FIRE PROTECTION BUREAU
FIRE INSTRUCTOR I

Candidate: _____   Date: _____

SS#: _____

Standard: All Prerequisite Skills   **NFPA:** 1041 2002 edition
Task: The Candidate will present a 15-20-minute block of instruction to include the preparation, presentation, application, and evaluation steps of the Four Step Method of instruction. The candidate will incorporate the proper use of audiovisual equipment, teaching aids, demonstration devices, projectable and non-projectable instructional materials generally employed in training programs.
Condition: Given a prepared lesson plan, necessary training aids, students, and a teaching environment adequate to meet the provision of this objective.

RETEST APPROVED **BY:**	RETEST EVALUATOR

PROGRAM MANAGEMENT				
No.	**Materials:**	**TEST**		**RE-TEST**	
		PASS	**FAIL**	**PASS**	**FAIL**
1.	Obtained lesson plan and assembled appropriate course materials, resources, and equipment. (4-2.2)				
2.	Reviewed and adapted instructional materials, prepared lesson plan, and resources for topic, target audience, and learning environment. (4-3.2, 4-3.3, 4-3.2[b], 4-3.3[b])				
	Classroom Management:				
3.	Organized classroom, laboratory or outdoor learning environment with consideration given to lighting, distractions, climate, weather, noise, seating, audiovisual equipment, teaching aids, and safety. (4-4.2, 4-3.2[b], 4-3.3[b], 4-4.2[b])				
4.	Adjusted to differences in learning styles, abilities, and behaviors. Controlled disruptive behavior, maintained a safe learning environment, and met needs of students and accomplished objectives. (4-4.5, 4-3.3)				
	Audiovisual:				
5.	Pre-inspect audiovisual equipment. (4-4.6, 4-4.6[b])				
6.	Demonstrate familiarity with equipment controls and aspects of projection. (4-4.6, 4-4.6[b])				
7.	Correctly use the type of audiovisual equipment material and demonstration devices provided. (4-4.6, 4-4.6[b], 4-4.2[b])				

❖ References used are from NFPA 1041, 2002 Edition, and are shown in parentheses.

02/19/08

PREPARATION

No.	Preparation of students	TEST		RE-TEST	
		PASS	FAIL	PASS	FAIL
1.	Introduce subject matter. (4-3.3, 4-4.3, 4-4.4, 4-4.5)				
2.	Explain why material is important. (4-3.3, 4-4.3, 4-4.4, 4-4.5)				
3.	Explain how material will be useful. (4-3.3, 4-4.3, 4-4.4, 4-4.5)				
4.	Establish rapport with students. (4-3.3, 4-4.3, 4-4.4, 4-4.5)				
5.	Explain objectives. (4-4.3, 4-4.4, 4-4.5)				

PRESENTATION

No.	Classroom Presentation	TEST		RE-TEST	
		PASS	FAIL	PASS	FAIL
1.	Present new skills, concepts, and/or procedures according to a prepared lesson plan. (4-4.3, 4-4.4, 4-4.5)				
2.	Guide students toward meeting objectives. (4-4.3, 4-4.4, 4-4.5, 4-4.5[b])				
3.	Demonstrate new skills competently. (4-4.3, 4-4.4, 4-4.5)				
4.	Adjust presentation to changes in class environment and learning styles, abilities and behaviors. (4-4.4, 4-4.5) **For Example:** demonstration, visual aids, explain procedures, emphasize key points, explain concepts, philosophies, principles, implications, proceed from known to unknown, simple to complex, use text books and other reference sources.				
5.	Achieved learning outcomes. (4-4.3)				
6.	Maintained class continuity. (4-4.4)				
7.	Instructor delivered lesson in an efficient manner. (4-4.3)				
	Instructional Materials				
1.	Review content and organization of projectable/non-projectable instructional materials. (4-3.2, 4-3.3, 4-4.7)				
2.	Present projectable/non-projectable materials clearly and at the logical point in the lesson. (4-3.2, 4-3.3, 4-4.7)				
3.	Introduce projectable/non-projectable materials. (4-3.2, 4-4.6, 4-4.7)				
4.	Relate projectable/non-projectable materials into the lesson material. (4-4.7)				
5.	Smooth transition between media and other parts of presentation. (4-4.7, 4-4.7[b])				
6.	Media returned to storage. (4-4.3[b])				

	Communication				
1.	Voice is clear, effectively pitched, and well modulated. (4-4.3,)				
2.	Speech is reasonably free of language errors. (4.4.3, 4-4.3[b])				
3.	Style is reasonably free of mannerisms materially detracting to teaching effort. (4-4.3, 4-4.3[b])				

	Safety				
1.	Communicate safety responsibilities and/or considerations to students. (4-4.2, 4-4.5)				
2.	Demonstrate practices and procedures safely to students. (4-4.2, 4-4.5)				
3.	Include safety practices and procedures in the practical skills testing of students. (4-4.2, 4-4.5)				

APPLICATION

No.	Student Application of Learning and Feedback	TEST		RE-TEST	
		PASS	FAIL	PASS	FAIL
1.	Provide students an opportunity to perform under supervision. (4-4.5, 4-4.3)				
2.	Coach student. Check for and correct any errors. (4-5.5, 4-4.5, 4-4.3, 4-5.4[b])				
3.	Emphasize and review key procedures, sequences, and concepts. (4-5.5)				
4.	Encourage students with productive feedback. (4-4.3, 4-5.5, 4-5.5[b])				
5.	Diagnose readiness for evaluation step. (4-5.5, 4-4.3, 4-5.5[b])				

EVALUATION STEP

No.	Testing and Evaluation	TEST		RE-TEST	
		PASS	FAIL	PASS	FAIL
1.	Orally quiz key points. (4-5.2, 4-5.2[b])				
2.	Administer and accurately score written test. (4-5.2, 4-5.4, 4-5.3)				
3.	Administer and accurately score practical test. (4-5.2, 4-5.4, 4-5.3)				
4.	Evaluate student performance. (4-5.5)				
5.	Determine cause(s) for student failure. (4-5.5)				
6.	Identify action to be taken to correct deficiencies. (4-5.5)				
7.	Maintain security of test scores and exams. (4-5.2, 4-5.3)				
8.	Conducted testing according to procedures. (4-5.2)				

ADMINISTRATION

No.	Record Keeping	TEST		RE-TEST	
		PASS	**FAIL**	**PASS**	**FAIL**
1.	Accurately complete all training documentation forms provided. (4-5.4, 4-2.3[b])				
2.	Submit completed training documentation to the evaluator. (4-5.4)				
3.	Correctly report any testing unusual circumstances to evaluator. (4-2.3, 4-5.4)				

Evaluator/Candidate Comments:

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Evaluator (print and sign)	**Date**	**Candidate**	**Date**
Re-Test Evaluator	**Date**	**Re-Test Candidate**	**Date**