



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



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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		

