

5.2	PROGRAM MANAGEM	IENT				n Sheet	JPR #1 : 5.2.2
Cand	idate:		Dat	Date:  Date:    Sessions, given department scheduling polifacilities, and time line for delivery, so the ing to department policy.   Sesions, so the specified sessions are delivered tructional resources, staff, facilities, and time   First Test   Pass   Fail   Description   Pass   Pail   Description   Pass   Pass   Pail   Description   Pass   Pass   Pail   Description   Pass   Pass			
Stude	ent#:						
NFPA	ARD: 5.2.2 1041, 2012 Edition Fire Instructor, 8 <sup>th</sup> Edition	instructional resource		ine for del			ed
to depa	rtment or model policy. TIONS: Using a department-sche	duling policy or model po					
deliver	ing training sessions, schedule a	raining course.		E ar	. The area	D	
No.		TASK STEPS					Fail
1.	Submit written training schedu	le with timeline, according	g to policy	1 433	Tan	1 433	Tun
2.	Finish written documentation of instructors, equipment), accord		esources (i.e., facilities,				
3.	Documentation is complete and	l legible					
Proct	or/Candidate Comments:						
Pro	octor (Print & Sign)	Date	Candidat	e		Dat	e e
R	te-Test Proctor	Date	Re-Test Cand	lidate	cheduling policy, livery, so the specific as are delivered accoultities, and time line	æ	



5.2	PROGRAM MANAGEN	MENT				n Sheet:	PR #2 5.2.3
Cand	idate:		Dat	equired to meet traini esources and given an  FIRST TEST Pass Fail			
Stude	ent#:						
NFPA	ARD: 5.2.3 1041, 2012 Edition Fire Instructor, 8 <sup>th</sup> Edition						
identifi CONDI	RMANCE OUTCOME: The candided and documented.  TIONS: Using your department				·		
	No. TASK STEPS		FIRST	FIRST TEST		RETEST	
No.		TASK STEPS		Pass		Pass	Fail
1.	Conduct and document needs	analysis					
2.	Submit completed budget for carrying goal is met	course (i.e., equipment cost	t, instructor, etc.) so that				
Proct	or/Candidate Comments:	:					
Pro	octor (Print & Sign)	Date	Candidat	FIRST TEST RET Pass Fail Pass  ate Date	te		
R	e-Test Proctor	Date	Re-Test Cand	idate		Dat	te



# FIRE SERVICE INSTRUCTOR II NFPA 1041, 2012 Edition

5.2	.2 PROGRAM MANAGEMENT  Evaluation She  "PORTFOLIO				n Sheet:	PR #3 5.2.4
Candi	idate:	Date	e:			
Stude						
NFPA	ARD: 5.2.4 1041, 2012 Edition Fire Instructor, 8 <sup>th</sup> Edition	<b>TASK:</b> Acquire training sources, given an identification obtained within established timelines, budget conspolicy.				
	RMANCE OUTCOME: The candidate udget constraints, and according to	e will acquire training resources, so the resources aragency policy.	e obtained	within th	e establis	hed time
CONDIT and tim	TIONS: Using your departmental tra	aining goals, agency budget policy, and current reso	urces and	given an	identified	need
		TASK STEPS	FIRST TEST		RETEST	
No.	TASK STEPS		Pass	Fail	Pass	Fail
1.	Document training resources requ	ired for course according to departmental policy				
2.	Document the time frame to acqui	ire resources				
3.	Document that resources are within	in established budget				
Procto	or/Candidate Comments:		,			
	Proctor (Print & Sign)	Date Candidat	e		Da	ıte

