

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## NFPA 1041 Fire Instructor III 2007 Edition



### Requirements:

1. **Required prerequisite of Fire Instructor II.**
2. **Completed application form and fee of \$125 is covered.**
3. **Candidate will be required to complete at least 6 of the 12 skill station chosen at random by the evaluator.**

Group I: Stations 1,2,7,8,12,14

Group 2: Stations 1,3,6,9,12,14

Group 3: Stations 1,4,7,10,13,15

Group 4: Stations 1,5,6,11,13,15

Revised 4-1-2010

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# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 1

### ADMINISTER TRAINING RECORD SYSTEM

**Candidate Number** \_\_\_\_\_

**Reference:** NFPA 1041 2007 Edition Section: 6.2.1 & 6.2.2

**Skill:** Maintain a training record system, given agency policies and type of training activity. Document information so that it is easily accessed, meets all agency and legal requirements and keeps a concise record of training activities.

This station requires that the examinee performs the requirements **PRIOR** to the Practical Examination and provide the required documents to the test examiner.

#### Evaluation Parameters

- 1) In this performance examination station you are expected to just provide the **proper paper work**, filled out correctly,

#### Performance Outcomes

1. Administer or maintain a training record system.
2. Document and record all training activities with the system.
3. Adhere to agency and legal requirements.
4. Maintain records in an easily accessible manner.
5. Maintain concise records.
6. Use or create proper forms and reports.
7. Bring the above paper work with you to the practical examination.

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 1

### ADMINISTER TRAINING RECORD SYSTEM

#### **Examiners Provide:**

- Examinee's Schedule
- Printed Evaluation / Competency Checklists For Each Examinee
- Examinee Sign-In Sheet

#### **Site Provides:**

- Class Room with table and chairs

#### **Office Provides:**

- Instruction Sheet to Examinee
- Student Verification of Own Work

#### **Student Provides:**

- Paper Work for the following Items:
  - 1) Individual training activities to be included as part of the training record system.
  - 2) Training record database of file.
  - 3) Record keeping policies and procedures of your department.
  - 4) Training polices and procedures of your department.
  - 5) Paper. Pen/pencil.
  - 6) Computer with department training record (if available).

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 1

### ADMINISTER TRAINING RECORD SYSTEM

Candidate Number \_\_\_\_\_

Evaluator: \_\_\_\_\_

Did the examinee, as instructed, demonstrate competency in the following:

	<u>Pass/ Fail</u>
1. Administered or maintained a training record system	____/____
2. Documented and recorded all training activities with the system	____/____
3. Adhered to agency and legal requirements	____/____
4. Maintained records in an easy accessible manner	____/____
5. Maintained concise records	____/____
6. Used or created proper forms and reports	____/____

**Must Pass all 6 Areas**

**Passed Sections** \_\_\_\_\_

**Failed Sections** \_\_\_\_\_

**Station 1 Pass/Failed** \_\_\_\_\_

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 2

### DEVELOP RECOMMENDATIONS FOR POLICIES TO SUPPORT AGENCY'S TRAINING PROGRAM

Candidate Number \_\_\_\_\_

**Reference:** NFPA 1041 2009 Edition Section: 6.1.3

**Skill:** Make policy recommendations designed to promote the agency's training program. Use existing agency policies and procedures. Make policy recommendations that coincide with agency policy and training goals.

This station requires that the examinee performs the requirements **PRIOR** to the Practical Examination and provide the required documents to the test examiner.

#### Evaluation Parameters

1. In this performance examination station you are expected to just provide the **proper paper work**, filled out correctly,

#### Performance Outcomes

1. Make recommendations for policies to support training program.
2. Achieve agency and training goals with written recommendations.
3. Promote established training goals.
4. Make recommendations in proper format.
5. Use an appropriate technical writing style.
6. Adhere to agency policies and procedures.

**To Be Given to Examinee Prior to the Practical Examination**

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 2

### DEVELOP RECOMMENDATIONS FOR POLICIES TO SUPPORT AGENCY'S TRAINING PROGRAM

#### **Examiners Provide:**

- Examinee's Schedule
- Printed Evaluation / Competency Checklists For Each Examinee
- Examinee Sign-In Sheet

#### **Site Provides:**

- Class Room with table and chairs

#### **Office Provides:**

- Instruction Sheet to Examinee
- Student Verification of Own Work

#### **Student Provides:**

- Paper Work for the following Items:
  - 1) Agencies Policies and Procedures.
  - 2) Training Program Goals.
  - 3) Agency Policy Format.
  - 4) Policy Recommendations.
  - 5) Paper, Pen/Pencil.
  - 6) Computer (If available).

