



FIRE INSTRUCTOR II

NFPA Standard 1041, 2019 Edition

Test Construction Guide: Candidates are required to submit a portfolio for evaluation which contains:

- Written training schedule
- Needs analysis with a completed budget
- Documentation that resources are acquired within budget
- Description of recordkeeping processes
- Created lesson plan
- Modified lesson plan
- Created student evaluation instruments for both written and practical exams
- Test item analysis
- Course evaluation including modifications made to the course based on the student test analysis and comments from the students
- Certified third party evaluators will review the documents listed above.
- In addition, candidates are required to participate in a practical skills exam presenting a lesson plan and supervising a high hazard training event. Note: See Skill Sheets 4 and 9. These are signed by a certified evaluator. If the candidates complete the supervision of a high hazard exercise at a later time (other than the day of the portfolio submission and teaching scenario), it must be noted on the roster and submitted to the State Fire Marshal's Office. The skills sheet should be signed off by a certified evaluator.
- Examples of high hazard exercises are contained in the NFPA standard and include: live fire exercises, hazardous materials exercises, exercises involving power tools, and above and below graded rescue.
- All JPRs are tested. Candidates shall select a lesson plan prior to the practical so that all associated materials, equipment, slides, handouts, and quizzes are prepared. The lesson will be presented in a classroom setting and other candidates may be used as an audience. Candidates are required to use some type of audio visual equipment during the presentation. At a minimum an overhead projector may be used.

Fire Instructor II Portfolio and Practical Skills

Skill Sheet	NFPA Section #	Tasks	Certification JPR Requirements: All Mandatory (for total of 12 Task Sheets selected)
1.	5.2.2	Program Management: Portfolio	
2.	5.2.3	Program Management: Portfolio	
3.	5.2.4	Program Management: Portfolio	
4.	5.2.5	Program Management: Portfolio	
5.	5.2.5	Program Management: Portfolio	
6.	5.2.6	Instructional Development: Portfolio	Select Mandatory
7.	5.3.2	Instructional Development: Portfolio	
8.	5.3.3	Instructional Development: Portfolio	
10.	5.4.3	Instructional Delivery: Portfolio High Hazard Training Supervision	
11.	5.5.2	Evaluation and Testing: Portfolio	
12.	5.5.3	Evaluation and Testing: Portfolio	
6.	5.2.6	Instructional Development: Practical	Soloot Mandaton:
9.	5.4.2	Instructional Delivery: Practical	Select Mandatory





FIRE INSTRUCTOR II

Cand	idate Name				_ Skil	l Sheet		1
IFSAC	C ID					Date		
NFP	A STANDARD: 1041, 2019 Edition	JPR: 5.2.2		SKILL AREA:	Program	Manage	ment: P	ortfolio
	Schedule instructional sessions,		nedulina pa					
	ine for delivery, so the specified se					., 000, 010	iii, iaoiiia	oo, and
COND	ITIONS: Using a department-sche	duling policy or model	policy, ins			aff, facilit	ies, and	time
	or delivering training sessions, sch							
	ORMANCE OUTCOME: The candida		ctional ses	sions, so the s	pecified	sessions	are deliv	rered
accor	ding to department or model polic	у.			I =	T	D	
No.		TASK STEPS				TEST		TEST
					Pass	Fail	Pass	Fail
1.	, ,			у				
2. Furnish written documentation of acquiring instruction facilities, instructors, equipment) according to policy			l resource	s (i.e.,				
Documentation is complete and legible								
Over	all Skill Sheet Score							
Cand	lidate Stop Safety: Yes 🗌		Equipm	ent Stop Safe	ty: Yes			
Evalu	ator/Candidate Comments							
Dotoo	4 Approved by							
Keles	t Approved by							
Evalu	ator (Print & Sign)		Car	ndidate Signa	ature		Da	ate
Retes	t Evaluator (Print & Sign)		Car	Candidate Signature Date				





FIRE INSTRUCTOR II

Cand	idate Name				_ Skill	Sheet		2
IFSAC	C ID					Date		
NFP/	A STANDARD: 1041, 2019 Edition	JPR: 5.2.3	S	KILL A REA:	Program	Manage	ment: Po	ortfolio
Task	: Formulate budget needs given t red meeting training goals are ider	raining goals, agency l	budget policy					
COND	ITIONS: Using your department traffied need and time line.	aining goals, agency's	budget policy				•	
	DRMANCE OUTCOME: The candidate lentified and documented.	te will formulate budge	et needs so th	ne resource	s required	d to mee	t training	goals
No.		TASK STEPS			FIRST	TEST	RET	EST
NO.		TASK STEPS			Pass	Fail	Pass	Fail
1.	Conduct and document needs a	nalysis						
2.	Submit completed budget for couthat training goal is met	urse (i.e., equipment co	ost, instructo	r, etc.) so				
Over	all Skill Sheet Score							
Cand	idate Stop Safety: Yes 🗌		Equipmen	t Stop Safe	ty: Yes			
Evalu	ator/Candidate Comments							
Retes	t Approved by							
Evalu	ator (Print & Sign)		Candi	date Signa	ature		Da	ite
Retes	t Evaluator (Print & Sign)		Candi	date Signa	ature		Da	ite





