PENNSYLVANIA STATE FIRE ACADEMY
FIRE & EMERGENCY SERVICE INSTRUCTOR II CERTIFICATION

Effective March 1, 2026:

- All certification candidates are required to maintain an active Acadis user portal account. (Acadis portal location = OSFC website/ Training and Certification Portal, or click here: ENVISAGE Acadis®)
- All certification candidates are to be registered with the designated test site and rostered for the certification test.

Fire & Emergency Services Instructor II Skill Stations

NFPA 1041 (2019 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** * ***See evaluator note below.*** Evaluator 1 _____Pass _____ Fail Evaluator 2 _____Pass _____ Fail		
Station C	**High-Hazard Training Supervision** * ***See evaluator note below.*** Evaluator 1 _____Pass _____ Fail Evaluator 2 _____Pass _____ Fail		
Station D	**Classroom Lecture Presentation**		
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 & Emergency Services 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, prior to notifying the candidate a second evaluator **MUST** also review the revisions submitted. If both evaluators concur, the candidate would then be rated unsuccessful and notified to provide additional revisions. If, however, a difference exits 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 (2019 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 tool 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 using the form in Section 2 and provide a summary report detailing the strengths/weaknesses and recommendations originating from your observation and provide feedback to the observed instructor.

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 ***Mark the type of observation done***: ____ 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: _____

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Evaluator Signature: _____ **Evaluator #**_____

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Skill A - Instructor Evaluation (JPR 5.2.6)
Section 2 - Candidate Evaluation Form

Directions: Using the criteria below, evaluate an instructor who delivered an instructional unit of training (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 both 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 taught?		
2	Did the instructor provide an appropriate training environment (e.g., lighting, seating arrangement, noise control, etc.) for the type of training conducted?		
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 the content presented?		
7	Did the instructor use a lesson plan and provide smooth transitions through the "four-step process"?		
8	Did the instructor use appropriate aids / props for the content presented?		
9	Did the instructor seek feedback from "students" by asking for questions or comments, and/or by questioning students?		
10	Did the instructor effectively answer the student(s) questions?		
11	Did the instructor effectively manage the time allotted for the training session?		
12	Performs all tasks in a professional manner? (NO indicates a failure)		
		PASS	**FAIL**

Candidate Comments: _____

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Candidate - Print Name: _____

Candidate's Signature: _____

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STATION B – Instructional Lesson Plan Development		Reference NFPA 1041 (2019 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: If task 12 does not apply, then mark as N/A and adjust the Pass / Fail performance outcome based on 11 of 15.

Directions: Develop a lesson plan and supporting documentation so that the learning objectives, lesson outline, course content/materials, instructional technology tools, and evaluation instrument are addressed, and so that the lesson plan can be easily and effectively 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 material/equipment/instructional technology 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 to Pass*)**		
12	The lesson plan has an assignment (if appropriate for the content being taught).		
13	The lesson has an appropriate student evaluation instrument (i.e., course/lesson evaluation form). **(*Mandatory YES to Pass*)**		

(Continue to Next Page for Station B-Instructional Lesson Plan Development)

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No.	Tasks	Yes	No
14	The lesson has instructional technology/material/equipment/aids consistent with the content of the lesson. **(*Mandatory YES to Pass*)** In addition to the lesson plan, the candidate **MUST** submit materials in **AT LEAST THREE** (3) other formats as listed below (check those submitted): _____ Diagrams _____ Charts / graphs _____ Information sheets _____ Student worksheets _____ Job-aids / Checklist _____ Overhead transparencies _____ Instructional technology device (specify _____) _____ Computer-based media (specify type _____) _____ Other (specify type _____) **NOTE: All materials <u>MUST BE PREPARED BY THE CANDIATE</u>.** **Commercially prepared / available products are NOT acceptable.**		
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 to Pass*)**		
	Please indicate skill outcome	**PASS**	**FAIL**

Evaluator Comments: _____

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Evaluator Signature: _____ **Evaluator #**_____

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STATION C – High Hazard Training Supervision		Reference NFPA 1041 (2019 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. A training safety plan is **NOT** a lesson plan. Rate the training safety plan based on the criteria below.

Directions: Given a specialized training scenario with increased hazard exposures and the 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 the training safety plan 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 posed by the specialized training scenario.		
3	Identifies resources (e.g., staff, equipment, facilities, apparatus) needed to address the identified safety issues / concerns (from Task 2).		
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 issues / concerns, per the ICS / IMS and for the given leadership techniques		
6	Utilizes the Authority Having Jurisdiction's (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: _____

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Evaluator Signature: _____ **Evaluator #**_____

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STATION D – Classroom Lecture Presentation		Reference NFPA 1041 (2019 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 or Fire & Emergency Services Instructor 1 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 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 ***Note to Evaluator***: *You should inject an incorrect answer to at least one question.*		
12	Observes appropriate safety precautions / stresses safety during lesson delivery ***(NO is an automatic failure)***		
13	Stays within the lesson time frame (+ / - 5 minutes)		
	Please indicate skill outcome	**PASS**	**FAIL**

Evaluator Comments: _____

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Evaluator Signature: _____ **Evaluator #**_____