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 2

### DEVELOP RECOMMENDATIONS FOR POLICIES TO SUPPORT AGENCY'S TRAINING PROGRAM

Candidate Number \_\_\_\_\_

Evaluator: \_\_\_\_\_

Did the examinee, as instructed, demonstrate competency in the following:

Pass/ Fail

- |  |           |
|--|-----------|
| 1. Make recommendations for policies to support training program.  | ____/____ |
| 2. Achieve agency and training goals with written recommendations. | ____/____ |
| 3. Promote established training goals.                             | ____/____ |
| 4. Make recommendations in proper format.                          | ____/____ |
| 5. Use an appropriate technical writing style.                     | ____/____ |
| 6. Adhere to agency policies and procedures.                       | ____/____ |

**Must Pass all 6 Areas**

**Passed Sections** \_\_\_\_\_

**Failed Sections** \_\_\_\_\_

**Station 2 Pass/Failed** \_\_\_\_\_

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 3

### SELECT INSTRUCTIONAL STAFF

**Candidate Number** \_\_\_\_\_

**Reference:** NFPA 1041 2007 Edition Section: 6.2.4 (A) (B)

**Skill:** Using instructional requirements, staff capabilities, and agency policy, choose instructional staff to teach various courses so that this selection achieves instructional goals.

#### **Develop Recommendations for Policies to Support Agency's Training Program**

This station requires that the examinee performs the requirements **PRIOR** to the Practical Examination and provide the required documents to the test examiner.

#### **Evaluation Parameters**

- 1) In this performance examination station you are expected to just provide the **proper paper work**, filled out correctly,

#### **Performance Outcomes**

1. Review and consider capabilities of instructional staff.
2. Review and consider qualifications of instructional staff.
3. Consider what capabilities are required to teach a given course(s).
4. Chose appropriate instructional staff.
5. Adhere to agency policies.
6. Meet agency and instructional goals.

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 3

### SELECT INSTRUCTIONAL STAFF

#### **Examiners Provide:**

- Examinee's Schedule
- Printed Evaluation / Competency Checklists For Each Examinee
- Examinee Sign-In Sheet

#### **Site Provides:**

- Class Room with table and chairs

#### **Office Provides:**

- Instruction Sheet to Examinee
- Student Verification of Own Work

#### **Student Provides:**

- Paper Work for the following Items:
  - 1) Agencies Policies and Procedures for Staff Selection.
  - 2) Instructional Requirements.
  - 3) Staff Capabilities and Qualifications.
  - 4) Courses to be Taught by Selected Instructional Staff.
  - 5) Paper, Pen/Pencil.
  - 6) Computer (If available).

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 3

### SELECT INSTRUCTIONAL STAFF

Candidate Number \_\_\_\_\_

Evaluator: \_\_\_\_\_

Did the examinee, as instructed, demonstrate competency in the following:

**Pass/ Fail**

- |  |               |
|--|---------------|
| 1. Reviewed and considered capabilities of instructional staff.          | _____ / _____ |
| 2. Reviewed and considered qualifications of instructional staff.        | _____ / _____ |
| 3. Considered what capabilities are required to teach a given course(s). | _____ / _____ |
| 4. Chose appropriate instructional staff.                                | _____ / _____ |
| 5. Adhered to agency policies.   | _____ / _____ |
| 6. Meet agency and instructional goals                                   | _____ / _____ |

**Must Pass all 6 Areas**

**Passed Sections** \_\_\_\_\_

**Failed Sections** \_\_\_\_\_

**Station 3 Pass/Failed** \_\_\_\_\_

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 4

### CONSTRUCT A PERFORMANCE BASED INSTRUCTOR EVALUATION PLAN

**Candidate Number** \_\_\_\_\_

**Reference:** NFPA 1041 2007 Edition Section: 6.2.5 (A) (B0

**Skill:** Develop a performance based Instructor Evaluation Plan using established job performance requirements and agency evaluation policy and procedures.

#### **Develop Recommendations for Policies to Support Agency's Training Program**

This station requires that the examinee performs the requirements **PRIOR** to the Practical Examination and provide the required documents to the test examiner.

#### **Evaluation Parameters**

- 1) In this performance examination station you are expected to just provide the **proper paper work**, filled out correctly,

#### **Performance Outcomes**

1. Construct an Instructor Evaluation Plan.
2. Develop a plan that is based upon Instructor performance.
3. Use Job Performance Requirements to evaluate performance.
4. Adhere to agency policy and procedures.
5. Create a plan that includes evaluation at regular intervals.
6. Use appropriate evaluation methods in the plan.

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 4

### CONSTRUCT A PERFORMANCE BASED INSTRUCTOR EVALUATION PLAN

#### **Examiners Provide:**

- Examinee's Schedule
- Printed Evaluation / Competency Checklists For Each Examinee
- Examinee Sign-In Sheet

#### **Site Provides:**

- Class Room with table and chairs

#### **Office Provides:**

- Instruction Sheet to Examinee
- Student Verification of Own Work

#### **Student Provides:**

- Paper Work for the following Items:
  - 1) Agencies Policies and Procedures for Performance Evaluations..
  - 2) Agency Job Performance Requirements.
  - 3) Performance Based Instructor Evaluation Plan
  - 4) Paper, Pen/Pencil.
  - 5) Computer (If available).

