PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

NFPA Standard 1035, 2015 Edition

Skill Sheet #	NFPA Section	Tasks	Certification JPR Requirements: Mandatory, Random (For Total of 6 Task Sheets Selected)	
1	4.1.2	General Skill	**Mandatory**	**Select skill sheets from this section for a total of 4**
2	4.2.1 & 4.2.2	Administration	**Mandatory**	
3	4.2.3	Administration	**Mandatory**	
4	4.2.4 & 4.3.1	Administration/Planning Development	**Mandatory**	
5	4.4.1	Education and Implementation	**Mandatory**	
6	4.4.2	Education	**Mandatory**	
7	4.4.3 & 4.1.2	Education and Implementation	**Mandatory**	
8	4.4.4	Education and Implementation	**Random**	**Select skill sheets from this section for a total of 2**
9	4.4.5	Education	**Random**	
10	4.4.6 & 4.4.7	Education and Implementation	**Random**	
11	4.5.1 & 4.5.2	Evaluation	**Random**	

Test Construction Instructions

The skills examination will consist of at least 2 stations representing a random sampling of the standard. The practical skills have been broken down into two major categories, of which the Test Control Officer will randomly select the prescribed number of skill sheets per category using the matrix above.

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Candidate Name _____   **Skill Sheet** ____1____

IFSAC ID _____   **Date** _____

NFPA STANDARD: 1035, 2015 Edition	JPR: 4.1.2	Skill Area: General Skill

TASK: The candidate shall schedule and complete a given list of activities without conflict.

PERFORMANCE OUTCOME: Given a list of events, activity requests, pre-activity requirements, and time allotments shall schedule and complete activities so all performance steps are completed.

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.	Demonstrate verbal and written communication skills	☐	☐	☐	☐
2.	Demonstrate multitasking skills	☐	☐	☐	☐
3.	Manage time appropriately as required	☐	☐	☐	☐
	Overall Skill Sheet Score	☐	☐	☐	☐

Stop Safety Candidate Used: Yes ☐	Stop Safety Equipment Failure Used: Yes ☐

Evaluator/Candidate Comments _____

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Retest Approved by _____

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

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

PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

Candidate Name _____   **Skill Sheet** _____ 2

IFSAC ID _____   **Date** _____

NFPA STANDARD: 1035, 2015 Edition	JPR: 4.2.1 & 4.2.2	Skill Area: Administration

TASK: The candidate will document public fire and life safety educational activities, given specific forms or formats, so that all activities are recorded and each component of the form is completed with the correct information.

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 Pass	FIRST TEST Fail	RETEST Pass	RETEST Fail
1.	Correctly identify type of educational activity and appropriate classification for activity recording	☐	☐	☐	☐
2.	Identify appropriate education activity information and select appropriate form/format for activity according to policies and procedures of the authority having jurisdiction	☐	☐	☐	☐
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	☐	☐	☐	☐
	Overall Skill Sheet Score	☐	☐	☐	☐

Stop Safety Candidate Used: Yes ☐	Stop Safety Equipment Failure Used: Yes ☐

Evaluator/Candidate Comments _____

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Retest Approved by _____

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

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

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Candidate Name _____   **Skill Sheet** _____ 3 _____

IFSAC ID _____   **Date** _____

NFPA STANDARD: 1035, 2015 Edition	JPR: 4.2.3	Skill Area: Administration

TASK: The candidate will maintain a work schedule, given a list of events, activity requests, pre-activity requirements, and time allotments, so that all activities are scheduled and completed 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	☐	☐	☐	☐
	Overall Skill Sheet Score	☐	☐	☐	☐
Stop Safety Candidate Used: Yes ☐			**Stop Safety Equipment Failure Used: Yes ☐**		

Evaluator/Candidate Comments _____

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Retest Approved by _____

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

Retest Evaluator (Print & Sign) _____   **Candidate Signature** _____   **Date**

PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

Candidate Name _____   **Skill Sheet** _____ 4

IFSAC ID _____   **Date** _____

NFPA STANDARD: 1035, 2015 Edition	JPR: 4.2.4 & 4.3.1	Skill Area: Administration

TASK: The candidate will identify community resources, services, and organizations, given a current list of resources, organizations, and identified need(s), so that the public is referred to the applicable resource(s).

