



FIRE INSTRUCTOR I

NFPA Standard 1041, 2012 Edition, Chapter 4

Candidate Name _____ Skill Sheet 1

IFSAC ID _____ Date _____

STANDARD: NFPA 1041, 2012 Edition – Chapter 4 - All Requisite Skills

TASK: The candidate will present a 15-20-minute block of instruction to include the preparation, presentation, application, and evaluation steps of the Four Step Method of instruction. The candidate will incorporate the proper use of audiovisual equipment, teaching aids, demonstration devices, projectable and non-projectable instructional materials generally employed in training programs.

CONDITION: Given a prepared lesson plan, necessary training aids, students, and a teaching environment adequate to meet the provision of this objective.

PROGRAM MANAGEMENT					
No.	COURSE PREPARATION	TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Schedule and document a single instructional session. (4.2.4, 4.2.4[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No.	MATERIALS	TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Reviewed and adapted instructional materials; prepared lesson plan and resources for topic, target audience, and learning environment. (4.3.2, 4.3.3, 4.3.2[b], 4.3.3[b], 4.4.5, 4.4.5[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No.	CLASSROOM MANAGEMENT	TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Organized classroom, laboratory or outdoor learning environment with consideration given to lighting, distractions, climate, weather, noise, seating, audiovisual equipment, teaching aids, and safety. (4.4.2, 4.3.2[b], 4.3.3[b], 4.4.2[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Adjusted to differences in learning styles, abilities, and behaviors. Controlled disruptive behavior, maintained a safe learning environment, and met needs of students and accomplished objectives. (4.4.5, 4.4.5[b], 4.3.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No.	AUDIOVISUAL	TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Pre-inspect audiovisual equipment. (4.4.6, 4.4.6[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Demonstrate familiarity with equipment controls and aspects of projection. (4.4.6, 4.4.6[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Correctly use the type of audiovisual equipment material and demonstration devices provided. (4.4.6, 4.4.6[b], 4.4.2[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

❖ References used are from NFPA 1041, 2012 Edition, and are shown in parentheses.

PREPARATION					
No.	PREPARATION OF STUDENTS	TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Introduce subject matter. (4.3.3, 4.4.3, 4.4.3[b], 4.4.4, 4.4.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Explain why material is important. (4.3.3, 4.4.3, 4.4.3[b], 4.4.4, 4.4.5, 4.4.5[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Explain how material will be useful. (4.3.3, 4.4.3, 4.4.3[b], 4.4.4, 4.4.5, 4.4.5[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Establish rapport with students. (4.3.3, 4.4.3, 4.4.3[b], 4.4.4, 4.4.5, 4.4.5[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Explain objectives. (4.3.3, 4.4.3, 4.4.3[b], 4.4.4, 4.4.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**FIRE PROTECTION BUREAU
FIRE SERVICE CERTIFICATION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3945**



FIRE INSTRUCTOR I

PRESENTATION					
No.	CLASSROOM PRESENTATION	TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Present new skills, concepts, and/or procedures according to a prepared lesson plan. (4.4.3, 4.4.3[b], 4.4.4, 4.4.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Guide students toward meeting objectives. (4.4.3, 4.4.3[b], 4.4.4, 4.4.5, 4.4.5[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Demonstrate new skills competently. (4.4.3, 4.4.3[b], 4.4.4, 4.4.5, 4.4.5[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Adjust presentation to changes in class environment and learning styles, abilities, and behaviors. (4.4.4, 4.4.5, 4.4.5[b]) For Example: demonstration, visual aids, explain procedures, emphasize key points, explain concepts, philosophies, principles, implications, proceed from known to unknown, simple to complex, use text books and other reference sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Achieved learning outcomes. (4.4.3, 4.4.3[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Maintained class continuity. (4.4.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Instructor delivered lesson in an efficient manner. (4.4.3, 4.4.3[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No.	INSTRUCTIONAL MATERIALS	TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Review content and organization of projectable/non-projectable instructional materials. (4.3.2, 4.3.3, 4.4.2, 4.4.2[b], 4.4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Present projectable/non-projectable materials clearly and at the logical point in the lesson. (4.3.2, 4.3.3, 4.4.2, 4.4.2[b], 4.4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Introduce projectable/non-projectable materials. (4.3.2, 4.4.2, 4.4.2[b], 4.4.6, 4.4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Relate projectable/non-projectable materials into the lesson material. (4.4.7, 4.4.7[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Smooth transition between media and other parts of presentation. (4.4.2, 4.4.2[b], 4.4.7, 4.4.7[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Media returned to storage. (4.4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No.	COMMUNICATION	TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Voice is clear, effectively pitched, and well modulated. (4.4.3, 4.4.3[b], 4.5.4[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Speech is reasonably free of language errors. (4.4.3, 4.4.3[b], 4.5.4[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Style is reasonably free of mannerisms materially detracting to teaching effort. (4.4.3, 4.4.3[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No.	SAFETY	TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Communicate safety responsibilities and/or considerations to students. (4.4.2, 4.4.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Demonstrate practices and procedures safely to students. (4.4.2, 4.4.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Include safety practices and procedures in the practical skills testing of students. (4.4.2, 4.4.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**FIRE PROTECTION BUREAU
FIRE SERVICE CERTIFICATION
PO Box 42642
Olympia WA 98504-2642
(360) 596-3945**



FIRE INSTRUCTOR I

APPLICATION					
No.	STUDENT APPLICATION OF LEARNING AND FEEDBACK	TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Provide students an opportunity to perform under supervision. (4.4.5, 4.4.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Coach student. Check for and correct any errors. (4.4.3, 4.4.5[b], 4.5.5, 4.5.5[b], 4.4.5, 4.4.3, 4.5.4[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Emphasize and review key procedures, sequences, and concepts. (4.4.3, 4.4.3[b], 4.5.5, 4.5.5[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Encourage students with productive feedback. (4.4.3, 4.4.3[b], 4.5.5, 4.5.5[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Diagnose readiness for evaluation step. (4.4.3, 4.4.3[b], 4.5.5, 4.4.3, 4.5.5[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EVALUATION STEP					
No.	TESTING AND EVALUATION	TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Orally quiz key points. (4.5.2, 4.5.2[b], 4.5.4[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Administer and accurately score written test. (4.5.1, 4.5.2, 4.5.4, 4.5.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Administer and accurately score practical test. (4.5.1, 4.5.2, 4.5.2[b], 4.5.4, 4.5.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Evaluate student performance. (4.5.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Determine cause(s) for student failure. (4.5.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Identify action to be taken to correct deficiencies. (4.5.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Maintain security of test scores and exams. (4.5.2, 4.5.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Conducted testing according to procedures. (4.5.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADMINISTRATION					
No.	RECORD KEEPING	TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Accurately complete all training documentation forms provided. (4.2.5, 4.5.4, 4.2.3[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Submit completed training documentation to the evaluator. (4.2.5, 4.5.4, 4.2.3[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Correctly report any unusual testing circumstances to evaluator. (4.2.3, 4.2.5, 4.5.4, 4.2.3[b])	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Skill Sheet Score		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Stop Safety: Yes <input type="checkbox"/>		Equipment Stop Safety: Yes <input type="checkbox"/>			

Evaluator/Candidate Comments _____

Retest Approved by _____

Evaluator (Print & Sign)

Candidate Signature

Date

Retest Evaluator (Print & Sign)

Candidate Signature

Date