



NFPA Standard 1041, 2012 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.

| 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 | |
| 5. | 5.2.5 | Program Management: Portfolio | |
| 6. | 5.2.6 | Instructional Development: Portfolio | |
| 7. | 5.3.2 | Instructional Development: Portfolio | Select Mandatory |
| 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 | |
| 4. | 5.2.5 | Program Management: Practical | Salaat Mandatan |
| 9. | 5.4.2 | Instructional Delivery: Practical | Select Mandatory |

Fire Instructor II Portfolio and Practical Skills

3000-420-080 (R 2/20)





FIRE INSTRUCTOR II

IFSAC ID

Retest Approved by

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Candidate Name

Skill Sheet <u>1</u> Date _____

| NFPA | A STANDARD: 1041, 2012 Edition JPR: 5.2.2 SKILL AREA: Program Management: Portfolio | | | | | | | | | | |
|------------------------------|--|----------------------------|-------------|-----------------|-------------|----------|-----------|------|--|--|--|
| TASK: | TASK: Schedule instructional sessions, given department scheduling policy, instructional resources, staff, facilities, and | | | | | | | | | | |
| time l | time line for delivery, so the specified sessions are delivered according to department policy. | | | | | | | | | | |
| | CONDITIONS: Using a department-scheduling policy or model policy, instructional resources, staff, facilities, and time | | | | | | | | | | |
| line fo | or delivering training sessions, sch | edule a training course |). | | | | | | | | |
| PERF | DRMANCE OUTCOME: The candidat | te will schedule instruc | tional ses | sions, so the s | specified s | sessions | are deliv | red | | | |
| accor | ding to department or model policy | у. | | | | | | | | | |
| No | T | | | | FIRST TEST | | RETEST | | | | |
| No. | | TASK STEPS | | | Pass | Fail | Pass | Fail | | | |
| 1. | Submit written training schedule | with time line, accordir | ng to polic | ÿ | | | | | | | |
| 2. | Furnish written documentation of facilities, instructors, equipment) | | l resource | es (i.e., | | | | | | | |
| 3. | Documentation is complete and legible | | | | | | | | | | |
| Overall Skill Sheet Score | | | | | | | | | | | |
| Candidate Stop Safety: Yes 🗌 | | Equipment Stop Safety: Yes | | | | | | | | | |
| | | | | | | | | | | | |

Evaluator/Candidate Comments

Evaluator (Print & Sign)

Retest Evaluator (Print & Sign)

Candidate Signature

Candidate Signature

Date

Date



| Candidate N | ame |
|-------------|-----|
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Skill Sheet 2

IFSAC ID

| NFP/ | NFPA STANDARD: 1041, 2012 Edition JPR: 5.2.3 Skill Area: Program Management: Portfolio | | | | | | | | | | |
|--|---|--------|---------------|---------|------|------|------|--|--|--|--|
| TASK: Formulate budget needs given training goals, agency budget policy, and current resources, so the resources | | | | | | | | | | | |
| | required meeting training goals are identified and documented. CONDITIONS: Using your department training goals, agency's budget policy, and current resources and given an | | | | | | | | | | |
| | identified need and time line. | | | | | | | | | | |
| PERFORMANCE OUTCOME: The candidate will formulate budget needs so the resources required to meet training goals | | | | | | | | | | | |
| are id | are identified and documented. | | | | | | | | | | |
| No. | TASK STEPS | | | FIRST | TEST | RET | TEST | | | | |
| NO. | TASK STEPS | | | Pass | Fail | Pass | Fail | | | | |
| 1. | Conduct and document needs analysis | | | | | | | | | | |
| 2. | Submit completed budget for course (i.e., equipment cost, instructor, etc.) so that training goal is met | | | | | | | | | | |
| Over | all Skill Sheet Score | | | | | | | | | | |
| Cand | idate Stop Safety: Yes 🗌 | Equipm | ent Stop Safe | ty: Yes | | | | | | | |
| Evalu | ator/Candidate Comments | | | | | | | | | | |
| | | | | | | | | | | | |
| Retes | Retest Approved by | | | | | | | | | | |
| | | | | | | | | | | | |
| Evalu | ator (Print & Sign) | Can | didate Signa | ature | | Da | ite | | | | |

Retest Evaluator (Print & Sign)