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 and identify appropriate community and organizations available	☐	☐	☐	☐
2.	Identify appropriate background information for issues needed and select an appropriate community resource, service, or organization	☐	☐	☐	☐
3.	Correctly determine opportunities for shared efforts and refer the public to the applicable resource	☐	☐	☐	☐
4.	Identify necessary partners to address issues and share information resources	☐	☐	☐	☐
	Overall Skill Sheet Score	☐	☐	☐	☐

Stop Safety Candidate Used: Yes ☐	Stop Safety Equipment Failure Used: Yes ☐

Evaluator/Candidate Comments _____

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Retest Approved by _____

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

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PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

Candidate Name _____ **Skill Sheet** _____ 5 _____

IFSAC ID _____ **Date** _____

NFPA STANDARD: 1035, 2015 Edition	JPR: 4.4.1	Skill Area: Education and Implementation

TASK: The candidate will select instructional materials, given a subject, learning objectives, the intended audience, and related resources, so that the materials are specific to the audience and activity objectives.

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 Pass	FIRST TEST Fail	RETEST Pass	RETEST 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	☐	☐	☐	☐
	Overall Skill Sheet Score	☐	☐	☐	☐

Stop Safety Candidate Used: Yes ☐	Stop Safety Equipment Failure Used: Yes ☐

Evaluator/Candidate Comments _____

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Retest Approved by _____

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

_____ _____ _____
Retest Evaluator (Print & Sign)   **Candidate Signature**   **Date**

PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

Candidate Name _____   **Skill Sheet** ____6____

IFSAC ID _____   **Date** _____

NFPA STANDARD: 1035, 2015 Edition	JPR: 4.4.2	Skill Area: Education

TASK: The candidate will practice safety during fire and life safety education activities, given a lesson plan and a list of equipment, so that fire and life safety activities are conducted without injury to educator or participants.

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 Pass	FIRST TEST Fail	RETEST Pass	RETEST 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	☐	☐	☐	☐
	Overall Skill Sheet Score	☐	☐	☐	☐

Stop Safety Candidate Used: Yes ☐	**Stop Safety Equipment Failure Used: Yes** ☐

Evaluator/Candidate Comments _____

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Retest Approved by _____

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

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

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Candidate Name _____ **Skill Sheet** _____ 7 _____

IFSAC ID _____ **Date** _____

NFPA STANDARD: 1035, 2015 Edition	JPR: 4.4.3, 4.1.2	Skill Area: Education

TASK: The candidate will present a lesson, given a lesson plan with multiple presentation methods, evaluation instruments, time allotment, setting, and identified audience, so that the lesson plan is followed and the objectives are met.

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**
	Choose one method below:	☐	☐	☐	☐
	Lecture Presentation:	☐	☐	☐	☐
1.	Dress appropriately for audience and topic (for class type/location)	☐	☐	☐	☐
2.	Properly organize presentation (evidence of planning, i.e., in accordance with written lesson plan)	☐	☐	☐	☐
3.	Create a proper opening to motivate audience and create an interest to learn (related to objectives)	☐	☐	☐	☐
4.	Clearly state the objectives (read, state, or paraphrase) in behavior terms and Appropriately match the instructional method to educational objectives	☐	☐	☐	☐
5.	Ensure voice tone, pitch, modulation is appropriate, at the correct level, and proper gestures (absence of distracting mannerisms)	☐	☐	☐	☐
6.	Present lesson "step by step" according to lesson plan	☐	☐	☐	☐
7.	Appropriately use multiple instructional methods (i.e., lecture, discussion, illustration, demonstration, team teaching)	☐	☐	☐	☐
8.	Maintain eye contact (50% of time)	☐	☐	☐	☐
9.	Properly use audio visual equipment	☐	☐	☐	☐
10.	Presented lesson within allotted time frame	☐	☐	☐	☐
11.	Develop rapport with students (through interaction and establishing positive environment)	☐	☐	☐	☐
12.	Ensure audience can see and hear presentation and demonstrations	☐	☐	☐	☐
13.	Involve audience through appropriate questions, activities about the subject to ascertain knowledge of subject matter	☐	☐	☐	☐
14.	Manage time and multitask appropriately during lesson	☐	☐	☐	☐
15.	Properly diagnose audience readiness for evaluation step (if applicable)	☐	☐	☐	☐
	Demonstration Presentation:	☐	☐	☐	☐
16.	Ensure presentation is appropriate for audience and topic	☐	☐	☐	☐

