



PENNSYLVANIA STATE FIRE ACADEMY

FIRE & EMERGENCY SERVICES INSTRUCTOR I CERTIFICATION

Fire & Emergency Services Instructor I Skill Stations

NFPA 1041 (2019 Edition) Chapter 4

Station A	Instructional Technology	Mandatory Station
Station B	Classroom Lecture	Mandatory Station
Station C	Hands-On Demonstration	Mandatory Station
Station D	Schedule Training	Mandatory Station
Station E	Training Records/Reports	Mandatory Station



PENNSYLVANIA STATE FIRE ACADEMY FIRE & EMERGENCY SERVICES INSTRUCTOR I CERTIFICATION

STATION A: Instructional Technology		Reference NFPA 1041 (2019 Edition) Chapter 4 Mandatory Station JPR 4.4.5	
Test Site	Test Date	Candidate #	Check the Test Type _____ Initial _____ Retest

Evaluator Note: The candidate shall demonstrate competence in using Instructional Technology (IT). One IT item **MUST** be a computer with visual projection. Other technology items can include digital displays, interactive SMARTBoards, digital audio players, overhead projectors, instructional or presentation software delivered through an IT device, training simulators, etc. or other like items. **NOTE:** If the device cannot be manipulated in a start/stop mode (i.e., Tasks 3 & 10), the candidate **MUST** accurately describe the start-up/shut-down processes. This exception **DOES NOT** apply to computers/projection devices or similar devices that can be easily manipulated. Please indicate below the two other items used in the designated columns.

Directions: Demonstrate your ability to utilize instructional technology. One IT item **MUST** be a laptop with LCD projector. You are to set up, operate, and shutdown each IT item. You will need to demonstrate any instruction(s) given to you by the evaluator. Do you have any questions?

Performance Outcome: Pass/Fail is determined by **7 of 10** task correctly performed (each item and collectively).

No.	Tasks	Laptop & Projector		IT 2 Type		IT 3 Type	
		Yes	No	Yes	No	Yes	No
1	Determines all IT items / instructional aids are present						
2	Sets-up and confirms power is correctly provided to the IT						
3	Turns-on unit OR describes power-on process; checks IT serviceability and can describe basic maintenance needs						
4	Loads media in/on the IT OR loads program into system						
5	Demonstrates ability to start and project the media						
6	Demonstrates ability to adjust media/image so image is readable						
7	Operates IT proficiently (e.g., advance / reverse / fast forwards / replay / adjusts) & demonstrates function(s) requested by evaluator						
8	Demonstrates ability to stop/unload/remove media from IT device or secures instructional aids						
9	Demonstrates ability to correctly powers down / turns off device / stows instructional aids						
10	Completes tasks without damaging IT or compromising safety Mandatory Yes to PASS						
Indicate Pass / Fail for each AV		Pass	Fail	Pass	Fail	Pass	Fail
FINAL SCORE				PASS		FAIL	

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



PENNSYLVANIA STATE FIRE ACADEMY FIRE & EMERGENCY SERVICES INSTRUCTOR I CERTIFICATION

STATION B: Classroom Lecture		Reference NFPA 1041 (2019 Edition) Chapter 4 Mandatory Station JPRs 4.2.2, 4.2.3, 4.2.4, 4.3.2, 4.3.3, 4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.5.2, 4.5.3, 4.5.4, 4.5.5	
Test Site	Test Date	Candidate #	Check the Test Type ___ Initial ___ Retest

Directions: Utilizing a lesson plan, instructional technology, and equipment in a classroom, teach the lesson's content so that the objectives are presented and achieved. In your lesson, describe the instructor's role in distance learning settings. At the conclusion, administer a quiz. Assume the evaluator is part of the audience. You have 15 minutes to complete the lesson.

Performance Outcome: Pass / Fail is determined by **11 of 15** tasks correctly performed.

No.	Tasks	Yes	No
1	Uses appropriate clothes / uniforms / PPE per AHJ requirements for the subject taught		
2	Adjust learning/training environment (i.e., seating, lighting, noise control) and instructional method given varied learner characteristics for an effective learning/training event		
3	Assembles/identifies and requests applicable instructional materials/resources for a given lesson topic		
4	Selects and adjusts the instructional delivery method(s) for subject matter presented (i.e., lecture, illustrated-lecture, discussion, etc.) and in accord with learning styles		
5	Uses appropriate voice pitch, projection, and modulation, and avoids distracting mannerisms or use of inappropriate language and slang per AHJ policy		
6	Demonstrates familiarity with and competence in the subject matter taught		
7	Utilizes appropriate instructional delivery method(s) in accord with instructional aids/props for subject matter used given varied learning styles		
8	Demonstrates ability to adjust for learning styles based on learner characteristics		
9	Demonstrates ability to answers questions, seek feedback, and motivate/coach "students"		
10	Utilizes / applies the defined lesson plan, and provides effective transitions in the four-step process that are evident yet smooth <i>[Evaluator Note: Candidate MUST provide a complete lesson plan.]</i>		
11	Demonstrates ability to control learning environment and manage "students"		
12	Administers an appropriately developed quiz and provides correct feedback/results to the student(s). <i>[Evaluator Note: Provide an incorrect response to at least one question.]Mandatory to Pass.</i>		
13	Utilizes answer key(s), grades quiz, and records student evaluation result(s)		
14	Monitors for and assures safety compliance during lesson delivery (<i>NO is an automatic failure</i>)		
15	Demonstrates ability to meet AHJ policy and stays within a defined time frame (+ / - 5 minutes)		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