FIRE INSTRUCTOR II

Cand	idate Name		_ Skil	I Sheet	;	3		
IFSA	C ID				_	Date		
NFP	A STANDARD: 1041, 2019 Edition	JPR: 5.2.4		SKILL AREA:	Program	Manage	ment: P	ortfolio
TASK	: Acquire training sources, given a	an identified need so th	nat the res					
lines,	budget constraints, and according	to agency policy.	L l	Barrell and			•.	
	DITIONS: Using your departmental tified need and time line.	training goals, agency	buaget po	olicy, and curre	ent resoul	rces and	given an	
	ORMANCE OUTCOME: The candidate of the candidate of the lines, budget constrain				ces are c	btained v	within the	
No.		TASK STEPS			FIRST	TEST	RET	EST
					Pass	Fail	Pass	Fail
1.	Document training resources requolicy	partmental						
2.	Document the time frame to acquire resources							
3.	Document that resources are within established budget							
4.	Complete all necessary documentation							
Over	all Skill Sheet Score							
Cano	lidate Stop Safety: Yes 🗌		Equipm	ent Stop Safe	ety: Yes			
Evalu	uator/Candidate Comments							
Retes	st Approved by							
Evalu	ator (Print & Sign)		Candidate Signature				Date	
Retes	st Evaluator (Print & Sign)		Can	ndidate Signature Date				





FIRE INSTRUCTOR II

Cand	didate Name				_ Skil	l Sheet		4
IFSA	C ID				_	Date		
NFP	A STANDARD: 1041, 2019 Edition	JPR: 5.2.5		SKILL AREA:	Program	Manage	ement: P	ortfolio
	: Coordinate training record keep							
	egal requirements are met.		·					
	סודוסאs: Given training forms, dep	•	•					
PERF are n	ORMANCE OUTCOME: The candida	te will coordinate traini	ing recordke	eeping, so all	agency a	and legal	l requiren	nents
		TASK STEPS			FIRST	TEST	RET	EST
No.		Fail	Pass	Fail				
1.	Provide documents of completed training classes (i.e. roster, evaluation							
2.	Provide documents of completed sheet, test results)	roster, eva	luation					
Over	all Skill Sheet Score							
Cano	lidate Stop Safety: Yes 🗌		Equipme	nt Stop Safe	ty: Yes			
Evalu	uator/Candidate Comments							
	-							
Retes	st Approved by							
Evalu	ator (Print & Sign)		Cano	didate Signa	ature		Da	ite
Retes	st Evaluator (Print & Sign)		Cano	didate Signa	ature		Da	ıte





FIRE INSTRUCTOR II

Cand	idate Name		_ Skil	l Sheet		5		
IFSA	C ID					Date		
NFP	A STANDARD: 1041, 2019 Edition	JPR: 5.2.5	S	KILL AREA:	Program	Manage	ment: P	ortfolio
	: Coordinate training record keep							
	egal requirements are met.	<u> </u>	, I	. ,				, ,
	סודוסאs: Given training forms, dep		•	<u> </u>				
PERF are n	ORMANCE OUTCOME: The candidanet.	te will coordinate traini	ing record ke	eping so all	agency a	and legal	requiren	nents
		TASK STEPS			FIRST	TEST	RET	EST
No.			Pass	Fail	Pass	Fail		
1.	In writing, describe the training r policy and legal requirements		-					
2.	In writing, describe the policy an training records	d/or procedure for audi	liting the age	ncy's				
Over	all Skill Sheet Score							
Cano	lidate Stop Safety: Yes 🗌		Equipmer	nt Stop Safe	ty: Yes			
Evalu	uator/Candidate Comments							
	•							
Retes	st Approved by							
Evalu	ator (Print & Sign)		Cand	idate Signa	ature		Da	ite
Retes	st Evaluator (Print & Sign)		Cand	idate Signa	ature		Da	ite





