



# PENNSYLVANIA STATE FIRE ACADEMY

## FIRE SERVICE INSTRUCTOR I CERTIFICATION

### Fire Service Instructor I Skill Stations

NFPA 1041 (2012 Edition) Chapter 4

Station A	Audio-Visual Equipment	Mandatory Station
Station B	Classroom Lecture Presentation	Mandatory Station
Station C	Hands-On Demonstration Presentation	Mandatory Station
Station D	Schedule Training	Mandatory Station
Station E	Training Records/Reports	Mandatory Station



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## FIRE SERVICE INSTRUCTOR I CERTIFICATION

<b>STATION A – Audiovisual Equipment</b>		<b>Reference NFPA 1041 (2012 Edition) Chapter 4 Mandatory Station JPRs 4.4.6, 4.4.7</b>	
<b>Test Site</b>	<b>Test Date</b>	<b>Candidate #</b>	<b>Check the Test Type</b> _____ <b>Initial</b> _____ <b>Retest</b>

**Evaluator Note:** The candidate shall demonstrate competency in using a laptop with a projector and two additional AV items (e.g., Smart-Board [Electronic Interactive Board, Electronic Display Simulator], overhead projector, DVD player, iPod with projection display, Digital Visual Presenter / Document Camera, slide projector, or VHS player). Please indicate the two AV items used in the designated columns below.

**Directions:** Demonstrate your ability to utilize three audiovisuals (AV). One AV must be a laptop with an LCD projector. You are to set up, operate, and shutdown each AV, and obey any instruction(s) given to you by the evaluator. Do you have any questions?

**Performance Outcome:** Pass / Fail is determined by **8 of 11** task correctly performed (on each AV and collectively).

No.	Tasks	Laptop LCD Projector		AV 2 List Type		AV 3 List Type	
		Yes	No	Yes	No	Yes	No
1	Insure all components for the AV are present for use						
2	Hooks-up or assures power is correctly provided to the AV						
3	Powers up unit and checks serviceability						
4	Properly places media on/in the AV (i.e., inserts tape/DVD in unit / loads projection media in laptop/computer)						
5	Starts and projects media						
6	Adjusts media / image so images are readable						
7	Places / advances / rewinds / fast forwards on command						
8	Sets / operates advance feature / appropriately marks transparency with correct marker / replays tape / segment						
9	Stops and/or unloads media from device						
10	Powers down correctly and turns off device						
11	Performs all tasks in a <b>SAFE</b> manner? ( <i>NO indicates failure</i> )						
		<b>Pass</b>	<b>Fail</b>	<b>Pass</b>	<b>Fail</b>	<b>Pass</b>	<b>Fail</b>
		<b>FINAL SCORE</b>		<b>PASS</b>		<b>FAIL</b>	

**Evaluator Comments:** \_\_\_\_\_  
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**Evaluator Signature:** \_\_\_\_\_ **Evaluator #** \_\_\_\_\_



## PENNSYLVANIA STATE FIRE ACADEMY FIRE SERVICE INSTRUCTOR I CERTIFICATION

<b>STATION B – Classroom Lecture Presentation</b>		<b>Reference NFPA 1041 (2012 Edition) Chapter 4 Mandatory Station JPRs 4.2.2, 4.2.3, 4.3.2, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.5.2, 4.5.3, 4.5.4, 4.5.5</b>	
Test Site	Test Date	Candidate #	Check the Test Type _____ Initial    _____ Retest

**Directions:** Utilizing a prepared lesson plan and equipment in the classroom, present the lesson. Provide the instructor’s role in distance learning as well as the elements and limitations of presenting the information from a distance learning process. At the conclusion, administer a quiz. Assume the evaluator is part of the audience. You have fifteen (15) minutes to complete the lesson.

**Performance Outcome:** Pass / Fail is determined by **10 of 14** tasks correctly performed.

No.	Tasks	Yes	No
1	Dressed appropriately for the subject taught		
2	Adjust the setting (i.e., seating, layout, lighting, noise control) for effective learning / training		
3	Selects an appropriate instructional delivery method (i.e., lecture, demonstration, illustrated-lecture, discussion, etc.) for subject matter presented		
4	Uses appropriate pitch & voice modulation, and avoids inappropriate language & slang		
5	Uses appropriate gestures and avoids distracting mannerisms		
6	Demonstrates familiarity with and competency in the subject matter presented		
7	Utilizes appropriate aids / props for subject matter presented		
8	Seeks feedback from “students” through questions and/or comments		
9	Answers questions effectively from a “student(s)”		
10	Follows the lesson plan, and provides effective transitions of the four-step process that are evident yet smooth		
11	Describes the instructor’s role and the elements and limitations of instructing via distance learning		
12	Administers a quiz and provides appropriate feedback on results to the “student” (evaluator). <i>Note to Evaluator: You should inject an incorrect response to at least one question.</i>		
13	Observes appropriate safety precautions / stresses safety during presentation. <i>(NO is an automatic failure)</i>		
14	Stays within the lesson time frame (+ / - 5 minutes).		
<b>Please indicate skill outcome</b>		<b>PASS</b>	<b>FAIL</b>

**Evaluator Comments:** \_\_\_\_\_  
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# PENNSYLVANIA STATE FIRE ACADEMY