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 4

### CONSTRUCT A PERFORMANCE BASED INSTRUCTOR EVALUATION PLAN

Candidate Number \_\_\_\_\_

Evaluator: \_\_\_\_\_

Did the examinee, as instructed, demonstrate competency in the following:

**Pass/ Fail**

- |  |           |
|--|-----------|
| 1. Constructed an Instructor Evaluation Plan.                    | ____/____ |
| 2. Developed a plan that is based upon Instructor performance.   | ____/____ |
| 3. Uses Job Performance Requirements to evaluate performance,    | ____/____ |
| 4. Adhered to agency policy and procedures.                      | ____/____ |
| 5. Created a plan that includes evaluation at regular intervals. | ____/____ |
| 6. Used appropriate evaluation methods in the plan.              | ____/____ |

**Must Pass all 6 Areas**

**Passed Sections** \_\_\_\_\_

**Failed Sections** \_\_\_\_\_

**Station 4 Pass/Failed** \_\_\_\_\_

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 5

### WRITE SPECIFICATIONS FOR EQUIPMENT PURCHASING

**Candidate Number** \_\_\_\_\_

**Reference:** NFPA 1041 2007 Edition Section: 6.2.6 (A) (B)

**Skill:** Write specifications for equipment purchasing. Use curriculum, training goals, and agency guidelines. Purchase equipment that is appropriate and supports established curriculum.

#### **Develop Recommendations for Policies to Support Agency's Training Program**

This station requires that the examinee performs the requirements **PRIOR** to the Practical Examination and provide the required documents to the test examiner.

#### **Evaluation Parameters**

- 2) In this performance examination station you are expected to just provide the **proper paper work**, filled out correctly,

#### **Performance Outcomes**

1. Write equipment procurement specifications.
2. Adhere to agency policy and purchasing guidelines.
3. Write equipment procurement specifications that support curriculum.
4. Purchase equipment that complies with agency and training goals.
5. Use appropriate evaluation techniques and procurement forms.
6. Consider existing department resources and curriculum need.

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 5

### WRITE SPECIFICATIONS FOR EQUIPMENT PURCHASING

#### **Examiners Provide:**

- Examinee's Schedule
- Printed Evaluation / Competency Checklists For Each Examinee
- Examinee Sign-In Sheet

#### **Site Provides:**

- Class Room with table and chairs

#### **Office Provides:**

- Instruction Sheet to Examinee
- Student Verification of Own Work

#### **Student Provides:**

- Paper Work for the following Items:
  - 1) Equipment Procurement Forms.
  - 2) Necessary Curriculum.
  - 3) Agency Purchasing Guidelines.
  - 4) Specification for Equipment Purchasing.
  - 5) Paper, Pen/Pencil.
  - 6) Computer (If available).

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 5

### WRITE SPECIFICATIONS FOR EQUIPMENT PURCHASING

Candidate Number \_\_\_\_\_

Evaluator: \_\_\_\_\_

Did the examinee, as instructed, demonstrate competency in the following:

	<u>Pass/ Fail</u>
1. Wrote equipment procurement specifications.	____/____
2. Adhered to agency policy and purchasing guidelines.	____/____
3. Wrote equipment procurement specifications that support curriculum.	____/____
4. Purchased equipment that complies with agency and training goals .	____/____
5. Used appropriate evaluation techniques and procurement forms.	____/____
6. Considered existing department resources and curriculum needs.	____/____

**Must Pass all 6 Areas**

**Passed Sections** \_\_\_\_\_

**Failed Sections** \_\_\_\_\_

**Station 5 Pass/Failed** \_\_\_\_\_

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 6 PRESENT EVALUATION FINDINGS, CONCLUSIONS AND RECOMMENDATIONS TO AGENCY ADMINISTRATOR

**Candidate Number** \_\_\_\_\_

**Reference:** NFPA 1041 2007 Edition Section: 6.2.7 (A) (B)

**Skill:** Using data summaries and a known target audience. Evaluate a teaching program and present findings, conclusion, and recommendations in a report to the agency administrator. Presentation shall be supported by data, shall not be biased, and shall reflect agency goals, policies, and procedures.

This station requires that the examinee performs the requirements **PRIOR** to the Practical Examination and provide the required documents to the test examiner.

### **Evaluation Parameters**

- 1) In this performance examination station you are expected to just provide the **proper paper work**, filled out correctly,

### **Performance Outcomes**

1. Thoroughly evaluate the specified program.
2. Use data summaries and target audience in evaluating program.
3. Present findings, etc. in a report to the agency administrator.
4. Adhere to statistical evaluation procedures.
5. Adhere to training goals and agency policy and procedures.
6. Present unbiased recommendations supported by data.

