



FIRE PROTECTION BUREAU

PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

5.2 ADMINISTRATION

Evaluation Sheet: 5.2.1

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.2.1 NFPA 1035, 2005 Edition IFSTA Fire & Life Safety Educator, 2 nd Edition	TASK: The candidate will document public fire and life safety educational activities.				
PERFORMANCE OUTCOME: Document fire and life safety educational activities so that all activities are recorded/computed on each form.					
CONDITIONS: Given specific forms or formats, educational activities, and information to gather and assemble.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identify appropriate form/format for recording education activity information				
2.	Identify appropriate education activity information				
3.	Assemble appropriate education activity information into proper format				
4.	Accurately record the appropriate education activity information on forms				
5.	Properly complete and submit education activity form				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

Evaluator/Candidate Comments: _____

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



FIRE PROTECTION BUREAU

PUBLIC FIRE AND SAFETY EDUCATOR I

5.2 ADMINISTRATION

Evaluation Sheet: 5.2.2

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.2.2 NFPA 1035, 2005 Edition IFSTA Fire & Life Safety Educator, 2 nd Edition	TASK: The candidate will prepare a written activity report.				
PERFORMANCE OUTCOME: Complete written activity report so that all components of the form or format reflect correct information specific to the activity.					
CONDITIONS: Given specific forms or formats and information about the activity.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Correctly identify type of educational activity and appropriate classification for activity				
2.	Select appropriate form/format for activity according to policies and procedures of the authority having jurisdiction				
3.	Complete all components of form or format with correct information based on activity				
4.	Complete/maintain records with correct information				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

Evaluator/Candidate Comments: _____

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



FIRE PROTECTION BUREAU

PUBLIC FIRE AND SAFETY EDUCATOR I

5.2 ADMINISTRATION

Evaluation Sheet: 5.2.3

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.2.3 NFPA 1035, 2005 Edition IFSTA Fire & Life Safety Educator, 2 nd Edition	TASK: The candidate will maintain a work schedule and complete same without conflict.				
PERFORMANCE OUTCOME: Schedule and complete activity work schedule without conflict.					
CONDITIONS: Given list of events, activity request, pre-activity requirements, and time allotments.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Correctly identify program requests and pre-activity requirements				
2.	Select an appropriate work schedule format/outline				
3.	Correctly identify work schedule time allotment				
4.	Identify and set proper activity/schedule limitations				
5.	Complete an appropriate schedule of events				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

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



FIRE PROTECTION BUREAU

PUBLIC FIRE AND SAFETY EDUCATOR I

5.2 ADMINISTRATION

Evaluation Sheet: 5.2.4

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.2.4 NFPA 1035, 2005 Edition IFSTA Fire & Life Safety Educator, 2 nd Edition	TASK: The candidate will identify community resources, services, and organizations.				
PERFORMANCE OUTCOME: Identify community resources, services, and organizations so that the public is referred to the applicable resource(s).					
CONDITIONS: Given a list of resources, organizations, and identified need(s).					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Determine the need				
2.	Select an appropriate community resource, service, or organization				
3.	Correctly refer the public to the applicable resource				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

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



FIRE PROTECTION BUREAU

PUBLIC FIRE AND SAFETY EDUCATOR I

5.3 PLANNING & DEVELOPMENT

Evaluation Sheet: 5.3.1

Candidate: _____ **Date:** _____
Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.3.1 NFPA 1035, 2005 Edition IFSTA Fire & Life Safety Educator, 2 nd Edition	TASK: The candidate will identify partners for addressing fire and life safety issues.				
PERFORMANCE OUTCOME: Identify partners for addressing fire and life safety issues so that information and resources are shared.					
CONDITIONS: Given fire and life safety issues and community agencies, organizations, and associations.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identify appropriate community and organizations available				
2.	Identify appropriate background information for issues needed				
3.	Correctly determine opportunities for shared efforts				
4.	Identify necessary partners to address issues and share information				
5.	Identify appropriate partners to share resources				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

