



## PENNSYLVANIA STATE FIRE ACADEMY YOUTH FIRESETTING PREVENTION & INTERVENTION PROGRAM MANAGER 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.

### Youth Firesetting Prevention & Intervention Program Manager Skill Stations

NFPA 1030 Chapter 14 (2024 Edition)

Station A	Formulate Program Policies & Procedures	Mandatory Station
Station B	Develop a Program Budget	Mandatory Station
Station C	Data Entry	Mandatory Station
Station D	Interagency Network	Mandatory Station
Station E	Community Awareness Program	Mandatory Station
Station F	Evaluate Program & Prepare Report	Mandatory Station
Station G	YFPIS Training Program	Mandatory Station
Station H	Maintain Records & Case Files	Mandatory Station
Station I	Supervise JFIS Personnel	Mandatory Station



**PENNSYLVANIA STATE FIRE ACADEMY  
YOUTH FIRESETTING PREVENTION & INTERVENTION  
PROGRAM MANAGER SKILL STATIONS**

<b>STATION A – Formulate Program Policies &amp; Procedures</b>		<b>Reference NFPA 1030 (2024 Edition) Chapter 14 Mandatory Station: JPRs 14.2.1, 14.3.2</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: Given** a community needs assessment, cultural competence, program goals, and community and agency resources, services, and organizations, formulate program policies and procedures so that the policies and procedures match and support the program goals and the needs of the community.

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

<b>No.</b>	<b>Tasks</b>	<b>Yes</b>	<b>No</b>
<b>1</b>	Identifies community needs		
<b>2</b>	Identifies community agency resources, services, and organizations		
<b>3</b>	Identifies program structure and goals		
<b>4</b>	Policies and procedures match/support established program goals		
<b>5</b>	Documentation is typed, complete, and grammatically correct with no spelling errors		
<b>Please indicate skill outcome</b>		<b>PASS</b>	<b>FAIL</b>

**Evaluator Comments:** \_\_\_\_\_  
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PROGRAM MANAGER SKILL STATIONS**

<b>STATION B – Develop a Program Budget</b>		<b>Reference NFPA 1030 (2024 Edition) Chapter 14 Mandatory Station: JPRs 14.2.2, 14.3.2</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:** Given program policies and procedures, program needs, and revenue sources, develop a program budget so that capital, operating, and personnel costs are determined and justified.

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

No.	Tasks	Yes	No
1	Identifies the program/project budget		
2	Identifies supplies and equipment necessary to maintain program		
3	Identifies personnel cost (if applicable)		
4	Identifies an appropriate budgeting system/cycle		
5	Contains a brief statement of the purchasing process		
6	Contains a brief statement of how process for soliciting of monies will be accomplished to include revenue sources		
7	Documentation is typed, complete, grammatically correct with no spelling errors and utilizes basic accounting		
<b>Please indicate skill outcome</b>		<b>PASS</b>	<b>FAIL</b>

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PROGRAM MANAGER SKILL STATIONS**

<b>STATION C – Data Collection &amp; Management Systems</b>		<b>Reference NFPA 1030 (2024 Edition) Chapter 14 Mandatory Station: JPRs 14.2.5, 14.3.2, 14.3.5</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:** Given approved forms and materials, legal requirements, and program policies and procedures, create a data collection system so that consistent and accurate documentation is maintained within Federal and state laws.

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

<b>No.</b>	<b>Tasks</b>	<b>Yes</b>	<b>No</b>
<b>1</b>	Creates a data collection system		
<b>2</b>	Identifies, gathers, and maintains pertinent data		
<b>3</b>	Complies, analyzes, and organizes all pertinent data		
<b>4</b>	Assures data is secured within the management system		
<b>Please indicate skill outcome</b>		<b>PASS</b>	<b>FAIL</b>

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<b>STATION D – Interagency Network</b>		<b>Reference NFPA 1030 (2024 Edition) Chapter 14 Mandatory Station: JPRs 14.3.1, 14.3.2, 14.4.2</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:** Given a program mission, protocol(s), and policies and procedures, develop a current list of agencies and interagency agreements so the roles and responsibilities are clarified; an interagency network is established and maintained; meetings are facilitated; conflicts are resolved; interventions are established; and duplication of services is avoided.