Candidate Signature

Date

Date _____





Candidate Name

Skill Sheet 3

Date _____

IFSAC ID

| | NFPA STANDARD: 1041, 2012 Edition JPR: 5.2.4 Skill Area: Program Management: Portfolio | | | | | | | | | | |
|--|---|----------------------|------------|---------------|-----------|------|------|------|--|--|--|
| | TASK: Acquire training sources, given an identified need so that the resources are obtained within established time | | | | | | | | | | |
| lines, budget constraints, and according to agency policy. | | | | | | | | | | | |
| CONDITIONS: Using your departmental training goals, agency budget policy, and current resources and given an | | | | | | | | | | | |
| | identified need and time line. | | | | | | | | | | |
| PERFORMANCE OUTCOME: The candidate will acquire training resources so the resources are obtained within the established time lines, budget constraints, and according to agency policy. | | | | | | | | | | | |
| No | т. | | | | FIRST | TEST | Ret | EST | | | |
| No. | 14 | ASK STEPS | | | Pass | Fail | Pass | Fail | | | |
| 1. | Document training resources requir policy | ed for course accord | ding to de | partmental | | | | | | | |
| 2. | Document the time frame to acquire resources | | | | | | | | | | |
| 3. | Document that resources are within established budget | | | | | | | | | | |
| 4. | Complete all necessary documentation | | | | | | | | | | |
| Overall Skill Sheet Score | | | | | | | | | | | |
| Cand | lidate Stop Safety: Yes 🗌 | | Equipm | ent Stop Safe | ty: Yes | | | | | | |
| Evalu | ator/Candidate Comments | | | | | | | | | | |
| Retes | t Approved by | | | | | | | | | | |
| Evaluator (Print & Sign) | | | | | <u>+0</u> | | | | | | |

| Evaluator (Print & Sign) | Candidate Signature | Date |
|---------------------------------|---------------------|------|
| Retest Evaluator (Print & Sign) | Candidate Signature | Date |

Candidate Name

IFSAC ID

| NFP/ | NFPA STANDARD: 1041, 2012 Edition JPR: 5.2.5 SKILL AREA: Program Management: Practical | | | | | | | | | |
|--|---|---------------------------|-------------|-----------|------------|--------|----------|------------|-------|--|
| TASK | TASK: Coordinate training record keeping, given training forms, department policy, and training activity, so all agency | | | | | | | | | |
| and le | egal requirements are met. | | | | | | | | | |
| COND | TIONS: Given training forms, depa | artment or model polic | y, and trai | ning act | tivity. | | | | | |
| PERF | ORMANCE OUTCOME: The candidat | te will coordinate traini | ng record | keeping | , so al | agency | and lega | l requiren | nents | |
| are m | et. | | | | | * | | | | |
| TO | | | | | FIRST TEST | | RETEST | | | |
| NO. TASK STEPS | | | | | | Pass | Fail | Pass | Fail | |
| 1. | Complete training activity form, a | according to departmer | nt or mode | el policy | | | | | | |
| 2. | Provide documents of completed sheet, test results) | I training classes (i.e., | roster, ev | aluation | | | | | | |
| Over | all Skill Sheet Score | | | | | | | | | |
| Candidate Stop Safety: Yes Equipment Stop Safety: Yes | | | | | | | | | | |
| Evalu | Evaluator/Candidate Comments | | | | | | | | | |

| Retest | Approved | by _ |
|--------|----------|------|
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| Evaluator (Print & Sign) | Candidate Signature | Date |
|---------------------------------|---------------------|------|
| Retest Evaluator (Print & Sign) | Candidate Signature | Date |



Date _____

Skill Sheet 4



Candidate Name

IFSAC ID

| NFP/ | NFPA STANDARD: 1041, 2012 Edition JPR: 5.2.5 Skill Area: Program Management: Portfolio | | | | | | | | | |
|--|---|---------------------------|--------------|----------------|----------|-----------|------------|-------|--|--|
| | TASK: Coordinate training record keeping, given training forms, department policy, and training activity, so all agency | | | | | | | | | |
| and le | egal requirements are met. | | | | | | | | | |
| CONE | DITIONS: Given training forms, depa | artment or model polic | y, and trai | ning activity. | | | | | | |
| PERF | ORMANCE OUTCOME: The candidat | te will coordinate traini | ng record | keeping so all | agency a | and legal | l requiren | nents | | |
| are m | net. | | | | 1 | | 1 | | | |
| No | | TASK STEPS | | | FIRST | TEST | Ret | EST | | |
| No. | | TASK STEPS | | | Pass | Fail | Pass | Fail | | |
| 1. | In writing, describe the training record keeping process, according to agency policy and legal requirements | | | | | | | | | |
| 2. | In writing, describe the policy and training records | d/or procedure for audi | iting the ag | gency's | | | | | | |
| Over | all Skill Sheet Score | | | | | | | | | |
| Candidate Stop Safety: Yes Equipment Stop Safety: Yes | | | | | | | | | | |
| Evaluator/Candidate Comments | | | | | | | | | | |
| | | | | | | | | | | |