Evaluator/Candidate Comments: _____

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



FIRE PROTECTION BUREAU

PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

5.4 EDUCATION
Select Instructional Materials

Evaluation Sheet: 5.4.1
5.2.1

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.4.1; 5.2.1 NFPA 1035, 2005 Edition IFSTA Fire & Life Safety Educator, 2 nd Edition	TASK: The candidate will select appropriate instructional materials so that the materials are specific to the audience and activity objectives. The candidate will communicate orally and in writing, manage time, and multitask.				
PERFORMANCE OUTCOME: Select instructional materials so that the materials are specific to the audience and activity objectives. The candidate will communicate orally and in writing, manage time, and multitask.					
CONDITIONS: Given a subject, learning objectives, the intended audience, and related resources.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Select instructional materials including props and equipment appropriate to the activity objectives (i.e., proper size for classroom)				
2.	Select instructional materials that include proper amounts of information to meet the learning objectives				
3.	Select materials that appropriately explain the actions learners are to take				
4.	Select materials that are appropriate to the audience's learning level and free of bias				
5.	Select instructional materials that are of the appropriate length or duration for the lesson taught or the audience				
6.	Explain why the material was selected, including attention span, audience learning level, material appeal, and/or visual aids (5.2.1)				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

Evaluator/Candidate Comments: _____

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

Re-Test Evaluator **Date** **Re-Test Candidate** **Date**



FIRE PROTECTION BUREAU

PUBLIC FIRE AND SAFETY EDUCATOR I

5.4 EDUCATION

Evaluation Sheet: 5.4.2

Select Instructional Materials

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.4.2 NFPA 1035, 2005 Edition IFSTA Fire & Life Safety Educator, 2 nd Edition	TASK: The candidate will practice and maintain safety during fire and life safety education activities.				
PERFORMANCE OUTCOME: Select instructional materials so that the materials are appropriate to the audience and activity objectives and activities are conducted without injury to educator or students.					
CONDITIONS: Given a lesson plan (ex: stop drop and roll, fire extinguishers), a list of equipment, activity objective, intended audience, and related resources, so that the materials are appropriate to the audience and activity objectives and activities are conducted safely and without injury to educator or students.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Ensure classroom and equipment are set up with safety hazards identified, eliminated, and exits clear				
2.	Verify classroom is not overcrowded				
3.	Establish appropriate safety zone around equipment/props				
4.	Explain proper safety requirements (i.e., stay upwind, tie long hair back, explain lifting techniques, always back away, etc.)				
5.	Ensure appropriate number of personnel to provide adequate supervision				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

Evaluator/Candidate Comments: _____

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

Re-Test Evaluator **Date** **Re-Test Candidate** **Date**



FIRE PROTECTION BUREAU

PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

5.4 EDUCATION
Select Instructional Materials

Evaluation Sheet: 5.4.3A
5.2.1

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.4.3A; 5.2.1 NFPA 1035, 2005 Edition IFSTA Fire & Life Safety Educator, 2 nd Edition	TASK: The candidate will present a 15- to 20- minute block of instruction. The candidate will communicate orally and in writing, manage time, and multitask.				
PERFORMANCE OUTCOME: The candidate will present a lesson, given lesson plan (ex: stop, drop and roll, educational fire station tour, residential smoke alarm, escape planning) utilizing multiple presentation methods. The candidate will use appropriate evaluation instruments, stay within proper time allotments, use the proper setting and identified audience, so that the lesson plan is followed and the objectives are met. The candidate will communicate orally and in writing, manage time, and multitask.					
CONDITIONS: Given lesson plan with multiple presentation methods, evaluation instruments, time allotment, proper setting, and identified audience.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Create a proper opening (5.2.1)				
2.	Properly organize presentation (evidence of planning, i.e., in accordance with written lesson plan)				
3.	Motivate audience and create an interest to learn (related to objectives)				
4.	Question the audience about the subject to ascertain knowledge of subject matter				
5.	Clearly state the objectives (read, state, or paraphrase) in behavior terms (5.4.4 & 5.2.1)				
6.	Manage time and multitask appropriately during lesson (5.4.4 & 5.2.1)				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

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



FIRE PROTECTION BUREAU

PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

5.4 EDUCATION
Select Instructional Materials

Evaluation Sheet: 5.4.3B
5.2.1

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.4.3B; 5.2.1 NFPA 1035, 2005 Edition IFSTA Fire & Life Safety Educator, 2 nd Edition	TASK: The candidate will present a prepared lesson plan. The candidate will communicate orally and in writing, manage time, and multitask.				
PERFORMANCE OUTCOME: Present a lesson so that the lesson plan is followed and the objectives are met. The candidate will communicate orally and in writing, manage time, and multitask.					
CONDITIONS: Given a lesson plan, evaluation instruments, time allotment, setting, and identified audience.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Dress appropriately for audience and topic (for class type/location)				
2.	Maintain eye contact (50% of time)				
3.	Ensure voice tone, pitch, modulation is appropriate and at the correct level (5.4.4 & 5.2.1)				
4.	Use proper language (i.e., free from grammatical errors or jargon) (5.4.4 & 5.2.1)				
5.	Use proper gestures (absence of distracting mannerisms)				
6.	Develop rapport with students (through interaction and establishing positive environment)				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