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17.	Allow proper amount of time for guided practice	☐	☐	☐	☐
18.	Supervise (coach) individuals in the correct technique	☐	☐	☐	☐
19.	Check for understanding (monitor for proper technique)	☐	☐	☐	☐
20.	Encourage individuals with positive reinforcement/feedback on performance (4.4.3; 4.1.2)	☐	☐	☐	☐
21.	Monitor all members for proper technique and safety items and appropriately correct behavior as necessary	☐	☐	☐	☐
22.	Allow proper amount of time for guided practice	☐	☐	☐	☐
23.	Supervise (coach) individuals in the correct technique	☐	☐	☐	☐
24.	Establish an appropriate summary/closure to emphasize and review key procedures, sequences, and concepts for closure	☐	☐	☐	☐
	Overall Skill Sheet Score	☐	☐	☐	☐
Stop Safety Candidate Used: Yes ☐			**Stop Safety Equipment Failure Used: Yes ☐**		

Evaluator/Candidate Comments _____

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Retest Approved by _____

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

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PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

Candidate Name _____   **Skill Sheet** _____ 8

IFSAC ID _____   **Date** _____

NFPA STANDARD: 1035, 2015 Edition	JPR: 4.4.4 & 4.1.2	Skill Area: Education

TASK: The candidate will adapt a lesson plan, given the lesson content and information on the audience, so that the material presented meets the needs of the audience.

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 Pass	FIRST TEST Fail	RETEST Pass	RETEST 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	☐	☐	☐	☐
3.	Ensure the adapted lesson appropriately explains the actions learners are to take	☐	☐	☐	☐
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	☐	☐	☐	☐
7.	Adapted instructional materials, including props and equipment, are appropriate to the audience location (i.e., proper size for classroom)	☐	☐	☐	☐
	Overall Skill Sheet Score	☐	☐	☐	☐

Stop Safety Candidate Used: Yes ☐	Stop Safety Equipment Failure Used: Yes ☐

Evaluator/Candidate Comments _____

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Retest Approved by _____

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

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

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Candidate Name _____   **Skill Sheet** _____ 9

IFSAC ID _____   **Date** _____

NFPA STANDARD: 1035, 2015 Edition	**JPR:** 4.4.5	**Skill Area:** Education

TASK: The candidate will notify the public, given a scheduled event, so that the location, date, time, topic, and sponsoring agency are conveyed.

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	☐	☐	☐	☐
	Overall Skill Sheet Score	☐	☐	☐	☐
Stop Safety Candidate Used: Yes ☐			**Stop Safety Equipment Failure Used: Yes** ☐		

Evaluator/Candidate Comments _____

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Retest Approved by _____

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

Retest Evaluator (Print & Sign) _____   **Candidate Signature** _____   **Date** _____

PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

Candidate Name _____   **Skill Sheet** _____ 10

IFSAC ID _____   **Date** _____

NFPA STANDARD: 1035, 2015 Edition	JPR: 4.4.6 & 4.4.7	Skill Area: Education

TASK: Disseminate educational information, given information and/or materials, a specified audience, and time frame, 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 Pass	FIRST TEST Fail	RETEST Pass	RETEST 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	☐	☐	☐	☐
6.	Distribute thru electronic forms of communication	☐	☐	☐	☐
	Overall Skill Sheet Score	☐	☐	☐	☐

Stop Safety Candidate Used: Yes ☐	Stop Safety Equipment Failure Used: Yes ☐

Evaluator/Candidate Comments _____

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Retest Approved by _____

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

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

PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

Candidate Name _____   **Skill Sheet** ____ 11

IFSAC ID _____   **Date** _____

NFPA STANDARD: 1035, 2015 Edition	**JPR:** 4.5.1 & 4.5.2	**Skill Area:** Evaluation

TASK: Administer an evaluation instrument, given the appropriate evaluation instrument and testing policies and procedures, so that lesson outcomes are measured.

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 Pass	FIRST TEST Fail	RETEST Pass	RETEST 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	☐	☐	☐	☐
8.	Report information as required by AHJ	☐	☐	☐	☐
	Overall Skill Sheet Score	☐	☐	☐	☐
Stop Safety Candidate Used: Yes ☐			**Stop Safety Equipment Failure Used: Yes ☐**		

Evaluator/Candidate Comments _____

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Retest Approved by _____

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

Retest Evaluator (Print & Sign) _____   **Candidate Signature** _____   **Date**