



PENNSYLVANIA STATE FIRE ACADEMY PUBLIC FIRE AND LIFE SAFETY EDUCATOR II SKILL STATIONS

Public Fire and Life Safety Educator II Skill Stations

NFPA 1035 - Chapter 5 (2015 Edition)

Station A	Evaluate Personnel	Mandatory
Station B	Develop a Program Budget	Mandatory
Station C	Instructional Lesson Plan Development	Mandatory
Station D	Modify a Lesson Plan	Mandatory
Station E	Collaborative Partnership	Mandatory
Station F	Fire and Life Safety Program	Mandatory
Station G	Fire and Life Safety Program – Revised	Mandatory
Station H	Develop Public Policy	Mandatory

NOTES

Skill Stations A, B, and C

These skills are part of the practical and are a requirement as indicated in the application. These skills **MUST** be completed **PRIOR** to the FLSE written and skills tests.

Skill Station D

This skill **MUST** be done in person unless certified as an Instructor I. Equivalency can be given for this station provided the candidate is Pro-Board and/or IFSAC Instructor I certified *prior* to testing for Fire and Life Safety Educator II.

Skill Station E

This skill **MUST** be done in person



PENNSYLVANIA STATE FIRE ACADEMY PUBLIC FIRE AND LIFE SAFETY EDUCATOR II SKILL STATIONS

STATION A – Evaluate Personnel		Reference NFPA 1035 (2015 Edition), Chapter 5 Mandatory Station: JPR 5.2.4	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Given program policies and procedures, written performance criteria, and an evaluation form, evaluate personnel assigned to conduct fire and life safety education programs/activities in accordance with organizational policies and local/state/Federal employment regulations.

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

No.	Tasks	Yes	No
1	General Performance: a. knowledge, skills, and abilities b. work habits / quality of work c. communications		
2	Behavior Traits: a. dependability b. initiative c. adaptability d. maintains professional appearance		
3	Field Performance (skills and documentation) a. competent b. knowledgeable c. documentation skills d. interacts appropriately with the public and others		
4	Paperwork is complete and consistent with program policies		
5	Performance review is complete and reviewed with the FLSE personnel		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



PENNSYLVANIA STATE FIRE ACADEMY PUBLIC FIRE AND LIFE SAFETY EDUCATOR II SKILL STATIONS

STATION B – Develop a Program Budget		Reference NFPA 1035 (2015 Edition), Chapter 5 Mandatory Station: JPRs 5.2.1, 5.2.2	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Given program guidelines and past expenditures, identify a program need and prepare a program budget; estimate cost and list operating, personnel, materials and other resource needs and estimate each item costs and the total program costs.

Performance Outcome: Pass / Fail is determined by **7 of 9** tasks being correctly performed.

No.	Tasks	Yes	No
1	Identifies a program need and retrieves and organizes historical budget information		
2	Identifies the program expenditures and revenue(s) / income from the historical data		
3	Identifies specific program or activity(s) to be completed a. estimates project expenditures and income/revenue b. priority risk issues c. determines resource(s) availability and estimates cost		
4	Identifies supplies, equipment, resources needed for maintaining the program		
5	Identifies personnel cost (if applicable)		
6	Identifies the appropriate budgeting system / budget cycle		
7	Provides a brief statement of the purchasing process		
8	Contains a brief statement of the revenue solicitation process to include sources		
9	Documentation is legible (typed), appropriately filled out, and includes the: a. budget b. purchasing process description c. revenue description		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



PENNSYLVANIA STATE FIRE ACADEMY PUBLIC FIRE AND LIFE SAFETY EDUCATOR II SKILL STATIONS

STATION C – Instructional Lesson Plan Development		Reference NFPA 1035 (2015 Edition), Chapter 5 Mandatory Station: JPRs 5.4.2, 5.4.3, 5.4.1, 5.5.1, 5.5.2, 5.5.3, 5.1.1	
Test Site	Test Date	Candidate #	Check the Test Type _____ Initial _____ Retest

Evaluator Note: Tasks 4, 8, 10, and 11 are a mandatory YES to pass.

Directions: Develop a lesson plan, supporting material, and an evaluation mechanism so that the material supports the lesson of the specific audience based on the needs assessment completed in your community.

Performance Outcome: Pass / Fail is determined by **7 of 11** tasks being correctly performed.

No.	Tasks	Yes	No
1	Needs assessment completed, attached, and includes graphics illustrating need(s)		
2	Lesson plan has an appropriate title for the given need		
3	Selects appropriate instructional delivery technique(s)		
4	Utilizes appropriate instructional and educational materials (i.e., supplementary documents / props / graphics) and delivers content in a competent manner <i>(Mandatory to Pass)</i> NOTE: Commercially prepared / available products are accepted to supplement the instructional material, HOWEVER , at least one document (i.e., chart, information sheet, worksheet, graphics) MUST BE PREPARED BY THE CANDIDATE .		
5	Lesson plan contains an objective(s) that identifies: behavior(s) expected and condition(s) under which the performance will be accomplished		
6	Lesson plan lists: materials and equipment needed, and references used in development		
7	Lesson plan has a presentation step and an application steps, and a lesson summary		
8	The lesson has an appropriately designed evaluation step for the material taught. <i>(Mandatory to Pass)</i> NOTE: An appropriate evaluation mechanism (i.e., test/quiz/skill sheet) was designed and used in the lesson AND a brief written description that explains how this tool was used to provide feedback to students MUST be provided. Attach copies of both items.		
9	Lesson plan has an assignment (if appropriate for the content taught).		
10	The lesson has a student evaluation form (MUST be attached) <i>(Mandatory to Pass)</i>		
11	Lesson materials are the candidate's own work, and are organized, legible and professional in appearance <i>(Mandatory to Pass)</i>		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