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



FIRE PROTECTION BUREAU

PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

5.4 EDUCATION
Select Instructional Materials

Evaluation Sheet: 5.4.3C
5.2.1

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.4.3C; 5.2.1 NFPA 1035, 2005 Edition IFSTA Fire & Life Safety Educator, 2 nd Edition	TASK: The candidate will present prepared lesson plans. The candidate will communicate orally and in writing, manage time, and multitask.				
PERFORMANCE OUTCOME: Present lesson plans using multiple presentation methods so that the lesson plan is followed, objectives are met, and the chosen presentation method is appropriate and effective. The candidate will communicate orally and in writing, manage time, and multitask.					
CONDITIONS: Given lesson plan, time allotment, and an identified audience.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Present lesson "step by step" according to lesson plan				
2.	Ensure audience can see and hear presentation and demonstrations				
3.	Involve audience through appropriate questions, activities, etc.				
4.	Appropriately match the instructional method to educational objectives				
5.	Properly control distractions to subject matter (did not get side-tracked by students)				
6.	Appropriately use multiple instructional methods (i.e., lecture, discussion, illustration, demonstration, team teaching) (5.4.4 & 5.2.1)				
7.	Properly use audio visual equipment				
8.	Ensure presentation is appropriate for audience and topic				
9.	Presented lesson within allotted time frame (5.4.4 & 5.2.1)				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

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



FIRE PROTECTION BUREAU

PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

5.4 EDUCATION
Lesson Plan/Application of Learning

Evaluation Sheet: 5.4.3D
5.2.1

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.4.3D; 5.2.1 NFPA 1035, 2005 Edition IFSTA Fire & Life Safety Educator, 2 nd Edition	TASK: The candidate will present a 15- to 20-minute block of instruction, using multiple presentation methods. The candidate will communicate orally and in writing, manage time, and multitask.				
PERFORMANCE OUTCOME: Use multiple presentation methods when presenting prepared lesson plans so that the presentation methods are appropriate to the lesson given. The candidate will communicate orally and in writing, manage time, and multitask.					
CONDITIONS: Given a prepared lesson plan, objectives, time allotments, setting, and a specified audience so that the chosen presentation methods are used.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Check for understanding (monitor for proper technique)				
2.	Allow proper amount of time for guided practice (5.4.4 & 5.2.1)				
3.	Supervise (coach) individuals in the correct technique				
4.	Monitor all members for proper technique and safety items and appropriately correct behavior as necessary				
5.	Encourage individuals with positive reinforcement/feedback on performance (5.4.4 & 5.2.1)				
6.	Establish an appropriate summary/closure to emphasize and review key procedures, sequences, and concepts for closure				
7.	Properly diagnose audience readiness for evaluation step (if applicable)				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____



FIRE PROTECTION BUREAU

PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

5.4 EDUCATION

Evaluation Sheet: 5.4.4

Lesson Plan/Application of Learning

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.4.4 NFPA 1035, 2005 Edition IFSTA Fire & Life Safety Educator, 2 nd Edition	TASK: The candidate will adapt a lesson plan to meet audience needs. The candidate will communicate orally and in writing, manage time, and multitask.				
PERFORMANCE OUTCOME: Adapt a lesson plan so that the material presented meets the needs of the audience in a given location. The candidate will communicate orally and in writing, manage time, and multitask.					
CONDITIONS: Given the lesson content and information on the audience, including the type of audience and location of instruction.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Ensure adapted instructional materials, including props and equipment, are appropriate to the learning level and needs of the given audience				
2.	Ensure adapted instructional materials include the proper amount of information to meet the learning objectives for the given audience (5.4.4 & 5.2.1)				
3.	Ensure the adapted lesson appropriately explains the actions learners are to take (5.4.4 & 5.2.1)				
4.	Adapted materials are free of bias				
5.	Adapted instructional materials are the appropriate length or duration for the lesson taught to the given audience				
6.	Explain why the adapted material will meet the needs of the audience, including attention span, audience learning level, material appeal, and/or visual aids (5.4.4 & 5.2.1)				
7.	Adapted instructional materials, including props and equipment, are appropriate to the audience location (i.e., proper size for classroom)				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