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 6 PRESENT EVALUATION FINDINGS, CONCLUSIONS AND RECOMMENDATIONS TO AGENCY ADMINISTRATOR

Candidate Number \_\_\_\_\_

### Examiners Provide:

- Examinee's Schedule
- Printed Evaluation / Competency Checklists For Each Examinee
- Examinee Sign-In Sheet

### Site Provides:

- Class Room with table and chairs

### Office Provides:

- Instruction Sheet to Examinee
- Student Verification of Own Work

### Student Provides:

- Paper Work for the following Items:
  - 1) Data Summaries.
  - 2) Agency Policy and Procedures.
  - 3) Formal Report Formats.
  - 4) Target Audience.
  - 5) Evaluation Findings, Conclusions and Recommendations.
  - 6) Paper, Pen/Pencil.
  - 7) Computer (If available).

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 6 PRESENT EVALUATION FINDINGS, CONCLUSIONS AND RECOMMENDATIONS TO AGENCY ADMINISTRATOR

Candidate Number \_\_\_\_\_

Evaluator: \_\_\_\_\_

Did the examinee, as instructed, demonstrate competency in the following:

	<u>Pass/ Fail</u>
1. Thoroughly evaluated the specified program.	____/____
2. Used data summaries and target audience in evaluating program.	____/____
3. Presented findings, etc. in a report to the agency administrator.	____/____
4. Adhered to statistical evaluation procedures.	____/____
5. Adhered to training goals and agency policy and procedures.	____/____
6. Presented unbiased recommendations supported by data.	____/____

**Must Pass all 6 Areas**

**Passed Sections** \_\_\_\_\_

**Failed Sections** \_\_\_\_\_

**Station 6 Pass/Failed** \_\_\_\_\_

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 7

### CONDUCT AGENCY NEEDS ANALYSIS

**Candidate Number** \_\_\_\_\_

**Reference:** NFPA 1041 2007 Edition Section: 6.3.2 (A) (B)

**Skill:** Conduct a training needs analysis for your agency. Use agency goals and policies to determine instructional needs.

This station requires that the examinee performs the requirements **PRIOR** to the Practical Examination and provide the required documents to the test examiner.

#### **Evaluation Parameters**

- 1) In this performance examination station you are expected to just provide the **proper paper work**, filled out correctly,

#### **Performance Outcomes**

1. Conduct a training needs analysis for the agency.
2. Considered agency goals and policies in creating the needs analysis.
3. Considered job performance requirements of the agency.
4. Review existing instructional aids, media, and curriculum.
5. Consider characteristics of adult learner.
6. Clearly identify instructional/training needs of agency

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 7

### CONDUCT AGENCY NEEDS ANALYSIS

#### **Examiners Provide:**

- Examinee's Schedule
- Printed Evaluation / Competency Checklists For Each Examinee
- Examinee Sign-In Sheet

#### **Site Provides:**

- Class Room with table and chairs

#### **Office Provides:**

- Instruction Sheet to Examinee
- Student Verification of Own Work

#### **Student Provides:**

- Paper Work for the following Items:
  - 1) Agency Goals
  - 2) Agency Policy and Procedures.
  - 3) Agency Needs Analysis Results.
  - 4) Paper, Pen/Pencil.
  - 5) Computer (If available).

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 7

### CONDUCT AGENCY NEEDS ANALYSIS

Candidate Number \_\_\_\_\_

Evaluator: \_\_\_\_\_

Did the examinee, as instructed, demonstrate competency in the following:

	<u>Pass/ Fail</u>
1. Conducted a training needs analysis for the agency.	____/____
2. Considered agency goals and policies in creating the needs analysis.	____/____
3. Considered job performance requirements of the agency	____/____
4. Reviewed existing instructional aids, media, and curriculum.	____/____
5. Considered characteristics of adult learner.	____/____
6. Clearly identified instructional/training needs of agency	____/____

**Must Pass all 6 Areas**

**Passed Sections** \_\_\_\_\_

**Failed Sections** \_\_\_\_\_

**Station 7 Pass/Failed** \_\_\_\_\_

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 8

### DESIGNS PROGRAM OR CURRICULUM

**Candidate Number** \_\_\_\_\_

**Reference:** NFPA 1041 2007 Edition Section: 6.3.3 (A) (B)

**Skill:** Using previous defined agency training needs analysis, design a program or curriculum that fulfills agency goals, provides knowledge and skills that are job related, is performance based, uses adult learning principles, and meets time and budget constraints.

#### Designs Program or Curriculum

This station requires that the examinee performs the requirements **PRIOR** to the Practical Examination and provide the required documents to the test examiner.

