



PENNSYLVANIA STATE FIRE ACADEMY

FIRE SERVICE INSTRUCTOR II SKILL PERFORMANCE CHECKLIST

FIRE SERVICE INSTRUCTOR II SKILLS MENU

NFPA 1041, 2012 Edition

Practicum Skills (Rated and Verified by PSFA Certification Staff)		Yes	No
Station A	Instructor Evaluation		
Station B	Instructional Lesson Plan Development (Must have at least 2 “Pass” marks for a “Yes” rating) Evaluator 1 _____ Pass _____ Fail Evaluator 2 _____ Pass _____ Fail Evaluator 3 _____ Pass _____ Fail		
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		
Station D	Classroom Lecture Presentation		
Station E	Modify A Lesson Plan		
Application	Program Management Validation (Section V)		

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

	PASS	FAIL
Skills Final Rating (5 out of 5 Skills)		
Written Exam		
Program Management Validation		



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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: Using the criteria below, evaluate the candidates work completed in Section B of this skill sheet to include completed form and summary evaluation.

Performance Outcome: Pass/ Fail will be determined by 4 of the 4 items being performed correctly

Note: Section B on reverse side/next page.

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Candidate completed evaluation form (Did they follow evaluation criteria)				
2.	Observation Techniques (Direct and Indirect)				
3.	Coaching – candidate noted in their summary and/or evaluation the following: a) Identified strengths/weaknesses? b) Recommended changes in the instructional style and/or communication method? c) Did the evaluation provide opportunity for instructor feedback to the evaluator (written and/or in person)?				
4.	All documentation prepared is typed, complete and grammatically correct				
		PASS		PASS	
		FAIL		FAIL	

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____

Re-Test Evaluator Signature: _____ Evaluator # _____



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SECTION B - CANDIDATE EVALUATION FORM

Skill A - Instructor Evaluation (JPR 5.2.6)

Directions: Using the criteria below the candidate will evaluate an instructor presentation (in person or utilizing video / DVD provided). Document your observations and provide a summary of your evaluation. Return the completed form with your practicum packet.

Evaluation Performance Outcome: Successful evaluation determined by 8 of the 12 items being performed correctly

No.	Task Steps	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 unsuccessful completion of skill)		

Candidate Comments: _____

Candidate Print Name: _____

Candidate Signature: _____



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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 performed 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> <p style="margin-left: 20px;"> <input type="checkbox"/> Videotape / DVD Video <input type="checkbox"/> Diagrams <input type="checkbox"/> Charts / graphs <input type="checkbox"/> Information sheets <input type="checkbox"/> Student worksheets <input type="checkbox"/> Overhead transparencies <input type="checkbox"/> Job-aids / Checklist <input type="checkbox"/> Computer-based media (Specify type _____) <input type="checkbox"/> Other (Specify type _____) </p> <p>NOTE: All materials <u>MUST BE PREPARED BY THE CANDIDATE.</u></p> <p style="margin-left: 40px;">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 performed 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.				
8.					
		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 # _____



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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 meet the needs of the audience.

Performance Outcome: Pass/ Fail will be determined by 7 of the 7 items being performed 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 # _____