Date

**Re-Test Candidate** 



## FIRE SERVICE INSTRUCTOR II NFPA 1041, 2012 Edition

### JPR #4 5.2 PROGRAM MANAGEMENT **Evaluation Sheet: 5.2.5** "PORTFOLIO" **Candidate: Student#:** STANDARD: 5.2.5 TASK: Coordinate training record keeping, given training forms, department policy, NFPA 1041, 2012 Edition and training activity, so all agency and legal requirements are met. IFSTA Fire Instructor, 8th Edition **PERFORMANCE OUTCOME:** The candidate will coordinate training record keeping so all agency and legal requirements are met. **CONDITIONS:** Given training forms, department or model policy, and training activity. FIRST TEST RETEST TASK STEPS No. **Pass** Pass Fail Fail 1. Complete training activity form, according to department or model policy Provide documents of completed training classes (i.e., roster, evaluation sheet, test 2. results) In writing, describe the training record keeping process, according to agency policy 3. and legal requirements **Proctor/Candidate Comments: Proctor** (Print & Sign) Date Candidate Date

Date

**Re-Test Candidate** 



5.2	PROGRAM MANAGEN	MENT				n Sheet:	PR #5 5.2.6
Cand	idate:		Date	te:  n form, department policy, and justifies areas of strengths and sal style and communication means to the Proctor.  entifies areas of strengths and ovides opportunity for instructors requirements.  FIRST TEST RET Pass Fail Pass  Date Date  The process of th			
Stude	ent#:						
NFPA IFSTA	ARD: 5.2.6 1041, 2012 Edition Fire Instructor, 8th Edition	performance requirem weaknesses, recomme and provides opportur	nents, so the evaluation ident ends changes in instructional mity for instructor feedback to	ifies areas style and the Proc	of streng commun tor.	ths and ication me	-
weakne	esses, recommends changes in in ck to the Proctor.						or
CONDI	TIONS: Given an Instructor I ev	aluation form, department p	policy, and job performance	requireme	ents.		
No		TASK STEPS		FIRST	TEST	RET	TEST
110.		TASK STEFS		Pass	Fail	Pass	Fail
1.	Observe instructor and correct	ly complete instructor evalu	uation form				
2.	Properly identify the instructor's strengths and weaknesses on course delivery form						
3.	Make appropriate recommendations for instructional changes to style and/or communication method in "comments" section						
4.	Provide instructor feedback are	ea to evaluation form or sig	nature area				
Proct	or/Candidate Comments:						
Duz	octor (Print & Sion)	 Date	Candidate			Dec	to
rr	octor (Print & Sign)	<i>D</i> ate			m, department policy, and es areas of strengths and yle and communication make Proctor. Ties areas of strengths and es opportunity for instructor quirements.  FIRST TEST RET  Pass Fail Pass  Date of the process of th		
R	Re-Test Proctor	Date	Re-Test Candi	date		nt policy, and rengths and munication meatrengths and y for instructor results and Pass  Date	te



# FIRE SERVICE INSTRUCTOR II NFPA 1041, 2012 Edition

5.3	INSTRUCTIONAL DEVI	ELOPMENT			aluation ORTF(	n Sheet:	PR #6 5.3.2
Candi Stude			Date:				
STANDA NFPA	ARD: 5.3.2 1041, 2012 Edition Fire Instructor, 8 <sup>th</sup> Edition	lesson plan format, so t	plan, given a topic, audienc he job performance requirer carning objectives, a lesson on an evaluation plan.	nents for	the topic	are achie	
are achi	RMANCE OUTCOME: The candid ieved and the plan includes learni	ng objectives, a lesson outli	ne, course materials, instruc	ctional ai			
No.	TASK STEPS  TASK STEPS			FIRST TEST Pass Fail		RET Pass	TEST Fail
1.	Develop a lesson plan using a standard four-step lesson plan format		1 4655		1 465	2 442	
2.	List job performance requirements for course taught, including learning objectives, a lesson outline, appropriate course material, and instructional aids						
3.	Develop an evaluation plan that documents the JPRs for course were met						
4.	Lesson plan appropriate for aud	ience					
	Topic:						
	Approved by Chief:						
		Signature					
Procto	or/Candidate Comments:						
Pro	ector (Print & Sign)	Date	Candidate	Candidate		Date	

**Date** 

**Re-Test Candidate** 



#### 5.3 INSTRUCTIONAL DEVELOPMENT

JPR #7
Evaluation Sheet: 5.3.3
"PORTFOLIO"

