exam</li> <li>• Multiple choice questions for written exam</li> <li>• Answer sheets</li> <li>• Checklists for performance exams</li> <li>• Classroom/learning environment</li> <li>• Pencil/pens</li> </ul>	

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
	<b>Oral Exam</b>				
1.	Administer the test one-on-one.				
2.	Speak in a clear, well-modulated voice.				
3.	Maintain a neutral facial expression.				
4.	Listen carefully to student’s answers, and ask for clarification as necessary.				
5.	Accurately record student’s answers.				
6.	Candidate completes the skill. <b>MUST PASS</b>				
	<b>Written exam</b>				
1.	Arrange the classroom to be suitable for testing.				
2.	Explain the test procedures. <ul style="list-style-type: none"> <li>a. Filling out answer sheets</li> <li>b. Time given for the exam</li> <li>c. The pass mark</li> <li>d. Cheating policy</li> <li>e. What to do when test is complete</li> </ul>				
3.	Monitor the exam.				



4.	Ensures all testing materials are collected at the end of the exam.				
5.	Candidate completes the skill. <b>MUST PASS</b>				
	<b>Performance Exam</b>				
1.	Arrange the learning environment to be suitable for testing.				
2.	Gathers all necessary equipment.				
3.	Explain the testing procedure. a. the task required to be completed b. the conditions of the testing c. the time permitted for the skill d. the pass mark				
4.	Observe skill being performed a. ensures safety policies are followed at all times <b>MUST PASS</b>				
5.	Use a checklist to record the skill being performed.				
6.	Candidate completes the skill. <b>MUST PASS</b>				

**ORAL EXAM/PERFORMANCE EXAM**

**First Test:**

Total points needed to pass: 5 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_ No \_\_\_

**Retest:**

Total points needed to pass: 5 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_ No \_\_\_

**WRITTEN TEST**

**First Test:**

Total points needed to pass: 4 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_ No \_\_\_

**Retest:**

Total points needed to pass: 4 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_ No \_\_\_

**Proctor/Candidate Comments:** \_\_\_\_\_

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<b>Re-Test Proctor</b>	<b>Date</b>	<b>Re-Test Candidate</b>	<b>Date</b>



# FIRE SERVICE INSTRUCTOR I

## NFPA 1041, 2012 Edition

### 4.5.3 Grade a test – oral, written, or performance

**FI-I -7**  
Revised 11/04/2016

**Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student#:** \_\_\_\_\_

<b>STANDARD:</b> 4.5.3 NFPA 1041, 2012 Edition	<b>TASK:</b> Grade a test – oral, written, or performance.
<b>PERFORMANCE OUTCOME:</b> The candidate shall grade an oral, written, or performance test (proctor’s choice of method). The candidate must pass a minimum of 5 out of 7 steps, including any steps marked as a <b>MUST PASS</b> to successfully complete either grading an oral exam, written exam, or performance exam.	
<b>CONDITIONS:</b> Given completed written, oral, or performance tests, the candidate shall demonstrate the ability to:	
<b>EQUIPMENT REQUIRED:</b> <ul style="list-style-type: none"> <li>• Answer sheets</li> <li>• Answer keys</li> <li>• Skill Checklists</li> <li>• Pens</li> <li>• Envelopes for securing results</li> </ul>	

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	<b>Oral Exam</b>				
1.	Check the answer sheet against the answer key.				
2.	Count the number of correct answers.				
3.	Check the number of correct answers against the passing criteria.				
4.	Assign a passing or failing grade based of the passing criteria.				
5.	Secure all test results in an envelope. a. Seal envelope.				
6.	Give results to appropriate testing authority according to departmental procedure.				
7.	Candidate completes the skill. <b>MUST PASS</b>				
	<b>Written Exam</b>				
1.	Check the answer sheet against the answer key.				
2.	Count the number of correct answers.				
3.	Check the number of correct answers against the passing criteria.				
4.	Assign a passing or failing grade based of the passing criteria.				
5.	Secure all test results in an envelope.				

	b. Seal envelope.				
6.	Give results to appropriate testing authority according to departmental procedure.				
7.	Candidate completes the skill. <b>MUST PASS</b>				
	<b>Performance Exam</b>				
1.	Review the checklist.				
2.	Count the number of items performed correctly.				
3.	Check the number of correct answers against the passing criteria.				
4.	Assign a passing or failing grade based of the passing criteria.				
5.	Secure all test results in an envelope. c. Seal envelope.				
6.	Give results to appropriate testing authority according to departmental procedure.				
7.	Candidate completes the skill. <b>MUST PASS</b>				