**Performance Outcome:** Pass / Fail is determined by **6 of 6** tasks being correctly performed.

<b>No.</b>	<b>Tasks</b>	<b>Yes</b>	<b>No</b>
<b>1</b>	Develops a current list of agencies / organizations		
<b>2</b>	Develops an interagency agreement		
<b>3</b>	Ensures that roles and responsibilities are clarified		
<b>4</b>	Assures meetings are facilitated, conflicts are resolved, and interventions are established		
<b>5</b>	Assures teams are established and duplication of service is avoided		
<b>6</b>	Documentation is typed, complete, grammatically correct with no spelling errors, and organized		
<b>Please indicate skill outcome</b>		<b>PASS</b>	<b>FAIL</b>

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PROGRAM MANAGER SKILL STATIONS**

<b>STATION E – Community Awareness Program</b>		<b>Reference NFPA 1030 (2024 Edition) Chapter 14 Mandatory Station: JPRs 14.3.4, 14.4.3</b>	
<b>Test Site</b>	<b>Test Date</b>	<b>Candidate #</b>	<b>Check the Test Type</b> ____ <b>Initial</b> ____ <b>Retest</b>

**Station Note:** This skill will be done in-person.

**Directions:** Given the training program, develop and deliver a community awareness training program to current interagency network members so that continued support is maintained for the youth firesetter program and youth firesetters are identified and referred to the program.

**Performance Outcome:** Pass / Fail will be determined by **7 of 11** tasks being correctly performed.

No.	Tasks	Yes	No
1	Candidate is appropriately dressed (given the subject taught)		
2	Candidate adjusts the learning environment (seating, lighting, AV arrangement noise control, ventilation, etc.) for an effective presentation		
3	Candidate selects appropriate instructional delivery method (e.g., lecture, demonstration, etc.) for the given subject matter.		
4	Uses appropriate pitch and modulation of voice and appropriate gestures		
5	Avoids inappropriate language, slang, and distracting mannerisms		
6	Demonstrates familiarity with and competence in the lesson content		
7	Utilizes appropriate instructional aids/props competently during lesson delivery		
8	Media resources, marketing strategies, methods of media dissemination, community demographics, and intervention resources are identified		
9	Effectively answers questions.		
10	Follows the lesson plans and provides effective transitions using the four-step process		
11	Stays within the lesson time frame (+/- 5 minutes)		
<b>Please indicate skill outcome</b>		<b>PASS</b>	<b>FAIL</b>

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<b>STATION F – Evaluate a Program &amp; Prepare a Report</b>		<b>Reference NFPA 1030 (2024 Edition) Chapter 14 Mandatory Station: JPRs 14.2.5, 14.5.1, 14.5.2, 14.5.3, 14.2.1, 14.3.2</b>	
<b>Test Site</b>	<b>Test Date</b>	<b>Candidate #</b>	<b>Check the Test Type</b> ____ Initial ____ Retest

**Directions:** Given program goals, records and case files evaluate, analyze effectiveness of program including information on recidivism, so that any necessary changes to the program can be made. Prepare a program report based on evaluation and information gathered from analysis so that the community and current interagency network are informed and support is generated for the program.