Retest Approved by

| Evaluator (Print & Sign) | Candidate Signature | Date |
|---------------------------------|---------------------|------|
| Retest Evaluator (Print & Sign) | Candidate Signature | Date |



Skill Sheet 5

Date





Candidate Name

Skill Sheet 6

Date _____

IFSAC ID

| NFP/ | NFPA STANDARD: 1041, 2012 Edition JPR: 5.2.6 Skill Area: Program Management: Practical | | | | | | | | | |
|---------------------------|---|-------------------------|-------------|--------------|-------|----------|--------|--|--|--|
| evalu | TASK: Evaluate instructors, given an evaluation form, department policy, and job performance requirements, so the evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style and communication methods, and provides opportunity for instructor feedback to the evaluator. | | | | | | | | | |
| | ITIONS: Given an Instructor I evalu | | | | | quiremen | ts. | | | |
| and v | PERFORMANCE OUTCOME: The candidate will evaluate instructors so that the evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style and communication methods, and provides opportunity for instructor feedback to the evaluator. | | | | | | | | | |
| No | | TACK STERS | | | FIRST | TEST | RETEST | | | |
| NO. | NO. TASK STEPS | | | Pass | Fail | Pass | Fail | | | |
| 1. | Observe instructor and correctly | complete instructor eva | aluation fo | orm | | | | | | |
| 2. | Properly identify the instructor's s delivery form | strengths and weaknes | sses on co | urse | | | | | | |
| 3. | Make appropriate recommendati communication method in comm | | anges to s | style and/or | | | | | | |
| 4. | Provide instructor feedback area | to evaluation form or s | signature a | area | | | | | | |
| 5. | Complete evaluation form(s) | | | | | | | | | |
| Overall Skill Sheet Score | | | | | | | | | | |
| Cand | Candidate Stop Safety: Yes Equipment Stop Safety: Yes | | | | | | | | | |

| etest Approved by | | |
|--------------------------------|---------------------|------|
| valuator (Print & Sign) | Candidate Signature | Date |
| etest Evaluator (Print & Sign) | Candidate Signature | Date |



Candidate Name

Skill Sheet 7

Date

IFSAC ID

| NFPA | STANDARD: 1041, 2012 Edition | JPR: 5.3.2 | | SKILL AREA: Portfolio | Instructio | onal Deve | elopment | : |
|--|--|-------------------------|-------------|--------------------------|------------|-----------|----------|------|
| perfor | Create a lesson plan, given a top rmance requirements or learning o son outline, course materials, instru- | bjectives for the topic | are addres | ssed, and the | • | | | |
| CONDITIONS: Given a topic, audience characteristics, and a standard four-step lesson plan format. | | | | | | | | |
| PERFORMANCE OUTCOME: The candidate will create a four-step lesson plan, so the job performance requirements for the topic are achieved and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan. | | | | | | | | |
| No. | They Steps | | | | | | | |
| NO. | | TASK STEPS | | | Pass | Fail | Pass | Fail |
| 1. | Develop a lesson plan using a sta | andard four-step lesso | n plan fori | mat | | | | |
| 2. | List job performance requirement objectives, a lesson outline, appr aids | | | | | | | |
| 3. | Develop an evaluation plan that of | documents the JPR's f | or course | were met | | | | |
| 4. | Lesson plan appropriate for audio | ence | | | | | | |
| 5. | Topic: (selected per student need | ds assessment and de | partment i | need) | | | | |
| Overa | all Skill Sheet Score | | | | | | | |
| Cand | idate Stop Safety: Yes 🗌 | | Equipm | ent Stop Safe | ety: Yes | | | |