Evaluator/Candidate Comments: _____

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



FIRE PROTECTION BUREAU

PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

5.4 EDUCATION
Notify the Public

Evaluation Sheet: 5.4.5

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.4.5 NFPA 1035, 2005 Edition IFSTA Fire & Life Safety Educator, 2 nd Edition	TASK: The candidate will notify the public, so that the location, date, time, topic, and sponsoring agency are included.				
PERFORMANCE OUTCOME: The candidate will notify the public so that the location, date, time, topic, and sponsoring agency are included.					
CONDITIONS: Given a scheduled event.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Select adequate/appropriate publicity method				
2.	Properly identify local media resources				
3.	Correctly follow department policies for information dissemination				
4.	Create appropriate notification material—location, date, time, topic, and sponsoring agency included				
5.	Correctly identify distribution methods and properly distribute information				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

Evaluator/Candidate Comments: _____

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

Re-Test Evaluator **Date** **Re-Test Candidate** **Date**



FIRE PROTECTION BUREAU

PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

5.4 EDUCATION
Distribute Educational Information

Evaluation Sheet: 5.4.6

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.4.6 NFPA 1035, 2005 Edition IFSTA Fire & Life Safety Educator, 2 nd Edition	TASK: Disseminate educational information so that the information reaches the audience within the specified time.				
PERFORMANCE OUTCOME: Distribute educational information so that the information reaches the audience within the specified time.					
CONDITIONS: Given material, a specified audience, and time frame.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Correctly identify department legal requirements and policies for distribution and posting of material				
2.	Properly identify distribution methods				
3.	Identify proper venues				
4.	Create an adequate timeline for processing information				
5.	Distribute educational material in a timely manner				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

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

Re-Test Evaluator **Date** **Re-Test Candidate** **Date**



FIRE PROTECTION BUREAU

PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

5.5 EDUCATION
Evaluation

**Evaluation Sheet: 5.5.1A
& 5.5.2A**

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.5.1; 5.5.2 NFPA 1035, 2005 Edition IFSTA Fire & Life Safety Educator, 2 nd Edition	TASK: Administer and score a knowledge evaluation instrument so that lesson outcomes are known.				
PERFORMANCE OUTCOME: Administer and score a knowledge evaluation instrument so that the lesson outcomes are known.					
CONDITIONS: Given the appropriate knowledge (written test) evaluation instrument, scoring procedures, grading scale, and testing policies and procedures.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Conduct a written exam				
2.	Allow sufficient time to administer the written test				
3.	Ensure the classroom facility is appropriate for testing purposes				
4.	Properly grade exams and calculate correct percentages				
5.	Correctly calculate the average score (mean) for the given exam				
6.	Develop an objective interpretation of the test results based on test scores and question item analysis				
7.	Determine if lesson objectives were met				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

Evaluator/Candidate Comments: _____

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



FIRE PROTECTION BUREAU

PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

5.5 EDUCATION
Evaluation

**Evaluation Sheet: 5.5.1B
& 5.5.2B**

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

STANDARD: 5.5.1; 5.5.2 NFPA 1035, 2005 Edition IFSTA Fire & Life Safety Educator, 2 nd Edition	TASK: Administer and score a practical skills evaluation, so that lesson outcomes are known.				
PERFORMANCE OUTCOME: Administer and score a practical evaluation instrument so that the lesson outcomes are known.					
CONDITIONS: Given the appropriate (skills test) evaluation instrument, scoring procedures, grading scale, and testing policies and procedures.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Conduct an appropriate skills based evaluation using lesson plan, policies, and procedures				
2.	Allow enough time and sufficient space to administer skills test				
3.	Refrain from coaching or providing feedback during testing process				
4.	Determine Pass/Fail status of students				
5.	Develop an objective interpretation of the test results based on test scores and question item analysis				
6.	Determine if lesson objectives were met				
RETEST APPROVED BY: _____		RETEST EVALUATOR: _____			

Evaluator/Candidate Comments: _____

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