Cand Stude	lidate:ent#:		Date	<b>:</b>			
NFPA	ARD: 5.3.3 1041, 2012 Edition Fire Instructor, 8 <sup>th</sup> Edition	lesson plan, so the job	sting lesson plan, given a top performance requirements objectives, a lesson outline,	for the top	ic are acl	nieved, an	d the
	<b>DRMANCE OUTCOME:</b> The cand ed, and the plan includes learning						
CONDI	ITIONS: Given a topic, lesson pl	an, audience characteristics,	and a standard lesson plan	format.			
No.		TASK STEPS		FIRST Pass	TEST Fail		
1.	Modify an existing lesson pla	n using a standard four-step	lesson plan format				Fail
2.	List job performance requirer outline, appropriate course ma	nents for course, including le	earning objectives, lesson				
3.	Develop an evaluation plan th	dist job performance requirements for course, including learning objectives, lesson utline, appropriate course material, and instructional aids  Develop an evaluation plan that documents the JPRs for course were met desson modifications appropriate to audience					
4.	Lesson modifications appropr	riate to audience					
Proct	cor/Candidate Comments	:					
Pro	octor (Print & Sign)	 Date	Candidate	2		Dat	te
R	Re-Test Proctor	 Date	Re-Test Cand	lidate Da		Dat	te



### FIRE SERVICE INSTRUCTOR II NFPA 1041, 2012 Edition

#### INSTRUCTIONAL DELIVERY JPR #8 **Evaluation Sheet: 5.4.2** "PRACTICAL" **Candidate: Student#: STANDARD:** 5.4.2 **TASK:** Conduct a class using a four-step lesson plan that the instructor has prepared NFPA 1041, 2012 Edition and that involves the utilization of multiple teaching methods and techniques, given a IFSTA Fire Instructor, 8th Edition topic and a target audience, so the lesson plan objectives are achieved. **PERFORMANCE OUTCOME:** The candidate will conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques. **CONDITIONS:** Given a topic and a target audience. FIRST TEST RETEST TASK STEPS No. **Pass Pass** Fail Fail Conduct a class using a four-step lesson plan prepared by the instructor 1. 2. Use multiple teaching techniques 3. Use multiple teaching methods (i.e., conference, discussion) 4. Meet lesson objectives 5. Lesson appropriate to needs of target audience **Proctor/Candidate Comments:** Candidate **Date Proctor** (Print & Sign) **Date**

**Date** 

**Re-Test Candidate** 



**Proctor** (Print & Sign)

**Re-Test Proctor** 

## FIRE SERVICE INSTRUCTOR II NFPA 1041, 2012 Edition

#### INSTRUCTIONAL DELIVERY JPR #9 **Evaluation Sheet: 5.4.3** "PORTFOLIO" Candidate: **Student#: STANDARD:** 5.4.3 TASK: Supervise other instructors and students during high-hazard training, given a NFPA 1041, 2012 Edition training scenario with increased hazard exposure, so applicable safety standards and IFSTA Fire Instructor, 8th Edition practices are followed and instructional goals are met. **PERFORMANCE OUTCOME:** The candidate will supervise other instructors and students during high-hazard training, so applicable safety standards are followed and instructional goals are met. **CONDITIONS:** Given a training scenario with increased hazard exposure. FIRST TEST RETEST TASK STEPS No. Pass Pass Fail Fail Supervise instructors appropriately according to policy and procedures during high-1. hazard training 2. Supervise students according to policy and procedures during high-hazard training 3. Correctly follow applicable safety standards and incident command practices 4. Performance of instructors/students indicates instructional goals achieved Topic: Approved by Chief: Signature **Proctor/Candidate Comments:**

High-hazard training examples: live fire, hazardous materials, above and below ground grade rescue, and evolutions with power tools.

