



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

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.

Public Fire and Life Safety Educator 1 Skill Stations

NFPA 1030 - Chapter 9 (2024 Edition)

Station A	Administration	Mandatory Station
Station B	Administration: Planning and Development	Mandatory Station
Station C	Education: Notify and Distribute Materials	Mandatory Station
Station D	Education: Adapt a Lesson Plan	Mandatory Station
Station E	Education: Conduct a Lesson / Presentation	Mandatory Station

NOTES:

Skill Stations A, B, and C are part of the practical and/or application process and **MUST** be completed **PRIOR** to the FLSE written and skills tests.

Skill Station D **MUST** be done in person.

Skill Station E **MUST** be done in person unless certified as a Fire Service Instructor I. Equivalency can be given for this station provided the candidate is Pro-Board and/or IFSAC Instructor I am certified **prior** to testing for Fire and Life Safety Educator 1



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

STATION A – Administration		Reference NFPA 1030 (2024 Edition), Chapter 9 Mandatory Station: JPRs 9.3.1, 9.3.2, 9.3.3	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Prepare an activity report or complete a department form which includes a list of Public Fire & Safety Educational events which describes the activity request(s), pre-activity requirements, and time allotments. Do you have any questions?

Candidate Note: Please refer to Guide 1 in the FLSE 1 Candidate Handbook for information to complete the documentation for this skill station.

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

No.	Tasks	Yes	No
1	Identifies and utilizes appropriate forms and is assembled in a correct format(s)		
2	Identifies appropriate educational activity(s) /event information		
3	Selects appropriate work schedule(s) and time allotments, and documents information in appropriate format		
4	Completes a schedule of events and accurately records the appropriate educational activity on forms		
5	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 I SKILL STATIONS

STATION B – Administration: Planning & Development		Reference NFPA 1030 (2024 Edition), Chapter 9 Mandatory Station: JPRs 9.3.1, 9.3.4, 9.4.1	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Conduct needs assessment; identify and list the fire and life safety needs within your community. Next identify and list community resources, agencies and organizations (to include structure, function, mission, and vision) and the organizational operations that address the identified fire & life safety needs so that the information is shared and the public is referred to the applicable resources. Do you have any questions?

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

No.	Tasks	Yes	No
1	Identifies / determines and documents community fire & life safety needs and organizational capabilities		
2	Identifies appropriate background information for the given needs		
3	Selects, identifies, and lists appropriate community resources, organizations and/or partners available to assist with needs		
4	Correctly refers the public to the applicable resource(s)		
5	Identifies and utilizes appropriate forms or formats		
6	Collects, reviews, and interprets the information concerning the community needs		
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 I SKILL STATIONS

STATION C – Education: Notify & Distribute Materials		Reference NFPA 1030 (2024 Edition), Chapter 9 Mandatory Station: JPRs 9.5.1, 9.5.5, 9.5.6, 9.5.7	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Given a scheduled event and its location, date, time, topic, and sponsoring agency, notify the public by disseminating the educational information to the specified audience so the information reaches the audience within the specified time frame. Do you have any questions?

Candidate Note: You must attach a copy of a public announcement (e.g., brochure, news release, etc.) for the scheduled event to meet the requirement for this skill (per Section V, JPR 4.4.5 of the FLSE 1 application).

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

No.	Tasks	Yes	No
1	Follows department policies correctly to disseminate the information		
2	Identifies and selects proper venues / appropriate publicity method(s) (i.e., local media resources)		
3	Creates appropriate notification material which includes location, date, time, topic and sponsoring agency		
4	Identifies the correct distribution method(s) and properly distributes the information in a timely manner (i.e., social media, PIO, local organizations, media outlets)		
5	Create an adequate timeline for processing the information		
6	Indicates dissemination of materials through virtual (i.e. email) correspondence		
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 I SKILL STATIONS

STATION D – Education: Adapt a Lesson Plan		Reference NFPA 1030 (2024 Edition), Chapter 9 Mandatory Station: JPRs 9.5.4, 9.3.1, 9.3.3	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Given a lesson plan and information on a specific audience, adapt the lesson plan so the material presented meets the needs of the target audience. Do you have any questions?

Performance Outcome: Pass / Fail is determined by **8 of 8** tasks being correctly performed.

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

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



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STATION E – Education: Conduct a Lesson / Presentation		Reference NFPA 1030 (2024 Edition), Chapter 9 Mandatory Station: JPRs 9.5.1, 9.5.2, 9.5.3, 9.5.4, 9.6, 9.6.1, 9.6.2, 9.6.3	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Using the lesson plan you developed (which must include objectives, activities, equipment, and related resources) and the equipment in the classroom, conduct the lesson for the intended audience while ensuring all activities are done safely and without injury to the educator or participants. Demonstrate the ability to change the participants behavior based on the information / activities presented; at the conclusion, administer an oral or written quiz to measure lesson outcomes. Assume your evaluator(s) is part of the audience. You have fifteen (15) minutes to complete the lesson. This skill must be completed as indicated in Section V, JPR 4.4.3 of the FLSE 1 application. Do you have any questions?

Performance Outcome: Pass / Fail is determined by **17 of 22** tasks being correctly performed.

No.	Tasks	Yes	No
1	Appropriately dressed for the subject taught		
2	Adjust the learning environment (when possible) to include lighting, ventilation, noise control, and equipment for an effective presentation		
3	Selected appropriate instructional delivery method(s) for subject matter delivered		
4	Explains why the material was selected including audience attention span, learning level, material appeal, and/or visual aids		
5	Utilizes appropriate instructional aids/props competently to deliver the lesson		
6	Establish an appropriate safety zone around equipment/props and explain the proper safety requirements (i.e., stay upwind, tie long hair back, lifting techniques)		
7	Ensure appropriate number of personnel to provide adequate supervision		
8	Selects material appropriately and explains the actions learners are to take		
9	Select material that is appropriate for the audience's learning level and is free of bias		
10	Selects instructional material of appropriate duration for the lesson taught or audience		
11	Demonstrate proper use of equipment in an orderly sequence		
12	Uses appropriate pitch and modulation of voice and appropriate gestures		
13	Avoids inappropriate language, slang, and distracting mannerisms		
14	Seeks participants feedback through effective questioning or other appropriate means		
15	Answers questions effectively from participants		
16	Conducts an effective lesson review and/or review procedures and steps		
17	Constructs an appropriate learning evaluation mechanism (test/quiz or skill sheet) for the lesson AND a brief written essay explaining how it is used to provide appropriate feedback to a student. (Copies of both must be attached to this skill evaluation).		
18	Administers an appropriate written or oral quiz after the presentation and provides appropriate feedback of the results to the participant (evaluator)		
19	Follows the lesson plan and provides smooth but evident transitions between topics		
20	Ensures classroom and equipment are set up, safety hazards identified and eliminated, and exits are clear. Stresses safety and observes safety precautions during presentation. <i>(NO INDICATES AUTOMATIC FAILURE)</i>		
21	Candidate remained within +- 5 minutes of time frame.		
22	Materials were properly completed and assembled in an organized manner		
Please indicate skill outcome		PASS	FAIL

Please provide evaluator comments and signature on the next page.



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Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____