



FIRE SERVICE INSTRUCTOR II SKILLS PERFORMANCE SHEET

Composite Rating Sheet

Candidate Name	Candidate #
Evaluator Signature	Date

Practicum Skills (rated and verified by PSFA Certification staff)		Yes	No
Skill Station A	Instructor Evaluation		
Skill Station B	Instructional Development – Lesson Plan (Must have at least 2 “Pass” marks for a “Yes” rating) Evaluator 1 ___ Pass ___ Fail Evaluator 2 ___ Pass ___ Fail Evaluator 3 ___ Pass ___ Fail		
Skill Station C	High Hazard Training Supervision (Must have at least 2 “Pass” marks for a “Yes” rating) Evaluator 1 ___ Pass ___ Fail Evaluator 2 ___ Pass ___ Fail Evaluator 3 ___ Pass ___ Fail		
Skill Station D	Classroom Lecture Presentation		
Skill Station E	Classroom Modified Presentation - New		
Application	Program Management Validation – Section V		

NOTE: Certification is awarded upon passing both the written test and all practical skills.

Skills Final Rating (5 out of 5 skills)	Pass ___	Fail ___
Written Final	Pass ___	Fail ___
Program Management Validation	Pass ___	Fail ___



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STATION A: Instructor Evaluation	Test Date	Candidate #
Reference NFPA 1041 (2012 Edition) Chapter 5 JPR 5.2.6	Test Site	

Directions: You are to watch the provided video / DVD instructor presentation and evaluate the instructor's performance using this form to document your findings. Return the completed form with your practicum packet.

Performance Outcome: Pass/ Fail will be determined by 8 of the 12 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Was the instructor appropriately dressed for the subject being taught?				
2.	Did the instructor appear to provide an appropriate training environment (e.g., lighting, seating layout, noise control, etc.) for training session?				
3.	Did the instructor use an appropriate instructional delivery method (e.g., lecture, demonstration, etc.) for subject matter presented?				
4.	Did the instructor use appropriate voice pitch and modulation, and appropriate gestures?				
5.	Did the instructor avoid inappropriate language, slang, and distracting mannerisms?				
6.	Did the instructor demonstrate familiarity with and competency in subject matter presented?				
7.	Did the instructor appear to use a lesson plan that provided for smooth transition through the "four step process"?				
8.	Did the instructor use appropriate aids / props for subject matter presented in lesson?				
9.	Did the instructor seek feedback from "students" by asking for questions or comments, and/or questioning students?				
10.	Did the instructor effectively answer student questions?				
11.	Did the instructor effectively manage the time in the training session?				
12.	Were all tasks completed in a SAFE manner? ("NO" indicates automatic failure				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____



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STATION B: Instructional Lesson Plan Development	Test Date	Candidate #
Reference NFPA 1041 (2012 Edition) Chapter 5 JPRs 5.3.2, 5.5.2, 5.5.3	Test Site	

Directions: Develop a lesson plan and supporting documentation so that it can effectively, upon review, be utilized by an alternative instructor

Performance Outcome: Pass/ Fail will be determined by 13 of the 17 items being preformed correctly

Evaluator Note: Items 11, 13, 14, and 17 are a mandatory “Yes” to pass.

Topic: _____

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	The lesson plan contains an appropriate title / name.				
2.	The lesson plan identifies the level of instruction.				
3.	The lesson plan contains an objective(s) that identifies the expected behavior.				
4.	The lesson plan contains an objective(s) that identifies the condition(s) under which the performance will be accomplished.				
5.	The lesson plan contains an objective(s) that identifies the standard to which the behavior will be accomplished.				
6.	The lesson plan lists all materials / equipment needed for the lesson.				
7.	The lesson plan list references used in development.				
8.	The lesson plan has an identifiable presentation step.				
9.	The lesson plan has an identifiable application step.				
10.	The lesson plan has an identifiable lesson summary.				
11.	The lesson has an appropriately designed evaluation step for the material taught. (MANDATORY “YES” RATING TO PASS)				
12.	The lesson plan has an assignment (if appropriate for the content being taught).				
13.	The lesson has an appropriate student evaluation sheet (i.e., course/lesson evaluation form). (MANDATORY “YES” RATING TO PASS)				