Candidate

**Re-Test Candidate** 

Date

Date

Date



# FIRE SERVICE INSTRUCTOR II NFPA 1041, 2012 Edition

5.5	EVALUATION AND TES	TING		valuatio PORTF	n Sheet	PR #10 :: 5.5.2
Candi	date:	Date	<b>:</b>			
Stude	nt#:					
PERFORE the stude and the psychometric properties of the student psychometric properties of the psychometric properties of t	ent has achieved the learning obje evaluation instrument is bias-free notor skills.)	TASK: Develop student evaluation instruments, gi characteristics, and training goals, so the evaluatio student has achieved the learning objectives, the in objective, reliable, and verifiable manner, and the any audience or group.  te will develop student evaluation instruments, so the ctives, the instrument evaluates performance in object to any audience or group. (Evaluation instrument should be added to the control of t	n instrum astrument evaluation evaluation tive, relia	ent determevaluates n instrumen n instrument ble, and v	nines if the performation performation performation performation performance in the performance in the performance in the performation performance in the performance	e ince in free to mines if manner,
CONDIT	rions: Given learning objectives,	audience characteristics, and training goals.	FIRST	TEST	RET	EST
No.		TASK STEPS	Pass	Fail	Pass	Fail
1.	Develop student written and practraining goals	ctical examinations based on learning objectives and				
2.	Provide test item analysis					
3.		any audience or group (i.e., gender, cultural).  Aluate performance in an objective, reliable, and				
Procto	or/Candidate Comments:					
Pro	ctor (Print & Sign)	Date Candidate	<u> </u>		Dat	te

Date

**Re-Test Candidate** 



## FIRE SERVICE INSTRUCTOR II NFPA 1041, 2012 Edition

#### EVALUATION AND TESTING JPR #11 **Evaluation Sheet: 5.5.3** "PORTFOLIO" **Candidate: Student#: STANDARD:** 5.5.3 **TASK:** Develop course evaluations, given agency policy and evaluation goals, so NFPA 1041, 2012 Edition students have the ability to provide feedback to the instructor on instructional IFSTA Fire Instructor, 8th Edition methods, communication techniques, learning environment, course content, and student materials. **PERFORMANCE OUTCOME:** The candidate will develop course evaluations, so students have the ability to provide feedback to the instructor on instructional methods, communication techniques, learning environment, course content, and student materials. **CONDITIONS:** Given agency policy and evaluation goals. FIRST TEST RETEST No. TASK STEPS Pass Fail **Pass** Fail Develop and submit a course evaluation form that shows student has the ability to 1. give feedback on the following: a) Instructional methods b) Communication techniques c) Learning environment d) Course content e) Student materials **Proctor/Candidate Comments: Candidate** Date **Proctor** (Print & Sign) Date

**Date** 

**Re-Test Candidate** 



<b></b> 5	EVALUATION AND TE	STING				n Sheet:	5.5.4
Cand	lidate:		Date	Evaluation Sheet: "PORTFOLIO"  Date:  all exams, given test data, objectives, determined and necessary changes are many and make necessary changes.  FIRST TEST RETURNS  Pass Fail Pass  S,  am  ical  didate  Date			
Stude	ent#:						
NFPA	ARD: 5.5.4 A 1041, 2012 Edition A Fire Instructor, 8 <sup>th</sup> Edition						
PERFO	DRMANCE OUTCOME: The candi	date will analyze student w	ritten and practical exams a	nd make n	ecessary	changes.	
Condi	TTIONS: Given test data, objectiv	es, and agency policy.					
No.		TASK STEPS					
1.	Complete a written analysis of question stems, changes to dis			Pass	Fail	Pass	Fail
2.	Complete a written analysis of recommend changes, clarificat	student practical exam (rev					
3.	Review and document student comments regarding the written and practical exam						
4.	Make necessary changes to course (i.e., written, environment lesson plan, practical etc.), based on exam results						
5.	Submit changed materials to P	roctor, if applicable					
Proct	or/Candidate Comments:						
Pro	octor (Print & Sign)	 Date	Candidate	e		Dat	te
R	Re-Test Proctor	 Date	Re-Test Cand	idate	ven test data, objectives, and necessary changes a like necessary changes.  TRST TEST RET RET RSS Fail Pass  Dat	te	