



PENNSYLVANIA STATE FIRE ACADEMY FIRE SERVICE INSTRUCTOR II CERTIFICATION

Fire Service Instructor II Skill Stations NFPA 1041 (2012 Edition) Chapter 5

Practicum for Skills (Rated and Verified by PSFA Certification Staff)		Yes	No
Station A	Instructor Evaluation		
Station B	Instructional Lesson Plan Development <i>* See evaluator note below.</i> Evaluator 1 <input type="checkbox"/> Pass <input type="checkbox"/> Fail Evaluator 2 <input type="checkbox"/> Pass <input type="checkbox"/> Fail		
Station C	High-Hazard Training Supervision <i>* See evaluator note below.</i> Evaluator 1 <input type="checkbox"/> Pass <input type="checkbox"/> Fail Evaluator 2 <input type="checkbox"/> Pass <input type="checkbox"/> Fail		
Station D	Classroom Lecture Presentation		
Station E	Modify A Lesson Plan		
Application	Program Management Validation (Section V)		

NOTE: Certification is awarded upon passing the written test and all practical skills, in addition to an appropriate attestation signature regarding program management validation (**Section V** in the Fire Service Instructor II application).

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

Evaluator Note: The initial evaluation shall be done by one evaluator; if a candidate is unsuccessful, revisions will be requested. Any/all revisions received will likewise be evaluated by one evaluator. If, however, during the second review the evaluator determines the candidate is unsuccessful, a second evaluator **MUST** also review the revisions submitted. If both evaluators concur, the candidate is rated unsuccessful and revisions will be requested. If, however, a difference exists between the ratings, PSFA certification staff shall review the revisions and evaluators' ratings and make a FINAL decision. Attempts to pass **shall** fall under the current certification testing policy (i.e., maximum of eight attempts or one year before expiration).



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STATION A – Instructor Evaluation		Reference NFPA 1041 (2012 Edition) Chapter 5 Mandatory Station JPR 5.2.6	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Note: The instructor evaluation criteria form is provided in Section 2 (reverse side / next page).

Directions: Using the criteria provided in Section 2, evaluate a candidate / instructor. Be sure to document your observations and provide a summary report.

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

No.	Tasks	Yes	No
1.	Completes the provided evaluation form (candidate follows the evaluation criteria)		
2.	Identifies instructor strengths / weaknesses and documents these through observations <i>Mark the type of observation done:</i> ____ In-person ____ AV Medium		
3.	Coaching - candidate notes in their summary and / or evaluation the following: a) Conveys strengths and weakness to the instructor observed b) Recommends changes in instructional methods, content and/or communication method c) Provides an opportunity for instructor feedback to the evaluator (written and/or in person)		
4.	All documentation prepared is typed, complete, and grammatically correct		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



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SECTION 2 - 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 via a provided AV medium). Document your observations and **provide a summary report along with this evaluation form** of your assessment. Return these documents with your practicum packet.

Evaluation Performance Outcome: Successful evaluation is determined by **9 of 12** tasks correctly performed.

No.	Tasks	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	Performs all tasks in a professional manner? (NO indicates a failure)		
		PASS	FAIL

Candidate Comments: _____

Candidate Print Name: _____

Candidate Signature: _____



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STATION B – Instructional Lesson Plan Development		Reference NFPA 1041 (2012 Edition) Chapter 5 Mandatory Station JPRs 5.3.2, 5.5.2, 5.5.3	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

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

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

Performance Outcome: Pass / Fail is determined by **12 of 16** tasks being correctly performed.

Topic: _____

No.	Tasks	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.	Tasks	Yes	No
14	<p>The lesson has instructional materials / aids consistent with the content of the lesson. (MANDATORY "YES" RATING TO PASS)</p> <p>The candidate must submit materials developed in AT LEAST THREE (3) of the following approved mediums (check those submitted):</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Diagrams <input type="checkbox"/> Charts / graphs <input type="checkbox"/> Information sheets <input type="checkbox"/> Student worksheets <input type="checkbox"/> Job-aids / Checklist <input type="checkbox"/> Overhead transparencies <input type="checkbox"/> Videotape / DVD Video <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 CANDIATE.</u></p> <p style="text-align: center;">Commercially prepared / available products are NOT acceptable.</p>		
15	The lesson materials submitted are neat, orderly, and professional in appearance.		
16	The lesson materials submitted are original & appear to be the candidate's original work. (MANDATORY "YES" RATING TO PASS)		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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STATION C – High Hazard Training Supervision		Reference NFPA 1041 (2012 Edition) Chapter 5 Mandatory Station JPR 5.4.3	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Evaluator Note: Read and evaluate the candidate’s safety plan for this training scenario. Rate the plan based on the criteria below.

Directions: Given a training scenario with increased hazard exposures and a responsibility to supervise other instructors and students during the training, develop a training safety plan on the assigned topic so that applicable safety standards and practices are followed and submit it with the practicum.

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

Assigned Training Scenario: _____

No.	Tasks	Yes	No
1	Identifies relevant regulations, standards, policies, and/or recommended practices and their impacts.		
2	Identifies 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 Task 3 will be utilized within ICS / IMS		
5	Identifies procedures to be implemented that address the identified safety concerns, per the ICS / IMS and for the given leadership techniques		
6	Utilizes the AHJ Incident Management System (IMS)		
7	Describes how he/she will go about supervising all aspects of the safety plan.		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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STATION D – Classroom Lecture Presentation		Reference NFPA 1041 (2012 Edition) Chapter 5 JPR 5.4.2	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Evaluator Note: A candidate who has the Fire Service Instructor I certification meets the equivalency for this skill. A copy of the certification certificate is required for equivalency.

Directions: Given a topic and a target audience, conduct a class using a lesson plan the instructor prepared which involves the utilization of multiple teaching methods and techniques so that the lesson objectives are achieved.

Performance Outcome: Pass / Fail is determined by **9** of **13** tasks being correctly performed.

No.	Tasks	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, gestures, and voice modulation		
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 means.		
9	Answers questions effectively from a “student(s)”.		
10	Follows the lesson plan and provides effective transitions in the four-step process that are smooth but evident.		
11	Administers a quiz and provides the “student” appropriate feedback of results <i>Note to Evaluator: You should inject an incorrect answer to at least one question.</i>		
12	Observes appropriate safety precautions / stresses safety during lesson delivery <i>(NO is an automatic failure)</i>		
13	Stays within the lesson time frame (+ / - 5 minutes)		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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STATION E - Modify A Lesson Plan		Reference NFPA 1041 (2012 Edition) Chapter 5 Mandatory Station JPR 5.3.3	
Test Site	Test Date	Candidate #	Check the Test Type _____Initial _____Retest

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

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

No.	Tasks	Yes	No
1	Ensures the adapted instructional materials including props and equipment are appropriate to the learning level and needs of the given audience.		
2	Ensures 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	Modified instructional materials are the appropriate length or duration for the lesson taught to the given audience.		
5	Adapted materials are relevant to the instructional need and does not exclude essential information.		
6	Explains why the modified material meets 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		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____