#### Evaluation Parameters

1. In this performance examination station you are expected to just provide the **proper paper work**, filled out correctly,

#### Performance Outcomes

- 1 Designed a program or curriculum for your agency.
- 2 Utilized agency training needs analysis in development of program.
- 3 Designed a program or curriculum that served agency goals.
- 4 Design a program or curriculum that teaches job-related knowledge and skills.
- 5 Design is performance based and uses adult learning principles.
- 6 Designed a program that meets time and budget constraints.

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 8

### DESIGNS PROGRAM OR CURRICULUM

**Candidate Number** \_\_\_\_\_

**Reference:** NFPA 1041 2007 Edition Section: 6.3.2 (A) (B)

**Examiners Provide:**

- Examinee's Schedule
- Printed Evaluation / Competency Checklists For Each Examinee
- Examinee Sign-In Sheet

**Site Provides:**

- Class Room with table and chairs

**Office Provides:**

- Instruction Sheet to Examinee
- Student Verification of Own Work

**Student Provides:**

- Paper Work for the following Items:
  - 1) Agency Goals
  - 2) Agency Policy and Procedures.
  - 3) Agency Needs Analysis Results.
  - 4) Program or Curriculum Designed
  - 5) Paper, Pen/Pencil.
  - 6) Computer (If available).

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 8

### DESIGNS PROGRAM OR CURRICULUM

Candidate Number \_\_\_\_\_

Evaluator: \_\_\_\_\_

Did the examinee, as instructed, demonstrate competency in the following:

	<u>Pass/ Fail</u>
1. Designed a program or curriculum for your agency.	_____/____
2. Utilized agency training needs analysis in development of program.	_____/____
3. Designed a program or curriculum that served agency goals.	_____/____
4. Design a program or curriculum that teaches job-related knowledge and skills.	_____/____
5. Design is performance based and uses adult learning principles	_____/____
6. Designed a program that meets time and budget constraints.	_____/____

**Must Pass all 6 Areas**

**Passed Sections** \_\_\_\_\_

**Failed Sections** \_\_\_\_\_

**Station 8 Pass/Failed** \_\_\_\_\_

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 9

### MODIFY AND EXISTING CURRICULUM

**Candidate Number** \_\_\_\_\_

**Reference:** NFPA 1041 2007 Edition Section: 6.3.4 (A) (B)

**Skill:** Modify an existing curriculum, given the curriculum, audience, characteristics, learning objectives, instructional resources and agency training requirement, so that the curriculum meets the requirements of your agency and learning objectives are achieved.

This station requires that the examinee performs the requirements **PRIOR** to the Practical Examination and provide the required documents to the test examiner.

#### **Evaluation Parameters**

- 1) In this performance examination station you are expected to just provide the **proper paper work**, filled out correctly,

#### **Performance Outcomes**

1. Modified an existing curriculum for your agency.
2. Ensured agency requirements are met by the modified curriculum.
3. Ensured learning objectives are achieved.
4. Utilized existing instructional resources.
5. Ensured curriculum is appropriate for target audience.
6. Ensured curriculum is performance based.

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 9

### MODIFY AND EXISTING CURRICULUM

#### **Examiners Provide:**

- Examinee's Schedule
- Printed Evaluation / Competency Checklists For Each Examinee
- Examinee Sign-In Sheet

#### **Site Provides:**

- Class Room with table and chairs

#### **Office Provides:**

- Instruction Sheet to Examinee
- Student Verification of Own Work

#### **Student Provides:**

- Paper Work for the following Items:
  - 1) Agency Goals
  - 2) Agency Policy and Procedures.
  - 3) Instructional Resources
  - 4) Agency Training Requirements
  - 5) Modified Curriculum
  - 6) Paper, Pen/Pencil.
  - 7) Computer (If available).

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 9

### MODIFY AND EXISTING CURRICULUM

Candidate Number \_\_\_\_\_

Evaluator: \_\_\_\_\_

Did the examinee, as instructed, demonstrate competency in the following:

	<u>Pass/ Fail</u>
1. Modified an existing curriculum for your agency.	_____/____
2. Ensured agency requirements are met by the modified curriculum.	_____/____
3. Ensured learning objectives are achieved.	_____/____
4. Utilized existing instructional resources.	_____/____
5. Ensured curriculum is appropriate for target audience.	_____/____
6. Ensured curriculum is performance based.	_____/____

**Must Pass all 6 Areas**

**Passed Sections** \_\_\_\_\_

**Failed Sections** \_\_\_\_\_

**Station 9 Pass/Failed** \_\_\_\_\_

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 10

### WRITE PROGRAM AND COURSE GOALS

**Candidate Number** \_\_\_\_\_

**Reference:** NFPA 1041 2007 Edition Section: 6.3.5 (A) (B)

**Skill:** Use Job Performance Requirements (JPRs) to write program/course goal statements. Goals must be clear, concise, measurable, and adhere to agency goals.