## FIRE SERVICE INSTRUCTOR I CERTIFICATION

<b>STATION C – Hands-On Demonstration Presentation</b>		<b>Reference NFPA 1041 (2012 Edition) Chapter 4 Mandatory Station JPRs 4.2.2, 4.2.3, 4.3.2, 4.3.3, 4.4.2, 4.4.3, 4.4.5, 4.5.2, 4.5.4, 4.5.5</b>	
<b>Test Site</b>	<b>Test Date</b>	<b>Candidate #</b>	<b>Check the Test Type</b> ____ <b>Initial</b> ____ <b>Retest</b>

**Directions:** Utilizing a lesson plan and necessary equipment, demonstrate a skill within the lesson. Assume the evaluator is part of the audience. The practical work necessary in delivering this lesson may be performed in an area(s) designated by the evaluator. You have fifteen (15) minutes to complete the lesson.

**Performance Outcome:** Pass / Fail is determined by **10 of 14** tasks 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.	Demonstrates proper use of equipment in an orderly, safe sequence		
4.	Uses appropriate pitch and modulation of voice, and appropriate gestures		
5.	Avoids inappropriate language, slang, and distracting mannerisms		
6.	Demonstrates familiarity with and competency in subject matter presented		
7.	Monitors “student” performance of task		
8.	Seeks feedback from “students” by soliciting questions, comments, or by other effective means		
9.	Answers questions effectively from a “student(s)”		
10.	Follows the lesson plan, reviews procedures / steps		
11.	Conducts a performance evaluation on a student using a skill sheet. (Returns completed sheet to the evaluator at the completion of the station)		
12.	Provides appropriate performance feedback to the “student” (evaluator) <i>Note to Evaluator: You should inject a deviation in the skill performance routine.</i>		
13.	Observes appropriate safety precautions / stresses safety during presentation <i>(NO is an automatic failure)</i>		
14.	Stays within the lesson time frame (+ / - 5 minutes).		
<b>Please indicate skill outcome</b>		<b>PASS</b>	<b>FAIL</b>

**Evaluator Comments:** \_\_\_\_\_  
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**Evaluator Signature:** \_\_\_\_\_ **Evaluator #** \_\_\_\_\_



## PENNSYLVANIA STATE FIRE ACADEMY FIRE SERVICE INSTRUCTOR I CERTIFICATION

STATION D – Training Schedule		Reference NFPA 1041 (2012 Edition) Chapter 4 Mandatory Station JPRs 4.2.4, 4.2.5	
Test Site	Test Date	Candidate #	Check the Test Type _____Initial _____Retest

**Evaluator Note:** Supplemental documents are provided and must be used for this skill station.

**Directions:** Given a training assignment, departmental scheduling procedures, instructional resources, facilities, and a timeline for delivery, schedule single-unit instructional sessions so the specified sessions are delivered per department procedures.

**Performance Outcome:** Pass / Fail is determined by **5 of 7** tasks correctly performed.

No.	Tasks	Yes	No
1.	Identifies and utilizes forms / format		
2.	Completes the schedule of instructional sessions to include dates, times, and locations		
3.	Selects an appropriate work schedule and time allotments, and documents information in an appropriate format		
4.	Explains each program and its benefits		
5.	Information is clear and accurate		
6.	Manages time well (i.e., chronology of training sessions is correct and the allotted time for each unit of instruction is a reasonable estimate, e.g., Accountability training 3 hours).		
7.	All reports are neat and legible		
<b>Please indicate skill outcome</b>		<b>PASS</b>	<b>FAIL</b>

**Evaluator Comments:** \_\_\_\_\_

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**Evaluator Signature:** \_\_\_\_\_ **Evaluator #** \_\_\_\_\_



# PENNSYLVANIA STATE FIRE ACADEMY

## FIRE SERVICE INSTRUCTOR I CERTIFICATION

<b>STATION E – Training Records / Reports</b>		<b>Reference NFPA 1041 (2012 Edition) Chapter 4 Mandatory Station JPRs 4.2.5</b>	
<b>Test Site</b>	<b>Test Date</b>	<b>Candidate #</b>	<b>Check the Test Type</b> _____ <b>Initial</b> _____ <b>Retest</b>

**Evaluator Note:** Supplemental documents are provided and must be used for this skill station.

**Directions:** Using the topics selected in Station D, prepare the training records, report forms, and an activity report (one-page minimum), which provides a summary of the completed training events and activities, time allotments, and the pre-activity requirements.

**Performance Outcome:** Pass / Fail is determined by **4 of 5** tasks correctly performed.

No.	Tasks	Yes	No
1.	Identifies and utilizes appropriate forms and completes all sections		
2.	Identifies appropriate training information (events, activities, pre-activity requirements and time)		
3.	Accurately records the appropriate training activity information on the forms / report		
4.	Materials were properly completed, assembled in an organized manner, and submitted		
5.	All reports are neat and legible		
<b>Please indicate skill outcome</b>		<b>PASS</b>	<b>FAIL</b>

**Evaluator Comments:** \_\_\_\_\_

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**Evaluator Signature:** \_\_\_\_\_ **Evaluator #** \_\_\_\_\_