

5.2	PROGRAM MANAGE	MENT				valuatio PORTF		t: 5.2.2
Cand	idate:			Date	e:			
SS#:								
NFPA IFSTA	ARD: 5.2.2 1041, 2002 Edition Fire Instructor, 6 <sup>th</sup> Edition RMANCE OUTCOME: The can	instructional reso sessions are deli	e instructional sess ources, staff, facility vered according to	ties, and time l department po	ine for del olicy.	livery, so	the specif	
to depa	rtment or model policy.  TIONS: Using a department-scing training sessions, schedule	heduling policy or mod						
					FIRS	г Теѕт	RET	TEST
No.		TASK STEPS			Pass	Fail	Pass	Fail
1.	Submit written training sched	dule with time line, acco	ording to policy					
2.	Finish written documentation instructors, equipment), according		onal resources (i.e.,	facilities,				
3.	Documentation is complete a	and legible						
RETES			RETEST					
	oved By: nator/Candidate Comme	nts:	EVALUATOR	α.				
Eva	luator (Print & Sign)		_	Candidat	e		Dat	te
Re	e-Test Evaluator	——————————————————————————————————————	— — Re	e-Test Cand	lidate	·		 te



5.2	PROGRAM MANAGE	MENT				aluation	n Sheet: DLIO"	5.2.3
Cano	didate:			Date	e:			
NFPA IFST <i>A</i>	DARD: 5.2.3 A 1041, 2002 Edition A Fire Instructor, 6 <sup>th</sup> Edition	documented.	te budget needs g s, so the resources	required to me	et training	goals are	identifie	d and
dentif	ORMANCE OUTCOME: The cand fied and documented.  DITIONS: Using your department me line.							
		<b>T</b> G			FIRST	TEST	RET	EST
No.		TASK STEPS			Pass	Fail	Pass	Fail
1.	Conduct and document needs	analysis						
2.	Submit completed budget for training goal is met	course (i.e., equipment						
RETE: Appro	ST OVED <b>B</b> y:		RETEST EVALUATO	R:				
Eval	uator/Candidate Comme	nts:						
	Newton (D.: 1.0. G.: 1)	D-4-		Com 313 - 4			D.	
	aluator (Print & Sign)  e-Test Evaluator	Date  ———————————————————————————————————		Candidate  Re-Test Candidate				



PROGRAM MANAGEMENT

5.2

## FIRE PROTECTION BUREAU FIRE INSTRUCTOR II

				"PORTFOLIO"						
Cand	idate:		Date	<b>Date:</b>						
	SS#:		<u></u>							
NFPA IFSTA PERFO lines, b	ARD: 5.2.4 1041, 2002 Edition Fire Instructor, 6 <sup>th</sup> Edition RMANCE OUTCOME: The candida audget constraints, and according to TIONS: Using your departmental the line.	obtained within establi policy.  ate will acquire training reso agency policy.		e obtained	nd accord	ling to age	ency hed time			
No.		TASK STEPS		FIRST	TEST	RE	TEST			
1.	Document training resources req		g to departmental policy	Pass	Fail	Pass	Fail			
2.	Document the time frame to acqu	uire resources								
3.	Document that resources are with	hin established budget								
RETES APPRO	T VVED BY:		RETEST EVALUATOR:							
Evalu	ator/Candidate Comments	:								
	Evaluator (Print & Sign)	Date	Candidat	Δ		Da	oto.			
J	Evaluator (1 1 mt & Sign)	Date	Canuluat	C		Da	iiC			
	Re-Test Evaluator	Date	Re-Test Cand	lidate		Da	ite			

**Evaluation Sheet: 5.2.4** 



PROGRAM MANAGEMENT

5.2

## FIRE PROTECTION BUREAU FIRE INSTRUCTOR II

					"I	PRACT	TCAL-A	<b>\''</b>	
Cand	lidate:			Date	:				
SS#:									
<u> </u>		T							
NFPA	DARD: 5.2.5 1041, 2002 Edition Fire Instructor, 6 <sup>th</sup> Edition			record keeping, given agency and legal requi			oartment p	olicy,	
PERFO	DRMANCE OUTCOME: The candida	te will coordinate trai	ning reco	rdkeeping, so all agen	gency and legal requirement		ements are	e met.	
COND	ITIONS: Given training forms, depart	rtment or model police	ey, and tra	aining activity.					
No.		TASK STEPS				TEST Fail	RET	TEST Fail	
1.	Complete training activity form,	according to departme	ent or mo	del policy	Pass	ган	Pass	ran	
2.	Provide documents of completed results)								
			T						
RETES APPRO	ST OVED BY:		RETE EVAL	ST UATOR:					
Evalu	uator/Candidate Comments								
Eva	luator (Print & Sign)	Date		Candidate	<b>.</b>		Dat	te	
Re-Test Evaluator		——————————————————————————————————————		Re-Test Candidate			 Date		