This station requires that the examinee performs the requirements **PRIOR** to the Practical Examination and provide the required documents to the test examiner.

#### Evaluation Parameters

- 1) In this performance examination station you are expected to just provide the **proper paper work**, filled out correctly,

#### Performance Outcomes

1. Wrote programs/course goal statement.
2. Utilized Job Performance Requirement is writing goals.
3. Adhered to Agency goals.
4. Wrote clear and concise goal statements.
5. Wrote measurable goal statements.
6. Used needs analysis information in creating goals.

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 10

### WRITE PROGRAM AND COURSE GOALS

#### **Examiners Provide:**

- Examinee's Schedule
- Printed Evaluation / Competency Checklists For Each Examinee
- Examinee Sign-In Sheet

#### **Site Provides:**

- Class Room with table and chairs

#### **Office Provides:**

- Instruction Sheet to Examinee
- Student Verification of Own Work

#### **Student Provides:**

- Paper Work for the following Items:
  - 1) Agency Goals
  - 2) Agency Policy and Procedures.
  - 3) Instructional Resources.
  - 4) Job Performance Requirements.
  - 5) Needs Analysis Report.
  - 6) Modified Program/Course Goals.
  - 7) Paper, Pen/Pencil.
  - 8) Computer (If available).

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 10

### WRITE PROGRAM AND COURSE GOALS

Candidate Number \_\_\_\_\_

Evaluator: \_\_\_\_\_

Did the examinee, as instructed, demonstrate competency in the following:

	<u>Pass/ Fail</u>
1. Wrote programs/course goal statement.	____/____
2. Utilized Job Performance Requirement in writing goals.	____/____
3. Adhered to Agency goals.	____/____
4. Wrote clear and concise goal statements.	____/____
5. Wrote measurable goal statements.	____/____
6. Used needs analysis information in creating goals	____/____

**Must Pass all 6 Areas**

**Passed Sections** \_\_\_\_\_

**Failed Sections** \_\_\_\_\_

**Station 10 Pass/Failed** \_\_\_\_\_

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 11

### WRITE COURSE OBJECTIVES

**Candidate Number** \_\_\_\_\_

**Reference:** NFPA 1041 2007 Edition Section: 6.3.6 (A) (B)

**Skill:** Use Job Performance Requirements (JPRs) to write course objectives. Objectives must be clear, concise, measurable, and reflect specific tasks.

This station requires that the examinee performs the requirements **PRIOR** to the Practical Examination and provide the required documents to the test examiner.

#### Evaluation Parameters

1. In this performance examination station you are expected to just provide the **proper paper work**, filled out correctly,

#### Performance Outcomes

1. Wrote course objectives.
2. Utilized Job Performance Requirement in developing course
3. objectives .
4. Wrote objectives that were measurable.
5. Wrote objectives that are clear and concise.
6. Wrote objectives that reflect specific tasks.
7. Correlated job performance requirements with course objectives.

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 11

### WRITE COURSE OBJECTIVES

#### **Examiners Provide:**

- Examinee's Schedule
- Printed Evaluation / Competency Checklists For Each Examinee
- Examinee Sign-In Sheet

#### **Site Provides:**

- Class Room with table and chairs

#### **Office Provides:**

- Instruction Sheet to Examinee
- Student Verification of Own Work

#### **Student Provides:**

- Paper Work for the following Items:
  1. Agency Training Requirements
  2. Instructional Resources.
  3. Job Performance Requirements.
  4. Developed Course Objectives.
  5. Paper, Pen/Pencil.
  6. Computer (If available).

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 11

### WRITE COURSE OBJECTIVES

Candidate Number \_\_\_\_\_

Evaluator: \_\_\_\_\_

Did the examinee, as instructed, demonstrate competency in the following:

	<u>Pass/ Fail</u>
<u>1.</u> Wrote course objectives.	____/____
<u>2.</u> Utilized Job Performance Requirement in developing course objectives .	____/____
<u>3.</u> Wrote objectives that were measurable.	____/____
<u>4.</u> Wrote objectives that are clear and concise.	____/____
<u>5.</u> Wrote objectives that reflect specific tasks.	____/____
<u>6.</u> Correlated job performance requirements with course objectives.	____/____

**Must Pass all 6 Areas**

**Passed Sections** \_\_\_\_\_

**Failed Sections** \_\_\_\_\_

**Station 11 Pass/Failed** \_\_\_\_\_

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 12

### CONSTRUCT COURSE CONTENT OUTLINE

**Candidate Number** \_\_\_\_\_

**Reference:** NFPA 1041 2007 Edition Section: 6.3.7 (A) (B)

**Skill:** Create a course content outline using course objectives, reference sources, agency structure and functional groupings, to create an outline that supports agency structure and adheres to current acceptable practices.