**Performance Outcome:** Pass / Fail is determined by **7 of 10** tasks being correctly performed.

No.	Tasks	Yes	No
1	Recognizes and identifies the mission and goals of the organization		
2	Develops charts, tables, or graphs for analyzing and explaining data		
3	Charts, tables, or graphs are accurate and complete		
4	Identifies case types, volume, and frequency of occurrences		
5	Identifies the need for services offered / used		
6	Identifies and provided justification for the partnership(s) of identified outside organizations and agencies and the resulting community benefit		
7	Evaluates and analyzes the program, and describes suggested changes		
8	Describes data analyses conducted or can be done based on the data and information retrieved from the current system. Analysis should include a review of trends, variances, and other related topics of importance.		
9	Communicates orally and in writing		
10	Documentation is typed, complete, and grammatically correct with no spelling errors		
<b>Please indicate skill outcome</b>		<b>PASS</b>	<b>FAIL</b>

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<b>STATION G – YFPIS Training Program</b>		<b>Reference NFPA 1030 (2024 Edition) Chapter 14 Mandatory Station JPRs 14.3.3, 14.4.1</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:** Develop, schedule, deliver and manage a Youth Firesetting Prevention and Intervention Specialist (YFPIS) training program for YFPIS personnel, so that personnel can perform screening/interviews, interventions, referrals, follow-ups, and evaluation in accordance with policies/procedures.

**Performance Outcome:** Pass / Fail is determined by **7 of 10** tasks being correctly performed.

<b>No.</b>	<b>Tasks</b>	<b>Yes</b>	<b>No</b>
1	Appropriately dressed for the subject / content taught		
2	Adjusts the learning environment (seating layout, lighting, ventilation, noise control, AV arrangement, etc.) for an effective presentation		
3	Selects appropriate instructional delivery method(s) (e.g., lecture, demonstration, etc.) for subject matter		
4	Uses appropriate pitch and modulation of voice and appropriate gestures		
5	Avoids all inappropriate language, slang, and distracting mannerisms		
6	Demonstrates familiarity with and cultural competence in the lesson material		
7	Utilizes appropriate instructional aids/props competently in delivery of material		
8	Effectively answers a question.		
9	Follows the lesson plan and effectively delivers the program’s content		
10	Stays within the lesson time frame (+/- 5 minutes)		
		<b>Please indicate skill outcome</b>	<b>PASS</b> <b>FAIL</b>

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STATION H – Maintain Records & Case Files		Reference NFPA 1030 (2024 Edition) Chapter 14 Mandatory Station JPR 14.2.5	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

**Directions:** Given data collection forms, program policies and procedures, and legal requirements, maintain records and case files so that consistent and accurate documentation regarding the process and content is available for each case, legal/liability issues are addressed, progress is tracked, the program is evaluated, and federal and state reporting requirements are met.

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

No.	Task Steps	Yes	No
1	Identifies case types		
2	Identifies need for services provided		
3	Progress of each case is tracked		
4	Compiles, analyzes, and organizes all pertinent data		
5	Manages cases and maintains a file system(s)		
6	Prepares reports		
7	Documentation prepared is legible (written or typed)		
<b>Please indicate skill outcome</b>		<b>PASS</b>	<b>FAIL</b>

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<b>STATION I – Supervise YFPIS Personnel</b>		<b>Reference NFPA 1030 (2024 Edition) Chapter 14 Mandatory Station JPRs 14.2.3, 14.2.4</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:** Given program policies and procedures, identify, assign, and supervise Youth Firesetting Prevention and Intervention Specialist (YFPIS) personnel assigned to conduct screening/interview so that a consistent body of information is collected, performance is evaluated, and continuous direction and feedback are given.

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

<b>No.</b>	<b>Tasks</b>	<b>Yes</b>	<b>No</b>
<b>1</b>	Identifies problem to be addressed		
<b>2</b>	Identifies and matches YFPIS personnel (based on strengths) and case information with the needs of the child and family		
<b>3</b>	YFPIS personnel dealt with child and family in appropriate manner		
<b>4</b>	YFPIS personnel completed appropriate paperwork consistent with program policies and procedures		
<b>5</b>	Performance review is completed and reviewed with YFPIS personnel		
<b>Please indicate skill outcome</b>			
		<b>PASS</b>	<b>FAIL</b>

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