PENNSYLVANIA STATE FIRE ACADEMY
FIRE & EMERGENCY SERVICE INSTRUCTOR II CERTIFICATION

Attention: All certification candidates are required to have an established and up to date user portal account in the PA State Fire Academy 's Acadis Learning Management System prior to participating in **ANY** certification testing opportunity. Please log in to your Acadis portal account and update all personal information before submitting your certification application. (Access can be gained through the OSFC website – Training and Certification Portal).

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).

PENNSYLVANIA STATE FIRE ACADEMY
FIRE & EMERGENCY SERVICE INSTRUCTOR II CERTIFICATION

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 a feedback to the instructor observed.

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 #**_____

PENNSYLVANIA STATE FIRE ACADEMY
FIRE & EMERGENCY SERVICE INSTRUCTOR II CERTIFICATION

SECTION 2 - CANDIDATE EVALUATION FORM
Skill A - Instructor Evaluation (JPR 5.2.6)

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: _____

PENNSYLVANIA STATE FIRE ACADEMY
FIRE & EMERGENCY SERVICE INSTRUCTOR II CERTIFICATION

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.

Cont.' - Skill Station B

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 #**_____

PENNSYLVANIA STATE FIRE ACADEMY
FIRE & EMERGENCY SERVICE INSTRUCTOR II CERTIFICATION

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 #**_____

PENNSYLVANIA STATE FIRE ACADEMY
FIRE & EMERGENCY SERVICE INSTRUCTOR II CERTIFICATION

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 #**_____