This station requires that the examinee performs the requirements **PRIOR** to the Practical Examination and provide the required documents to the test examiner.

#### **Evaluation Parameters**

- 1) In this performance examination station you are expected to just provide the **proper paper work**, filled out correctly,

#### **Performance Outcomes**

1. Constructed a course content outline.
2. Developed outline based upon course objectives.
3. Utilized appropriate reference sources.
4. Created outline that supported functional groupings, agency structure.
5. Correlated course objectives with lesson plan.
6. Utilized effective lesson plans and instructional methods.

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 12

### CONSTRUCT COURSE CONTENT OUTLINE

#### **Examiners Provide:**

- Examinee's Schedule
- Printed Evaluation / Competency Checklists For Each Examinee
- Examinee Sign-In Sheet

#### **Site Provides:**

- Class Room with table and chairs

#### **Office Provides:**

- Instruction Sheet to Examinee
- Student Verification of Own Work

#### **Student Provides:**

- Paper Work for the following Items:
  - 1) Course Objectives.
  - 2) Reference Sources.
  - 3) Agency Structure.
  - 4) Functional Groupings.
  - 5) Instructional Resources.
  - 6) Agency Training Requirements
  - 7) Constructed Course Content Outline.
  - 8) Paper, Pen/Pencil.
  - 9) Computer (If available).

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 12

### CONSTRUCT COURSE CONTENT OUTLINE

Candidate Number \_\_\_\_\_

Evaluator: \_\_\_\_\_

Did the examinee, as instructed, demonstrate competency in the following:

	<u>Pass/ Fail</u>
1. Constructed a course content outline.	____/____
2. Developed outline based upon course objectives.	____/____
3. Utilized appropriate reference sources.	____/____
4. Created outline that supported functional groupings, agency structure.	____/____
5. Correlated course objectives with lesson plan.	____/____
6. Utilized effective lesson plans and instructional methods.	____/____

**Must Pass all 6 Areas**

**Passed Sections** \_\_\_\_\_

**Failed Sections** \_\_\_\_\_

**Station 12 Pass/Failed** \_\_\_\_\_

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 13

### DEVELOP A SYSTEM FOR ACQUISITION, STORAGE, AND DISSEMINATION OF EVALUATION RESULTS

**Candidate Number** \_\_\_\_\_

**Reference:** NFPA 1041 2007 Edition Section: 6.5.2 (A) (B)

**Skill:** Develop a record keeping system for the acquisition, storage, and dissemination of evaluation results so that agency goals are supported and those impacted by the information receive feedback consistent with agency policies and applicable laws.

This station requires that the examinee performs the requirements **PRIOR** to the Practical Examination and provide the required documents to the test examiner.

#### **Evaluation Parameters**

1. In this performance examination station you are expected to just provide the **proper paper work**, filled out correctly,

#### **Performance Outcomes**

1. Develop a record keeping system for evaluation results.
2. Develop a system that allows for acquisition of evaluation results.
3. Develop a system that provides for storage of evaluation results.
4. Develop a system that provides for dissemination of evaluation results.
5. Develop a system that supports agency goals.
6. Develop a system that complies with applicable laws.

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 13

### DEVELOP A SYSTEM FOR ACQUISITION, STORAGE, AND DISSEMINATION OF EVALUATION RESULTS

#### **Examiners Provide:**

- Examinee's Schedule
- Printed Evaluation / Competency Checklists For Each Examinee
- Examinee Sign-In Sheet

#### **Site Provides:**

- Class Room with table and chairs

#### **Office Provides:**

- Instruction Sheet to Examinee
- Student Verification of Own Work

#### **Student Provides:**

- Paper Work for the following Items:
  - 1) The Develop System for Acquisition, Storage, and Dissemination of Evaluation Results.
  - 2) Agency Policy and Procedures that Apply to the Acquisition, Storage, and Dissemination of Evaluation Results.
  - 3) Federal Laws that Apply to the Acquisition, Storage, and Dissemination of Evaluation Results.
  - 4) State Laws that Apply to the Acquisition, Storage, and Dissemination of Evaluation Results.
  - 5) Local Laws that Apply to the Acquisition, Storage, and Dissemination of Evaluation Results.
  - 6) Paper, Pen/Pencil.
  - 7) Computer (If available).