Evaluator/Candidate Comments

Retest Approved by

| Evaluator (Print & Sign) | Candidate Signature | Date |
|---------------------------------|---------------------|------|
| Retest Evaluator (Print & Sign) | Candidate Signature | Date |



Candidate Name _____ Skill Sheet ____ 8

Date

IFSAC ID

| NFPA | STANDARD: 1041, 2012 Edition JPR: 5.3.3 | | SKILL AREA: Portfolio | Instructio | nal Deve | elopment | : |
|--------|--|------------------|--------------------------|------------|----------|----------|----------|
| perfor | Modify an existing lesson plan, given a topic, a mance requirements or learning objectives for the on outline, course materials, instructional aids, a | he topic are ad | dressed, and the | | | | ectives, |
| COND | ITIONS: Given a topic, lesson plan, audience cha | aracteristics, a | nd a standard less | on plan f | ormat. | | |
| are ad | DRMANCE OUTCOME: The candidate will modify a chieved, and the plan includes learning objective ation plan. | | | | | | |
| No. | TASK STEPS | | | FIRST | TEST | Ret | EST |
| NO. | TASK STEPS | | | Pass | Fail | Pass | Fail |
| 1. | Modify an existing lesson plan using a standard | d four-step less | on plan format | | | | |
| 2. | List job performance requirements for course, lesson outline, appropriate course material, and | | | | | | |
| 3. | Develop an evaluation plan that documents the | JPR's for cou | rse were met | | | | |
| 4. | Lesson modifications appropriate to audience | | | | | | |
| 5. | Topic: (selected per student needs assessment a | and department | need) | | | | |
| | | | | | | | |
| | Approved by Chief: | | | | | | |
| | Signature: Pr | inted Name: | | | | | |
| Overa | all Skill Sheet Score | | | | | | |
| Cand | idate Stop Safety: Yes 🗌 | Equi | pment Stop Safe | ty: Yes | | | |

Evaluator/Candidate Comments

Retest Approved by _____

| Evaluator (Print & Sign) | Candidate Signature | Date |
|---------------------------------|---------------------|------|
| Retest Evaluator (Print & Sign) | Candidate Signature | Date |



Candidate Name _____ Skill Sheet ____ 9

Date

IFSAC ID

| NFPA | STANDARD: 1041, 2012 Edition | JPR: 5.4.2 | | SKILL AREA: Practical | Instructio | nal Deve | elopment | : |
|-------|---|-------------------------|-------------|--------------------------|------------|----------|-----------|------|
| | TASK: Conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques, given a topic and a target audience, so the lesson plan objectives are achieved. | | | | | | | |
| | ITIONS: Given a topic, lesson plan | · · · | | | v | | achieved. | |
| PERFO | DRMANCE OUTCOME: The candidat chieved, and the plan includes lead ation plan. | e will modify a lesson | plan, so th | he job performa | ance requ | uirement | | |
| No. | TASK STEPS FIRST TEST RETEST | | | | | | | |
| NO. | | TASK STEPS | | | Pass | Fail | Pass | Fail |
| 1. | Modify an existing lesson plan us | sing a standard four-st | ep lesson | plan format | | | | |
| 2. | Use multiple teaching techniques | 3 | | | | | | |
| 3. | Use multiple teaching methods (i | .e., conference, discus | ssion) | | | | | |
| 4. | Meet lesson objectives | | | | | | | |
| 5. | Lesson appropriate to needs of ta | arget audience | | | | | | |
| Overa | all Skill Sheet Score | | | | | | | |
| Cand | idate Stop Safety: Yes 🗌 | | Equipm | ent Stop Safe | ty: Yes | | | |

| Retest Approved by | | |
|---------------------------------|---------------------|------|
| Evaluator (Print & Sign) | Candidate Signature | Date |
| Retest Evaluator (Print & Sign) | Candidate Signature | Date |