PENNSYLVANIA STATE FIRE ACADEMY FIRE & EMERGENCY SERVICES INSTRUCTOR I CERTIFICATION

STATION C: Hands-On Demonstration		Reference NFPA 1041 (2019 Edition) Chapter 4 Mandatory Station JPRs 4.2.2, 4.2.3, 4.2.4, 4.3.2, 4.3.3, 4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.5.2, 4.5.3, 4.5.4, 4.5.5	
Test Site	Test Date	Candidate #	Check the Test Type ___ Initial ___ Retest

Directions: Utilizing a lesson plan and necessary equipment, safely demonstrate the practical (i.e., skill) component within the lesson and ensure the learning objectives are met. Assume the evaluator is part of the audience. The practical work necessary in delivering this lesson may be performed in an area(s) designated by the evaluator. You have fifteen (15) minutes to complete the lesson.

Performance Outcome: Pass / Fail is determined by **11 of 15** tasks correctly performed.

No.	Tasks	Yes	No
1.	Uses appropriate clothes / uniforms / PPE per AHJ requirements for subject demonstrated		
2.	Adjust instructional setting (i.e., seating, lighting, noise control) so that psychomotor learning occurs, and lesson objectives are met		
3.	Assembles resources and organize instructional setting so that psychomotor learning occurs, and lesson objectives are met		
4.	Demonstrates proper use of props/equipment/devices in an orderly, safe manner		
5.	Uses appropriate voice pitch, projection, and modulation, and avoids distracting mannerisms, use of inappropriate language and slang, or unsafe practices per AHJ policy		
6.	Demonstrates familiarity with and competency in content and skill(s) presented		
7.	Demonstrates ability to adjust instructional delivery method based on learner(s) exhibited abilities/skills to meet the performance objectives		
8.	Monitors “student” performance during the instructional session and appropriately facilitate/coach participant(s) to meet performance expectations		
9.	Demonstrates ability to answers questions and seek participant feedback		
10.	Demonstrates ability to control learning environment and manage “students”		
11.	Utilizes/applies the lesson plan and effectively reviews skill(s) procedures/steps		
12.	Conducts a performance evaluation on a student using an evaluation sheet and records result(s) on administrative document. Must provide a completed evaluation sheet the evaluator. <i>Mandatory to Pass</i>		
13.	Applies appropriate feedback to participant(s) (i.e., evaluator) based on performance evaluation. <i>Evaluator Note: Inject a deviation in the skill performance routine.</i>		
14.	Monitors for and assures safety compliance during lesson delivery (<i>NO is an automatic failure</i>)		
15.	Demonstrates ability to meet AHJ policy and stays within a defined time frame (+ / - 5 minutes)		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



PENNSYLVANIA STATE FIRE ACADEMY FIRE & EMERGENCY SERVICES INSTRUCTOR I CERTIFICATION

STATION D: Schedule Training		Reference NFPA 1041 (2019 Edition) Chapter 4 Mandatory Station JPRs 4.2.4, 4.2.5	
Test Site	Test Date	Candidate #	Check the Test Type <div style="text-align: center;"> <input type="checkbox"/> Initial <input type="checkbox"/> Retest </div>

Evaluator Note: Supplemental documents are provided (see candidate handbook). These documents **MUST** be used for this skill station. The training **MUST** be chronologically listed; timeframes are provided in the handbook.

Directions: Given a training assignment, AHJ scheduling procedures, instructional resources, facilities, and a timeline for delivery, schedule single-unit instructional sessions so the specified sessions are delivered per AHJ procedures (4.2.4).

Performance Outcome: Pass / Fail is determined by **5 of 7** tasks correctly performed.

No.	Tasks	Yes	No
1.	Assembles and utilizes appropriate AHJ record(s) / form(s)		
2.	Demonstrates ability to schedule instructional sessions to include dates, times, and locations		
3.	Selects an appropriate work schedule and time allotments, and documents the information in an appropriate format		
4.	Collects and documents each program and its benefits		
5.	Completes the schedule so that the information is clear and accurate		
6.	Completes the schedule in a chronologically correct manner per AHJ procedure with a reasonable time estimate for each unit of instruction (e.g., accountability training 3 hours) <i>Mandatory Yes to PASS</i>		
7.	Demonstrates ability to complete all reports in a neat and legible manner		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



PENNSYLVANIA STATE FIRE ACADEMY

FIRE & EMERGENCY SERVICES INSTRUCTOR I CERTIFICATION

STATION E: Training Records / Reports		Reference NFPA 1041 (2019 Edition) Chapter 4 Mandatory Station JPR 4.2.5	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Evaluator Note: Supplemental documents are provided (see candidate handbook). These documents **MUST** be used for this skill station.

Directions: Using the topics selected in Station D, complete all items on the training records and reports, (one-page minimum) per AHJ procedure. **((4.2.5))** Be sure to include a detailed description of all activities planned and conducted (e.g, lecture, lecture-demonstration, skills practice, evaluation methods, etc.) during the training events.

Performance Outcome: Pass / Fail is determined by **4 of 5** tasks correctly performed.

No.	Tasks	Yes	No
1.	Identifies and utilizes appropriate forms and completes all sections		
2.	Identifies appropriate training information (e.g., event type, activities, time, attendee performance, roster, etc.)		
3.	Records accurately the appropriate training activity information on the record / report		
4.	Materials properly completed, assembled in an organized manner, and submitted		
5.	All reports are neat and legible		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____