**Evaluation Sheet: 5.2.5** 



5.2	PROGRAM MANAGE	MENT					on Sheet OLIO-I	
Cand	lidate:			Date	:			
NFPA	DARD: 5.2.5 1041, 2002 Edition Fire Instructor, 6 <sup>th</sup> Edition			ord keeping, given ncy and legal requir			oartment p	olicy,
	DRMANCE OUTCOME: The cand				cy and leg	al require	ements are	met.
	ITIONS: Given training forms, o		olicy, and train	ing activity.	FIRST	TEST	RET	EST
No.	T 22 1 2 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	TASK STEPS	1.		Pass	Fail	Pass	Fail
1.	In writing, describe the traini and legal requirements	ng record keeping proce	_					
RETES APPRO	ST OVED BY:		RETEST EVALUA	TOR:				
Evalı	uator/Candidate Comme	nts:						
	luator (Print & Sign)	Date		Candidate			Dat	
Re	e-Test Evaluator	Date		Re-Test Candi	date		Dat	æ



) <b>.</b> <u>2</u>	PROGRAM MANAGEME	LN I			aluation RACTI	n Sneet: CAL"	5.2.6
Cand	idate:		Date	e:			
SS#:		TASK: Evaluate instructors, given an ev performance requirements, so the evaluate weaknesses, recommends changes in instructor, 6 <sup>th</sup> Edition  TOE OUTCOME: The candidate will evaluate instructors so that the evaluate recommends changes in instructional style and communication methods,					
NFPA	DARD: 5.2.6 1041, 2002 Edition Fire Instructor, 6 <sup>th</sup> Edition	performance requirements weaknesses, reco	uirements, so the evaluation identification identification identification in the commends changes in instructional interest in the commends of the commends in	tifies areas style and	of streng	ths and	
weakne							or
CONDI	TTIONS: Given an Instructor I evalu	ation form, departn	nent policy, and job performance	requireme	nts.		
No.		TASK STEPS		FIRST	TEST	RET	EST
				Pass	Fail	Pass	Fail
1.	Observe instructor and correctly	complete instructor	evaluation form				
2.		•	•				
3.	Make appropriate recommendation communication method in "communication method method method method in "communication method m		l changes to style and/or				
4.	Provide instructor feedback area	to evaluation form	or signature area				
RETES APPRO	T DVED BY:		RETEST EVALUATOR:				
Evalu	nator/Candidate Comments	:					
Eval	luator (Print & Sign)		Candidate	e		Dat	te
D <sub>a</sub>	2-Test Evaluator	——————————————————————————————————————	Re-Test Cand	idate	· A		



## FIRE PROTECTION BUREAU FIRE INSTRUCTOR II

5.3	INSTRUCTIONAL DEVEL	LOPMENT			aluation	n Sheet: OLIO"	5.3.2
Cand	lidate:		Date	<b>:</b>			
SS#:							
NFPA	DARD: 5.3.2 1041, 2002 Edition A Fire Instructor, 6 <sup>th</sup> Edition	lesson plan format, s and the plan includes	on plan, given a topic, audience of the job performance requires learning objectives, a lesson d an evaluation plan.	ments for	the topic	are achie	
	DRMANCE OUTCOME: The candidate hieved and the plan includes learning						
COND	ITIONS: Given a topic, audience cha	racteristics, and a stand	dard four-step lesson plan form	nat.			
No.		TASK STEPS		FIRST	TEST	RET	EST
NO.		TASK STEPS		Pass	Fail	Pass	Fail
1.	Develop a lesson plan using a star						
2.	List job performance requirement lesson outline, appropriate course						
3.	Develop an evaluation plan that d	ocuments the JPR's for	course were met				
4.	Lesson plan Lesson plan appropri	ate for audience					
	Topic:						
	Approved by Chief:		_				
		Signature					
RETES	ST OVED BY:		RETEST EVALUATOR:				
Eval	uator/Candidate Comments:						
	1. 4. 20. 25. 1					<b>.</b>	
Eva	lluator (Print & Sign)	Date	Candidate			Dat	e