**First Test:**

Total points needed to pass: 5 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_\_\_ No \_\_\_\_\_

**Retest:**

Total points needed to pass: 5 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_\_\_ No \_\_\_\_\_

**Proctor/Candidate Comments:** \_\_\_\_\_

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**Date**

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**Re-Test Candidate**

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**Date**



# FIRE SERVICE INSTRUCTOR I

## NFPA 1041, 2012 Edition

### 4.2.5,4.2.5(B),4.5.4, 4.5.4(B) Report Test Results & Training Records

**FI-I -8**  
Revised 04/11/2016

**Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student#:** \_\_\_\_\_

<b>STANDARD:</b> 4.2.5,4.2.5(B), 4.5.4, 4.5.4(B) NFPA 1041, 2012 Edition	<b>TASK:</b> Complete training records and report test results
<b>PERFORMANCE OUTCOME:</b> The candidate shall complete training records and report test results. The candidate must pass a minimum of 5 out of 6 steps, including any steps marked as a <b>MUST PASS</b> to successfully complete this skill.	
<b>CONDITIONS:</b> Given attendance records, test answer sheets, or skills checklists, a report form and policies and procedures for reporting, the candidate shall demonstrate the ability to:	
<b>EQUIPMENT REQUIRED:</b> <ul style="list-style-type: none"> <li>• Test answer sheets</li> <li>• Skills checklists</li> <li>• Report form</li> <li>• Reporting policies/procedures</li> </ul>	

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
	<b>Training Record</b>				
1.	Using attendance sheets and skills checklist, and test results, complete a training report.				
2.	Forward forms to proper administrative organization. a. Confirm receipt of forms				
	<b>Testing Report</b>				
3.	Using a report form, accurately record test results.				
4.	Forward forms to proper administrative testing organization according to departmental procedure. a. Confirm receipt of forms				
5.	Ensure all testing information remains confidential.				
6.	Candidate completes the skill. <b>MUST PASS</b>				

**First Test:**

Total points needed to pass: 5 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_ No \_\_\_

**Retest:**

Total points needed to pass: 5 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_ No \_\_\_

**Proctor/Candidate Comments:** \_\_\_\_\_  
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# FIRE SERVICE INSTRUCTOR I

## NFPA 1041, 2012 Edition

### 4.5.5, 4.5.5(B) Give feedback to students on test results

**FI-I -9**  
Revised 04/11/2016

**Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student#:** \_\_\_\_\_

<b>STANDARD:</b> 4.5.5,4.5.5(B) NFPA 1041, 2012 Edition	<b>TASK:</b> Give feedback to students on test results.
<b>PERFORMANCE OUTCOME:</b> The candidate shall give feedback to students on their test results. The candidate must pass a minimum of 5 out of 7 steps, including any steps marked as a <b>MUST PASS</b> to successfully complete either Individual Feedback or Class Feedback (proctor's choice of method).	
<b>CONDITIONS:</b> Given evaluation data the candidate shall demonstrate the ability to:	
<b>EQUIPMENT REQUIRED:</b>	
<ul style="list-style-type: none"> <li>• Test results</li> <li>• Appropriate learning environment</li> <li>• Appropriate equipment based on test</li> </ul>	

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
	<b>Individual Feedback</b>				
1.	Feedback is timely.				
2.	Meet one on one with student.				
3.	Inform student of his/hers test result.				
4.	Discuss possible source of student errors.				
5.	Coach student on how to improve to meet objectives (ie. Tutoring, additional reading/practice).				
6.	Speak in clear, well-modulated voice.				
7.	Candidate completes the skill. <b>MUST PASS</b>				
	<b>Class Feedback</b>				
1.	Feedback is timely.				
2.	Review answers with the entire class.				
3.	Discuss questions the majority of students answered incorrectly.				
4.	Discuss possible source of errors.				
5.	Rephrase questions to help students understand.				
6.	Coach students on how to improve to meet objectives (ie. Tutoring, additional reading/practice).				
7.	Candidate completes the skill. <b>MUST PASS</b>				

**First Test:**

Total points needed to pass: 5 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_ No \_\_\_

**Retest:**

Total points needed to pass: 5 Total points scored: \_\_\_\_\_ All must pass items passed: Yes \_\_\_ No \_\_\_

**Proctor/Candidate Comments:**

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<b>Re-Test Proctor</b>	<b>Date</b>	<b>Re-Test Candidate</b>	<b>Date</b>