FIRE INSTRUCTOR II

Cand	idate Name	Skil	l Sheet		6		
IFSA	C ID		Date				
NFD	A STANDARD: 1041, 2019 Edition	JPR: 5.2.6	SKILL AREA:	Instructional	Develon	ment: Dr	ractical
Task evalu	Evaluate instructors, given an evation identifies areas of strengths	/aluation form, departr and weaknesses, reco	ment policy, and job ommends changes ir	performance n instructional	requiren	nents, so	
	nunication methods, and provides					4-	
PERF	OTTIONS: Given an Instructor I evaluated on the candidated of the	te will evaluate instruc	tors so that the eval	uation identifi	es areas	of streng	,
No.		TASK STEPS		FIRST	TEST	RET	TEST
140.		TASK STEPS		Pass	Fail	Pass	Fail
1.	Observe instructor and correctly						
2.	Properly identify the instructor's delivery form						
3.	Make appropriate recommendations for instructional changes to style and/or communication method in comments section						
4.							
5.	Complete evaluation form(s)						
Over	all Skill Sheet Score						
Cand	lidate Stop Safety: Yes 🗌		Equipment Stop	Safety: Yes			
Evalu	ator/Candidate Comments						
Retes	t Approved by						
Evalu	ator (Print & Sign)		Candidate S	ignature		Da	ite
Retes	t Evaluator (Print & Sign)	Candidate S	didate Signature Date				





FIRE INSTRUCTOR II

Cand	ndidate Name				Skil	Sheet		7
IFSAC	C ID				Date			
	A STANDARD: 1041, 2019 Edition		Por	LL AREA: tfolio			•	
perfo	 Create a lesson plan, given a to rmance requirements or learning of son outline, course materials, instr 	bjectives for the topic	are addressed	, and the				
	ITIONS: Given a topic, audience c			•	•			
the to	ORMANCE OUTCOME: The candidate plan included and the plan included and the plan included and the plan included and the plan included and included an							
No.		TASK STEPS			FIRST	TEST	Ret	rest
110.		TACK CIEFO			Pass	Fail	Pass	Fail
Develop a lesson plan using a standard four-step lesson plan format								
List job performance requirements for course taught, inco- 2. objectives, a lesson outline, appropriate course material aids								
Develop an evaluation plan that documents the JPR's for course were met			e met					
4.	Lesson plan appropriate for audi	ence						
5.	Topic: (selected per student nee	ds assessment and de	epartment need	l)				
Over	all Skill Sheet Score							
Cand	lidate Stop Safety: Yes 🗌		Equipment S	Stop Safe	ty: Yes			
Evalu	ator/Candidate Comments							
Retes	t Approved by							
Evalu	valuator (Print & Sign)		Candida	ate Signa	ature		Da	ite
Retes	t Evaluator (Print & Sign)		Candidate Signature				Da	ıte





FIRE INSTRUCTOR II

Cand	idate Name				_ Skil	I Sheet	et <u>8</u>	
IFSA	C ID					Date		
				SKILL AREA:	Instructio	nal Dev	elopment	
	A STANDARD: 1041, 2019 Edition			Portfolio			•	•
	: Modify an existing lesson plan, or requirements or learning or							ectives
	son outline, course materials, instr				pian more			,00,700,
	DITIONS: Given a topic, lesson plan	*						
are a	ORMANCE OUTCOME: The candidate chieved, and the plan includes lead pation plan.							
No.		TASK STEPS			FIRST	TEST	RET	EST
NO.		TASK STEPS			Pass	Fail	Pass	Fail
1.	Modify an existing lesson plan u	sing a standard fou	r-step lesson	plan format				
2.	2. List job performance requirements for course, including learning objectives, lesson outline, appropriate course material, and instructional aids							
3.	3. Develop an evaluation plan that documents the JPR's for course wer			were met				
4.	Lesson modifications appropriate to audience							
5.	Topic: (selected per student needs assessment and department need)							
	Approved by Chief:				Ш		Ш	Ш
	Signature:	Printed	Name:					
Over	all Skill Sheet Score							
Cand	didate Stop Safety: Yes 🗌		Equipm	ent Stop Safe	ty: Yes			
Evalu	uator/Candidate Comments _							
Retes	st Approved by							
Evalu	valuator (Print & Sign)		Can	ndidate Signa	ature		Da	ite
Retes	st Evaluator (Print & Sign)		Candidate Signature Da					ite





FIRE INSTRUCTOR II

Cand	didate Name				Skil	l Sheet		9
IFSA	C ID				_	Date		
NFP	A STANDARD: 1041, 2019 Edition	JPR: 5.4.2	SKILL A		Instructio	nal Deve	elopment	:
	: Conduct a class using a lesson p ing methods and techniques, giver							
CONE	TIONS: Given a topic, lesson plan	i, audience characteris	stics, and a standa	rd less	on plan t	format.		
are a	ORMANCE OUTCOME: The candidate chieved, and the plan includes lead pation plan.							
No.		TASK STEPS			FIRST	TEST	Ret	TEST
					Pass	Fail	Pass	Fail
1.	1. Modify an existing lesson plan using a standard four-step lesson plan format							
2.	Use multiple teaching techniques							
3.	Use multiple teaching methods (i.e., conference, discussion)							
4.	Meet lesson objectives							
5.	Lesson appropriate to needs of t	arget audience						
Over	all Skill Sheet Score							
Cano	lidate Stop Safety: Yes 🗌		Equipment Stop	p Safe	ty: Yes			1
Evalu	uator/Candidate Comments _							
Retes	t Approved by							
Evalu	ator (Print & Sign)		Candidate	Signa	ature		Da	ite
Retes	t Evaluator (Print & Sign)		Candidate Signature				Da	ite