**Date** 

**Date** 



**Evaluator** (Print & Sign)

**Re-Test Evaluator** 

#### FIRE PROTECTION BUREAU FIRE INSTRUCTOR II

INSTRUCTIONAL DEVELOPMENT	Evaluation Sh
	INSTRUCTIONAL DEVELOPMENT

neet: 5.3.3 "PORTFOLIO" Candidate: Date: SS#: **TASK:** Modify an existing lesson plan, given a topic, audience characteristics, and a **STANDARD:** 5.3.3 lesson plan, so the job performance requirements for the topic are achieved, and the NFPA 1041, 2002 Edition plan includes learning objectives, a lesson outline, course materials, instructional aids, IFSTA Fire Instructor, 6<sup>th</sup> Edition and an evaluation plan. **PERFORMANCE OUTCOME:** The candidate will modify a lesson plan, so the job performance requirements for the topic are achieved, and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan. CONDITIONS: Given a topic, lesson plan, audience characteristics, and a standard lesson plan format. FIRST TEST RETEST No. TASK STEPS **Pass** Fail **Pass** Fail 1. Modify an existing lesson plan using a standard four-step lesson plan format List job performance requirements for course, including learning objectives, lesson 2. outline, appropriate course material, and instructional aids 3. Develop an evaluation plan that documents the JPR's for course were met 4. Lesson modifications appropriate to audience RETEST RETEST APPROVED BY: **EVALUATOR:** Evaluator/Candidate Comments:

**Date** 

**Date** 

**Date** 

**Date** 

Candidate



.4	INSTRUCTIONAL DEL	STRUCTIONAL DELIVERY			Evaluation Sheet: 5.4.2 "PRACTICAL"					
Cand	idate:			Date:						
SS#:										
NFPA IFSTA	ARD: 5.4.2 1041, 2002 Edition Fire Instructor, 6 <sup>th</sup> Edition RMANCE OUTCOME: The candid	and that involves the topic and a target a		ltiple teaching son plan objec	g method tives are	ls and tec achieved	hniques, § l.	given a		
involve	es the utilization of multiple teach	ning methods and techni			uctor na	s prepare	d and tha			
Condi	TIONS: Given a topic and a targe	et audience.								
No.		TASK STEPS			FIRST			TEST		
1.	Conduct a class using a four-sto	ep lesson plan prepared	by the instructor		Pass	Fail	Pass	Fail		
2.	Use multiple teaching techniqu		<u> </u>							
3.	Use multiple teaching methods	(i.e., conference, discus	ssion)							
4.	Meet lesson objectives									
5.	Lesson appropriate to needs of	target audience								
<b>D</b>										
RETES Appro	T OVED BY:		RETEST EVALUATOR:							
Evalu	ator/Candidate Comment	:s:								
Eval	luator (Print & Sign)	Date		Candidate			Da	te		
	e-Test Evaluator	 Date	Re-T	est Candid	late		Da	te		



## FIRE PROTECTION BUREAU FIRE INSTRUCTOR II

5.4	INSTRUCTIONAL DELIV	ERY				on Sheet OLIO"	: 5.4.3
Candi	idate:		Date	:			
SS#:							
NFPA I	ARD: 5.4.3 1041, 2002 Edition Fire Instructor, 6 <sup>th</sup> Edition RMANCE OUTCOME: The candidate	training scenario with	her instructors and students du h increased hazard exposure, d and instructional goals are a	so applica net.	ble safety	y standard	s and
	standards are followed and instruction						
CONDI	TIONS: Given a training scenario w	ith increased hazard ex	xposure.	T.			
No.		TASK STEPS		FIRST Pass	TEST Fail	RET Pass	EST Fail
1.	Supervise instructors appropriately hazard training	y according to policy a	nd procedures during high-	rass	Fan	rass	ran
2.	Supervise students according to po	olicy and procedures d	uring high-hazard training				
3.	Correctly follow applicable safety	standards and inciden	t command practices				
4.	Performance of instructors/studen	ts indicates instruction	al goals achieved				
	Topic:						
	Approved by Chief:	Signature					
RETEST		Signature	RETEST	<u> </u>			
	ved By: ator/Candidate Comments:		EVALUATOR:				
Eval	uator (Print & Sign)	Date	Candidate	<u> </u>		Dat	e

**Date** 

**Date** 

High-hazard training examples: live fire, hazardous materials, above and below ground grade rescue, and evolutions with power tools.