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 13

### DEVELOP A SYSTEM FOR ACQUISITION, STORAGE, AND DISSEMINATION OF EVALUATION RESULTS

Candidate Number \_\_\_\_\_

Evaluator: \_\_\_\_\_

Did the examinee, as instructed, demonstrate competency in the following:

- |  | <u>Pass/ Fail</u> |
|--|-------------------|
| 1. Develop a record keeping system for evaluation results.                 | ____/____         |
| 2. Develop a system that allows for acquisition of evaluation results.     | ____/____         |
| 3. Develop a system that provides for storage of evaluation results.       | ____/____         |
| 4. Develop a system that provides for dissemination of evaluation results. | ____/____         |
| 5. Develop a system that supports agency goals and policies.               | ____/____         |
| 6. Develop a system that complies with applicable laws.                    | ____/____         |
| 7. Affected parties received feedback                                      | ____/____         |

**Must Pass all 6 Areas**

**Passed Sections** \_\_\_\_\_

**Failed Sections** \_\_\_\_\_

**Station 13 Pass/Failed** \_\_\_\_\_

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 14

### DEVELOP COURSE EVALUATION PLAN

**Candidate Number** \_\_\_\_\_

**Reference:** NFPA 1041 2007 Edition Section: 6.5.3 (A) (B)

**Skill:** Develop a Course Evaluation Plan that measures objectives and adheres to agency policy.

This station requires that the examinee performs the requirements **PRIOR** to the Practical Examination and provide the required documents to the test examiner.

#### Evaluation Parameters

- 1) In this performance examination station you are expected to just provide the **proper paper work**, filled out correctly,

#### Performance Outcomes

1. Develop a course evaluation plan.
2. Develop a plan that measures objectives.
3. Develop a plan that adheres to agency policies.

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 14

### DEVELOP COURSE EVALUATION PLAN

#### **Examiners Provide:**

- Examinee's Schedule
- Printed Evaluation / Competency Checklists For Each Examinee
- Examinee Sign-In Sheet

#### **Site Provides:**

- Class Room with table and chairs

#### **Office Provides:**

- Instruction Sheet to Examinee
- Student Verification of Own Work

#### **Student Provides:**

- Paper Work for the following Items:
  1. The Created Course Evaluation Plan.
  2. Course Objectives
  3. Agency Policy and Procedures.
  4. Paper, Pen/Pencil.
  5. Computer (If available).

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 14

### DEVELOP COURSE EVALUATION PLAN

Candidate Number \_\_\_\_\_

Evaluator: \_\_\_\_\_

Did the examinee, as instructed, demonstrate competency in the following:

- |   | <u>Pass/ Fail</u> |
|---|-------------------|
| <u>1.</u> Develop a course evaluation plan.               | ____/____         |
| <u>2.</u> Develop a plan that measures objectives.        | ____/____         |
| <u>3.</u> Develop a plan that adheres to agency policies. | ____/____         |

**Must Pass all 3 Areas**

**Passed Sections** \_\_\_\_\_

**Failed Sections** \_\_\_\_\_

**Station 14 Pass/Failed** \_\_\_\_\_

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 15

### CREATE A PROGRAM EVALUATION PLAN

**Candidate Number** \_\_\_\_\_

**Reference:** NFPA 1041 2007 Edition Section: 6.5.4 (A) (B)

**Skill:** Create a Program Evaluation Plan so that instructors, course components, and facilities are evaluated and student input is obtained for course improvement.

This station requires that the examinee performs the requirements **PRIOR** to the Practical Examination and provide the required documents to the test examiner.

#### **Evaluation Parameters**

1. In this performance examination station you are expected to just provide the **proper paper work**, filled out correctly,

#### **Performance Outcomes**

1. Create a program evaluation plan.
2. Create a plan that evaluates instructors.
3. Create a plan that evaluates course components.
4. Create a plan that evaluates facilities.
5. Create a plan that allows student input for course improvement.
6. Create a plan that complies with agency policy and procedures.

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 15

### CREATE A PROGRAM EVALUATION PLAN

#### **Examiners Provide:**

- Examinee's Schedule
- Printed Evaluation / Competency Checklists For Each Examinee
- Examinee Sign-In Sheet

#### **Site Provides:**

- Class Room with table and chairs

#### **Office Provides:**

- Instruction Sheet to Examinee
- Student Verification of Own Work

#### **Student Provides:**

- Paper Work for the following Items:
  - 1) The Created Program Evaluation Plan.
  - 2) Agency Policy and Procedures.
  - 3) Paper, Pen/Pencil.
  - 4) Computer (If available).

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR III SKILLS TESTING

## SKILL STATION 15

### CREATE A PROGRAM EVALUATION PLAN

Candidate Number \_\_\_\_\_

Evaluator: \_\_\_\_\_

Did the examinee, as instructed, demonstrate competency in the following:

	<u>Pass/ Fail</u>
1. Created a program evaluation plan.	____/____
2. Created a plan that evaluates instructors..	____/____
3. Created a plan that evaluates course components	____/____
4. Created a plan that evaluates facilities.	____/____
5. Created a plan that allows student input for course improvement.	____/____
6. Created a plan that complies with agency policy and procedures.	____/____

**Must Pass all 6 Areas**

**Passed Sections** \_\_\_\_\_

**Failed Sections** \_\_\_\_\_

**Station 15 Pass/Failed** \_\_\_\_\_