FIRE INSTRUCTOR II

Candidate Name			Skill	Sheet	1	0
IFSA	C ID		<u> </u>	Date		
NFP	A STANDARD: 1041, 2019 Edition JPR: 5.4.3	SKILL AREA:	Instructio	nal Deliv	/ery: Po i	rtfolio
Task	: Supervise other instructors and students during training	g, given a training scena	rio with i	ncreased		
	sure, so applicable safety standards and practices are fol ortions: Given a training scenario with increased hazard		goals are	met.		
	ORMANCE OUTCOME: The candidate will supervise other in	<u>'</u>	during hi	gh-haza	rd trainin	g, so
	cable safety standards are followed and instructional goa				·	
No.	TASK STEPS		FIRST			EST
1.	Supervise instructors appropriately according to policy high-hazard training	and procedures during	Pass	Fail	Pass	Fail
2.	Supervise students according to policy and procedures training	during high-hazard				
Correctly follow applicable safety standards and incident command practice						
4.	Performance of instructors/students indicates instruction	nal goals achieved				
5.	5. Topic: (selected per student needs assessment and department need)					
	Approved by Chief:					
	Signature: Printed Na	me:				
Over	all Skill Sheet Score					
Cand	lidate Stop Safety: Yes 🗌	Equipment Stop Safe	ty: Yes			
Evalu	ator/Candidate Comments					
Retes	t Approved by					
Evalu	ator (Print & Sign)	Candidate Signa	ature		Da	te
Retes	t Evaluator (Print & Sign)	Candidate Signa	Candidate Signature			





FIRE INSTRUCTOR II

Cand	indidate Name			Skil	l Sheet	1	1
IFSA	C ID				Date		
	A STANDARD: 1041, 2019 Edition		SKILL AREA: Portfolio				
so the	: Develop student evaluation instree evaluation instrument determiner mance in objective, reliable, and vo.	s if the student has acl	hieved the learning obje	ctives, the	e instrum	nent evalu	ıates
	ITIONS: Given learning objectives	, audience characteris	tics, and training goals.				
deter reliab	ORMANCE OUTCOME: The candidar mines if the student has achieved le, and verifiable manner, and the ment should cover both cognitive	the learning objectives evaluation instrument	s, the instrument evalua is bias-free to any audi	tes perfor ence or g	mance ir roup. <i>(E</i>	n objectiv	e,
No.		TASK STEPS		FIRST Pass	TEST		EST
	Develop student written and practical examinations based on learning				Fail	Pass	Fail
1.	objectives and training goals						
2.	Provide test item analysis						
3.	Evaluation forms are bias-free to any audience or group (i.e., gender, cultural); evaluation forms designed to evaluate performance in an objective, reliable, and verifiable manner						
Over	all Skill Sheet Score						
Cand	lidate Stop Safety: Yes 🗌		Equipment Stop Saf	ety: Yes			
Evalu	ator/Candidate Comments _						
-							
Rotos	t Approved by						
110103	Employed by						
Evalu	ator (Print & Sign)		Candidate Sigr	nature		Da	ite
Retes	t Evaluator (Print & Sign)		Candidate Sigr	nature	 -	Da	ite





FIRE INSTRUCTOR II

Candidate Name IFSAC ID					Skill Sheet		12		
					_	Date			
NFPA STANDARD: 1041, 2019 Edition JPR: 5.5.3 SKI					AREA: Evaluation and Testing:				
ability	: Develop a class evaluation instruct to provide feedback to the instructe content, and student materials.								
	ITIONS: Given agency policy and								
feedb	ORMANCE OUTCOME: The candidate back to the instructor on instruction student materials.							ntent,	
No	No. Task Steps				FIRST TEST			RETEST	
110.					Pass	Fail	Pass	Fail	
1.	Develop and submit a course evaluation form that show ability to give feedback on the following:			it has the					
	a. Instructional methods								
	b. Communication techniques								
	c. Learning environment								
	d. Course content								
	e. Student materials								
Overall Skill Sheet Score									
Candidate Stop Safety: Yes Equipment Stop Safe						ety: Yes 🗌			
Evalu	ator/Candidate Comments								
_,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	_								
Retes	t Approved by								
Evaluator (Print & Sign)			Candidate Signature				Date		
Retest Evaluator (Print & Sign)			Candidate Signature				Date		