## FIRE PROTECTION BUREAU FIRE INSTRUCTOR II

5.5	EVALUATION AND TES	TING			valuatio PORTF	on Sheet OLIO"	t: 5.5.2
Cand	lidate:		Date	) <b>:</b>			
SS#:							
PERFO the stu and the psycho	DARD: 5.5.2 1041, 2002 Edition  Fire Instructor, 6 <sup>th</sup> Edition  DRMANCE OUTCOME: The candidated dent has achieved the learning object evaluation instrument is bias-free to motor skills.)	characteristics, ar student has achieved objective, reliabled any audience or generated will develop studentives, the instrument of any audience or generated with the students of the student	ent evaluation instruments, so the at evaluates performance in object roup. (Evaluation instrument sh	on instrum nstrument evaluatio e evaluatio ctive, relia	evaluates n instrum on instrum	mines if the performation is bias ment determinent det	ne ance in a-free to mines if manner,
CONDI	ITIONS: Given learning objectives,	audience characteris	stics, and training goals.	Eve co	- T	D	
No.		TASK STEPS		Pass	r TEST Fail	Pass	TEST Fail
1.	Develop student written and practraining goals	ctical examinations b	ased on learning objectives and	1 433	ran	1 433	ran
2.	Provide test item analysis						
3.	Evaluation forms are bias-free to Evaluation forms designed to eva verifiable manner						
RETES			RETEST				
	nator/Candidate Comments	•	EVALUATOR:				
Eva	luator (Print & Sign)	Date	Candidate	e		Dat	te
		-			<del></del>		

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**Re-Test Candidate** 

**Date** 

**Date** 



## FIRE PROTECTION BUREAU FIRE INSTRUCTOR II

5.5	EVALUATION AND TES	STING				on Sheet OLIO"	: 5.5.3
Candi	idate:		Dat	e:			
SS#:							
NFPA :	ARD: 5.5.3 1041, 2002 Edition Fire Instructor, 6 <sup>th</sup> Edition	students have the a	ourse evaluations, given agence ability to provide feedback to t ication techniques, learning en	he instructo	or on inst	ructional	
	RMANCE OUTCOME: The candid or on instructional methods, com						
CONDI	TIONS: Given agency policy and	evaluation goals.					
No.		TASK STEPS		FIRST	TEST	RET	EST
1.	Develop and submit a course ev give feedback on the following:		ws student has the ability to	Pass	Fail	Pass	Fail
	a) Instructional methods						
	b) Communication techniques						
	c) Learning environment						
	d) Course content						
	e) Student materials						
RETEST APPRO	r ved By:		RETEST EVALUATOR:				
Evalu	ator/Candidate Comments	s:					
Eval	uator (Print & Sign)	Date	Candida	te		Dat	e

Date

Date



.5	EVALUATION AND TESTING			Evaluation Sheet: 5.5.4 "PORTFOLIO"					
Cand	lidate:	Date	<b>Date:</b>						
SS#:									
NFPA	DARD: 5.5.4 1041, 2002 Edition Fire Instructor, 6 <sup>th</sup> Edition		udent written and practical examovalidity of the exams is detern						
PERFO	DRMANCE OUTCOME: The candidat	te will analyze studer	nt written and practical exams a	nd make n	ecessary	changes.			
COND	ITIONS: Given test data, objectives,	and agency policy.							
No.		TASK STEPS	TASK STEPS		FIRST TEST  Pass Fail		RETEST Pass Fail		
1. 2.	Complete a written analysis of student written exam (recommend changes to question stems, changes to distracters, toss poor test items, etc.)  Complete a written analysis of student practical exam (review against objectives, recommend changes, clarifications to task steps, etc.)					2 435			
3.	Review and document student comments regarding the written and practical exam								
4.	Make necessary changes to course (i.e., written, environment lesson plan, practical etc.), based on exam results								
5.	Submit changed materials to evaluator, if applicable			-					
RETES APPRO	UST DVED BY:		RETEST EVALUATOR:			l l			
Evalı	uator/Candidate Comments:								
Evaluator (Print & Sign)		Date	- Candidate	Candidate		Date			
Do Tost Evoluator		Doto	Do Tost Cond	Do Tost Condidate			Doto		