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No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
14.	<p>The lesson has instructional materials / aids consistent with the content of the lesson. (MANDATORY “YES” RATING TO PASS)</p> <p>Candidate must submit materials developed on AT LEAST three (3) of the following approved mediums (check those submitted):</p> <ul style="list-style-type: none"> _____ Videotape _____ Diagrams _____ Charts / graphs _____ Information sheets _____ Student worksheets _____ Overhead transparencies _____ Job-aids / Checklist _____ Computer-based media (Specify type _____) _____ Other (Specify type _____) <p><u>NOTE: All materials MUST BE PREPARED BY THE CANDIDATE.</u></p> <p>Commercially prepared / available products are NOT Acceptable</p>				
15.	The lesson materials submitted are original.				
16.	The lesson materials submitted are neat, orderly, and professional in appearance.				
17.	The lesson materials submitted appear to be the candidate’s original work. (MANDATORY “YES” RATING TO PASS)				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____



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STATION C: High Hazard Training Supervision	Test Date	Candidate #
Reference NFPA 1041 (2012 Edition) Chapter 5 JPR 5.4.3	Test Site	

Directions: Given a training scenario with increased hazard exposure, supervise other instructors and students during training. You are to develop a training safety plan on the assigned topic and submit it with the practicum.

Performance Outcome: Pass/ Fail will be determined by 7 of the 7 items being preformed correctly

Evaluator Note: Read and evaluate the candidate’s training safety plan submitted with the practicum. Rate the plan based on the following criteria:

Assigned Training Scenario: _____

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Identifies applicable regulations, standards, and / or recommended practices and their impacts.				
2.	Identifies all significant safety issues/concerns raised by the scenario.				
3.	Identifies resources (e.g., staff, equipment, facilities, apparatus) needed to address the identified safety issues / concerns.				
4.	Describes how the resources identified in item #3 will be utilized				
5.	Identifies procedures that will be implemented to address the identified safety concerns.				
6.	Utilizes the incident management system of the AHJ				
7.	Describes how he/she will go about supervising all aspects of the safety plan.				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____



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STATION D: Classroom Lecture Presentation	Test Date	Candidate #
Reference NFPA 1041 (2012 Edition) Chapter 5 JPR 5.4.2	Test Site	

Directions: 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 that the lesson objectives are achieved.

Performance Outcome: Pass/ Fail will be determined by 9 of the 13 items being performed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Appropriately dressed (for the subject being taught).				
2.	Adjust the learning / training environment (i.e., seating, layout, lighting, noise control) for an effective learning / training session				
3.	Selects an appropriate instructional delivery method (i.e., lecture, demonstration, illustrated-lecture, discussion, etc.) for subject matter presented.				
4.	Uses appropriate pitch and modulation of voice, and appropriate gestures.				
5.	Avoids inappropriate language, slang, and distracting mannerisms.				
6.	Demonstrates familiarity with and competency in subject matter presented.				
7.	Utilizes appropriate aids / props for subject matter presented in lesson.				
8.	Seeks feedback from “students” by soliciting questions, comments, or by other effective means.				
9.	Answers questions effectively from a “student(s)”.				
10.	Follows lesson plan, provides effective transitions in the four-step process that are smooth but evident.				
11.	Administers a quiz and provides appropriate feedback on results to the “student” (evaluator). <i>NOTE TO EVALUATOR: You should deliberately give an incorrect answer to at least one question</i>				
12.	Observes appropriate safety precautions / stresses safety during presentation. (NO INDICATES AUTOMATIC FAILURE)				
13.	Stays within the lesson time frame (+ / - 5 minutes).				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____



FIRE SERVICE INSTRUCTOR II SKILLS PERFORMANCE SHEET

STATION E: Modify A Lesson Plan	Test Date	Candidate #
Reference NFPA 1041 (2012 Edition) Chapter 5 JPR 5.3.3 NEW	Test Site	

Directions: Given a topic, lesson plan and audience information the candidate will modify a lesson plan so that the materials presented meets the needs of the audience.

Performance Outcome: Pass/ Fail will be determined by 7 of the 7 items being preformed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
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 modified lesson appropriately explains the actions learners are to take.				
4.	Adapted materials are free of bias.				
5.	Modified instructional materials are the appropriate length or duration for the lesson taught to the given audience.				
6.	Explain why the modified material will meet the needs of the audience including attention span, audience learning level, material appeal and/or visual aids.				
7.	Materials were properly completed, assembled in an organized manner and submitted				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____