PENNSYLVANIA STATE FIRE ACADEMY PUBLIC FIRE AND LIFE SAFETY EDUCATOR II SKILL STATIONS

STATION D – Modify a Lesson Plan		Reference NFPA 1035 (2015 Edition), Chapter 5 Mandatory Station: JPR 5.4.5	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Utilizing the lesson plan and information prepared in Skill Station C (FLSE II), and given the demographics for a new audience, modify the lesson so the revised lesson materials meet the needs of the newly assigned audience.

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

No.	Tasks	Yes	No
1	Ensure the adapted instructional materials, including props and equipment, are appropriate for the learning level and needs of the new audience		
2	Ensure the adapted instructional materials include the proper amount of information to meet the learning objectives for the new audience		
3	Ensures the modified lesson appropriately explains the actions/behaviors learners are to take/demonstrate		
4	Adapted materials are free of bias		
5	Modified instructional materials are the appropriate length or duration for the lesson delivered to the new audience		
6	Explains why the modified materials meet the needs of the audience including attention span, audience learning level, material appeal and/or visual aids		
7	Materials were properly completed and assembled in an organized manner		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



PENNSYLVANIA STATE FIRE ACADEMY PUBLIC FIRE AND LIFE SAFETY EDUCATOR II SKILL STATIONS

STATION E – Collaborative Partnership		Reference NFPA 1035 (2015 Edition), Chapter 5 Mandatory Station: JPRs 5.3.2, 5.3.3	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Given a program mission, goals, and organizational guidelines, develop a current list of agencies and an interagency agreement so that fire and life safety educational objectives for the partnerships are achieved, an interagency network is established and maintained, meetings are facilitated, conflicts are resolved, interventions are established, and duplication of services are avoided.

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

No.	Tasks	Yes	No
1	Develops a current list of agencies / organizations		
2	Develops an interagency agreement		
3	Develops and conveys the educational objectives for the partnership		
4	Facilitates meeting(s), resolves conflicts, and establishes interventions		
5	Coordinates support that assures accessible facilities and reasonable accommodations for the group's processes		
6	Establishes a partnership(s) and avoids duplication of services		
7	Materials were properly completed and assembled in an organized manner		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



PENNSYLVANIA STATE FIRE ACADEMY PUBLIC FIRE AND LIFE SAFETY EDUCATOR II SKILL STATIONS

STATION F – Fire and Life Safety Program		Reference NFPA 1035 (2015 Edition), Chapter 5 Mandatory Station: JPRs 5.3.1, 5.4.4	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Design a fire and life safety educational program and a program evaluation tool(s); be sure to include the educational strategy(s) related to the target audience, the educational priorities for the target audience relevant to the loss and injury data, and the program activities which address the identified risk priorities.

Performance Outcome: Pass / Fail is determined by **6 of 6** tasks being correctly performed.

No.	Tasks	Yes	No
1	Completes a needs assessment by collecting, analyzing, and interpreting injury and loss data		
2	Establishes and addresses priority risk issues		
3	Identifies an educational strategy(s) and methodology(s)		
4	Identifies educational activities in accord with and relevant to the risk priorities		
5	Designs an appropriate evaluation tool to measure program outcomes, and provides a brief explanation of how the tool is used to provide feedback which supports program revisions based on this feedback		
6	Materials were properly completed and assembled in an organized manner		
Please indicate skill outcome			
			PASS FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



PENNSYLVANIA STATE FIRE ACADEMY PUBLIC FIRE AND LIFE SAFETY EDUCATOR II SKILL STATIONS

STATION G – Fire and Life Safety Program Revised		Reference NFPA 1035 (2015 Edition), Chapter 5 Mandatory Station: JPR 5.4.5	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Utilizing information from your own organization’s fire and life safety educational program, revise the educational program, or part of the program, based on the results of an evaluation process so that the revised program and its objectives meet the new/current need.

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

No.	Tasks	Yes	No
1	Collects, analyzes, and interprets the feedback		
2	Identifies areas of the program to be revised: a. specific program objectives b. lesson plans revised		
3	Identifies an educational methodology to implement the revised program components		
4	Materials were properly completed and assembled in an organized manner		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



PENNSYLVANIA STATE FIRE ACADEMY PUBLIC FIRE AND LIFE SAFETY EDUCATOR II SKILL STATIONS

STATION H – Develop Public Policy		Reference NFPA 1035 (2015 Edition), Chapter 5 Mandatory Station: JPR 5.2.3	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Develop a public policy recommendation for management based on identified fire and injury risks priorities derived from a community risk assessment. Be sure to explain the issue(s), identified solutions, and the justification for the policy based on its impact and/or benefits.

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

No.	Tasks	Yes	No
1	Identifies community needs (i.e., fire and injury issues) and prioritizes these issues		
2	Explains the issue(s)		
3	Identifies solutions for the issue(s)		
4	Provides a rational justification relevant to the policy recommended		
5	Identifies and explains the impacts and benefits had from the policy		
6	Policy recommended supports the FLSE educational program		
7	Materials were properly completed and assembled in an organized manner		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____