



PENNSYLVANIA STATE FIRE ACADEMY

FIRE & EMERGENCY SERVICES INSTRUCTOR I 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 I Skill Stations

NFPA 1041 (2019 Edition) Chapter 4

Station A	Instructional Technology	Mandatory Station
Station B	Classroom Lecture	Mandatory Station
Station C	Hands-On Demonstration	Mandatory Station
Station D	Schedule Training	Mandatory Station
Station E	Training Records/Reports	Mandatory Station



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STATION A: Instructional Technology		Reference NFPA 1041 (2019 Edition) Chapter 4 Mandatory Station JPR 4.4.5	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Evaluator Note: The candidate shall demonstrate competence in using Instructional Technology (IT). One IT item **MUST** be a computer with visual projection. Other technology items can include digital displays, interactive SMARTBoards, digital audio players, overhead projectors, instructional or presentation software delivered through an IT device, training simulators, etc. or other like items. **NOTE:** If the device cannot be manipulated in a start/stop mode (i.e., Tasks 3 & 10), the candidate **MUST** accurately describe the start-up/shut-down processes. This exception **DOES NOT** apply to computers/projection devices or similar devices that can be easily manipulated. Please indicate below the two other items used in the designated columns.

Directions: Demonstrate your ability to utilize instructional technology. One IT item **MUST** be a laptop with LCD projector. You are to set up, operate, and shutdown each IT item. You will need to demonstrate any instruction(s) given to you by the evaluator. Do you have any questions?

Performance Outcome: Pass/Fail is determined by **7 of 10** task correctly performed (each item and collectively).

No.	Tasks	Laptop & Projector		IT 2 Type		IT 3 Type	
		Yes	No	Yes	No	Yes	No
1	Assures all components for the IT/instructional aid are present						
2	Sets-up and confirms power is correctly provided to the IT						
3	Powers up unit OR describes power-up sequence, and checks serviceability of IT and can address basic maintenance needs						
4	Properly places media on/in the IT OR loads program into system						
5	Starts and projects media						
6	Adjusts media / image so images are readable						
7	Operates IT proficiently (e.g., advance / reverse / fast forwards / replay / adjusts) & demonstrates function(s) requested by evaluator						
8	Stops, unloads/removes media from device/secures aid						
9	Powers down correctly and turns off device / correctly stores aid						
10	Completes tasks without damaging IT or compromising safety <i>Mandatory Yes to PASS</i>						
Indicate Pass / Fail for each AV		Pass	Fail	Pass	Fail	Pass	Fail
FINAL SCORE				PASS		FAIL	

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____



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STATION B: Classroom Lecture		Reference NFPA 1041 (2019 Edition) Chapter 4 Mandatory Station JPRs 4.2.2, 4.2.3, 4.3.2, 4.3.3, 4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.5.2, 4.5.3, 4.5.4, 4.5.5	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Utilizing a prepared lesson plan, instructional technology (4.4.5), and equipment in the classroom, teach the lesson's content so that the objectives are presented and achieved (4.3.3, 4.4.3 & 4.4.5). In your delivery, describe the instructor's role in a distance learning setting and provide the elements and limitations of presenting the lesson in a distance learning setting. At the conclusion, administer a quiz. Assume the evaluator is part of the audience. You have 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 or adjusts appropriately the instructional delivery method(s) (i.e., lecture, illustrated-lecture, discussion, etc.) for subject matter presented		
4	Uses appropriate pitch & voice modulation; 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 instructional 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 (Evaluator Note: Candidate MUST provide a lesson plan)		
11	Describes the instructor's role, and the elements and limitations of instructing via distance learning (JPR 4.4.3)		
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).		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____



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STATION C: Hands-On Demonstration		Reference NFPA 1041 (2019 Edition) Chapter 4 Mandatory Station JPRs 4.2.2, 4.2.3, 4.3.2, 4.3.3, 4.4.1, 4.4.2, 4.4.4, 4.4.3, 4.4.5, 4.5.2, 4.5.3, 4.5.4, 4.5.5	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Utilizing a lesson plan and necessary equipment, safely demonstrate the practical (i.e., skill) component within the lesson and ensure the learning objectives are met (4.4.3). 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) and instructional method given varied learner characteristics for an effective learning/training event		
3.	Demonstrates proper use of props/equipment/devices in an orderly, safe manner		
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 the lesson <i>(NO is an automatic failure)</i>		
14.	Stays within the lesson time frame (+ / - 5 minutes).		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ Evaluator # _____



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STATION D: Schedule Training		Reference NFPA 1041 (2019 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 (see candidate handbook). These documents **MUST** be used for this skill station. The training **MUST** be chronologically listed; timeframes are provided in the handbook.

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

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

No.	Tasks	Yes	No
1.	Identifies and utilizes record / form		
2.	Completes the schedule of instructional sessions to include dates, times, and locations		
3.	Selects an appropriate work schedule and time allotments, and documents the 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)). <i>Mandatory Yes to PASS</i>		
7.	All reports are neat and legible		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



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STATION E: Training Records / Reports		Reference NFPA 1041 (2019 Edition) Chapter 4 Mandatory Station JPR 4.2.5	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Evaluator Note: Supplemental documents are provided (see candidate handbook). These documents **MUST** be used for this skill station.

Directions: Using the topics selected in Station D, complete all items on the training records and reports, (one-page minimum) Be sure to include a detailed summary of the training events and activities completed.

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 (e.g., event type, activities, time, attendee performance, roster, etc.)		
3.	Records accurately the appropriate training activity information on the record / report		
4.	Materials properly completed, assembled in an organized manner, and submitted		
5.	All reports are neat and legible		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____ **Evaluator #** _____