Candidate Name

Skill Sheet 10

Date _____

IFSAC ID

| NFPA | STANDARD: 1041, 2012 Edition JPR: 5.4.3 | SKILL AREA: | Instructio | onal Deliv | /ery: Poi | tfolio |
|-------|---|-----------------------|------------|------------|-----------|--------|
| | TASK: Supervise other instructors and students during training, given a training scenario with increased hazard exposure, so applicable safety standards and practices are followed and instructional goals are met. | | | | | |
| | ITIONS: Given a training scenario with increased hazard | | gouis urc | / mot. | | |
| | 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. | | | | | 9,00 |
| | | | FIRST | TEST | Ret | EST |
| No. | TASK STEPS | | Pass | Fail | Pass | Fail |
| 1. | Supervise instructors appropriately according to policy high-hazard training | and procedures during | | | | |
| 2. | Supervise students according to policy and procedures training | s during high-hazard | | | | |
| 3. | Correctly follow applicable safety standards and incide | nt command practices | | | | |
| 4. | Performance of instructors/students indicates instruction | onal goals achieved | | | | |
| 5. | Topic: (selected per student needs assessment and de | epartment need) | | | | |
| | | | | | | |
| | Approved by Chief: | | | | | |
| | Signature: Printed Na | ame: | | | | |
| Overa | all Skill Sheet Score | | | | | |
| Cand | idate Stop Safety: Yes 🗌 | Equipment Stop Safe | ety: Yes | | | |

| Retest Approved by | | |
|---------------------------------|---------------------|------|
| Evaluator (Print & Sign) | Candidate Signature | Date |
| Retest Evaluator (Print & Sign) | Candidate Signature | Date |



IFSAC ID

Candidate Name

Date _____

Skill Sheet 11

| NFPA | STANDARD: 1041, 2012 Edition | JPR: 5.5.2 | | SKILL AREA: Portfolio | Evaluatio | on and To | esting: | |
|------------------|--|--|-----------------------------|--------------------------|------------|-----------|-----------|-------|
| so the | Develop student evaluation instrue e evaluation instrument determine rmance in objective, reliable, and o. | s if the student has ac | hieved the | learning object | tives, the | e instrum | ent evalu | lates |
| COND | TIONS: Given learning objectives | , audience characteris | tics, and ti | raining goals. | | | | |
| deteri reliab | DRMANCE OUTCOME: The candida mines if the student has achieved le, and verifiable manner, and the ment should cover both cognitive | the learning objectives evaluation instrument | s, the instr is bias-fre | ument evaluate | es perfor | mance ir | objectiv | e, |
| No | First Test Retest | | | | EST | | | |
| No. | | TASK STEPS | | | Pass | Fail | Pass | Fail |
| 1. | Develop student written and prac | ctical examinations ba | sed on lea | rning | | | | |
| | objectives and training goals | | | 0 | | | | |
| 2. | objectives and training goals Provide test item analysis | | | | | | | |
| 2. 3. | | | p (i.e., ger | nder, | | | | |
| 3. | Provide test item analysis Evaluation forms are bias-free to cultural); evaluation forms design | | p (i.e., ger | nder, | | | | |
| 3. Overa | Provide test item analysis Evaluation forms are bias-free to cultural); evaluation forms design reliable, and verifiable manner | | p (i.e., ger nance in a | nder, | ty: Yes | | | |

| etest Approved by | | |
|--------------------------------|---------------------|------|
| valuator (Print & Sign) | Candidate Signature | Date |
| etest Evaluator (Print & Sign) | Candidate Signature | Date |





Candidate Name

Date _____

Skill Sheet 12

| IFSAC ID | | | | | Date | | | |
|---|---|------------|----------------------------|--------------------------|-----------------|----------|---------|--------|
| NFP | A STANDARD: 1041, 2012 Edition | JPR: 5.5.3 | | SKILL AREA: Portfolio | Evaluatio | on and T | esting: | |
| ability | : Develop a class evaluation instru- to provide feedback to the instruc- e content, and student materials. | | | evaluation go | | | | |
| CONDITIONS: Given agency policy and evaluation goals. PERFORMANCE OUTCOME: The candidate will develop course evaluations so students have the ability to provide | | | | | | | | |
| feedb | ORMANCE OUTCOME: The candidate back to the instructor on instruction tudent materials. | | | | | | | ntent, |
| No. | TASK STEPS | | | FIRST | FIRST TEST RETE | | EST | |
| 110. | | | | Pass | Fail | Pass | Fail | |
| 1. | Develop and submit a course evaluation form that shows student has the ability to give feedback on the following: | | | t 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 Safety: Yes | | | | | |
| Evaluator/Candidate Comments | | | | | | | | |
| Retes | t Approved by | | | | | | | |
| | | | | didata Cian | -4 | | Da | 4.0 |
| Evaluator (Print & Sign) | | | Candidate Signature | | | Date | | |
| Retest Evaluator (Print & Sign) | | | Candidate Signature | | | Date | | |

