

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR I SKILLS TESTING

## Fire Service Instructor NFPA 1041 2007 Edition



### Requirements:

1. There are no prerequisites for Fire Instructor I
2. Completed application form and fee of \$75 is covered.
3. Candidate will be required to complete all three Skill Stations.
4. Candidate will be required to operate computer and AV equipment.

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR I SKILLS TESTING

## SKILL STATION 1 Tools, Equipment or Materials Checklist

### **Examiners Provide:**

- Station Performance Criteria
- Clip Boards
- Printed Evaluation / Competency Checklists for Each Examinee
- Lesson Plan (ISFTA Essentials of Fire Fighting 5th Edition or Jones & Bartlett 2nd Edition Power Point format. (Portable Extinguisher, Ropes and Knots, Hose, Ventilation, Ground Ladders)
- Transparencies – (ISFTA Essential of Fire Fighting 5th Edition or Jones & Bartlett 1st Edition
- Other Transparencies – ISFTA Essentials of Fire Fighting 5th Edition or Jones & Bartlett 1st Edition

### **Site Provides:**

- LCD Projector/Computer (if available)
- Class Room with table and chairs
- Overhead Projector (if available)
- Slide Projector
- TV & VCR/DVD
- Screen
- Flip Chart / Easel
- Markers

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR I SKILLS TESTING

## SKILL STATION 1

### **Assemble Course Material, Deliver Presentation, Adjust Presentation**

**Reference:** NFPA 1041 (2007) 4.2.2, 4.2.2(a), 4.4.2, 4.4.3, 4.4.3(a) (b), 4.4.6, 4.4.7

Present to candidate; ask if they understand what they are expected to do.

#### **Evaluation Parameters**

In this performance examination station you are expected to demonstrate your ability to assemble all the course materials needed for the assigned lesson plan. You will describe your department's policies and procedure for obtaining material, equipment, and resources. You will provide the lesson plan, which are obtainable from your department training officer, local technical college, or the Certification Board if needed. Your target audience is firefighters.

After you have assembled all your materials needed, you will be expected to set up the class room in a manner conducive to the students learning the subject being presented; giving considerations to lighting, distraction, climate control and weather, noise control, seating, audiovisual equipment, teaching aids and safety.

Then after properly setting up the classroom, you will deliver a 20 minute presentation from the lesson plan.

#### **Performance Outcomes**

1. From the materials assembled, pick the items necessary to meet the requirements of the lesson plan you have been assigned.
2. Describe your department's policies and procedure for obtaining equipment, material and resource.
3. Once you have picked all the items necessary to deliver the lesson plan, set up the class room; giving consideration to lighting, distractions, climate control and weather, noise control, seating, audiovisual equipment, teaching aids and safety.
4. Then once you have your classroom set up, you will deliver your presentation. You will be expected to start the presentation and continue delivery until told to stop.

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR I SKILLS TESTING

## SKILL STATION 1 LESSON AND EQUIPMENT

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

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

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

	<u>Deduction Points</u>
1. Pick All Equipment Required by Lesson Plan:	
PowerPoint Presentation	_____ 5
Computer	_____ 5
Data Projector & Screen	_____ 5
Props	_____ 5
2. Describe Department Policies and Procedures	_____ 5
3. When Organizing the Class Room, Considered the Following:	
Lighting	_____ 2
Distractions	_____ 2
Climate or Weather Control	_____ 2
Noise Control	_____ 2
Seating	_____ 2
Audiovisual Equipment	_____ 5
Teaching Aids	_____ 5
4. Introduction and teaching objectives	_____ 10
5. Presents Prepared Lesson Plan Met stated objectives and learning outcomes:	
Followed Lesson Plan	_____ 10
Used PowerPoint Effectively	_____ 5
Demonstrated props correctly	_____ 5
Asked Questions of Students	_____ 5
Spoke Loud Enough	_____ 5
Operated Projector Correctly	_____ 5
Operated Computer Correctly	_____ 5

Total Points Possible 100

**Total Deduction** \_\_\_\_\_

**Score** \_\_\_\_\_

# MINNESOTA FIRE SERVICE CERTIFICATION 70% Pass / 69% Fail FIRE INSTRUCTOR I SKILLS TESTING

## SKILL STATION 2

### Tools, Equipment or Materials Checklist

#### Examiners Provide:

- Station Performance Criteria
- Clip Board
- Pencils
- Printed Evaluation / Competency Checklists For Each Examinee
- Fire Fighter Oral Test, Answer Sheet, Answer Key, and Evaluator's Answer Key

#### Site Provides:

- A Quiet Room with a Table and Chairs

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR I SKILLS TESTING

## SKILL STATION 2

**Reference:** NFPA 1041 (2007) 4.2.3, 4.5.2, 4.5.3, 4.5.4, 4.5.5

**Administer Oral, Written and Performance Test (passing is 70%)**  
**Grade Student Oral, Written and Performance Test (passing is 70%)**  
**Report Test Results**

Present to candidate and ask if they understand what they are expected to do.

### **Evaluation Parameters**

In this performance examination station you are expected to demonstrate your ability to give an oral test to the examiner from prepared material. After giving the oral test, you will be expected to grade the answers received from the examiner and compare the answers to a given answer sheet.

### **Performance Outcomes**

1. Candidate will be provided an answer sheet and a test key. You will administer to the examiner the questions from the oral examination while following procedures and maintaining security. You will place the answers on the provided answer sheet. Then you will accurately grade the examination according to procedures and maintain the security of the materials.
2. You will be provided a filled in answer sheet from a written examination, and you will be required to accurately grade the answer sheet given an answer key. You will then fill out the provided evaluation form for that test. Upon completing that form, you will provide feed back to the examiner (as if he/she was the student that took that examination) given the guidelines on the evaluation form.

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR I SKILLS TESTING

## STATION 2

### GRADING, RECORDS, AND REPORTS

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

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

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

	<u>Deduction Points</u>
1. Administer Oral Examination	
Read questions slowly & clearly	_____ 10
Listen carefully to student answers	_____ 10
Mark down students answers correctly	_____ 5
Correctly scores test (including correct percentage)	_____ 5
Maintains security of test and answers	_____ 5
Maintains privacy of student score	_____ 5
2. Accurately score written examination & provide feedback	
Written explanation provided and sufficient in detail	_____ 10
Examples of test scoring provided	_____ 5
Examples of student feedback provided	_____ 5
3. Fill out training report and record	
Written explanation provided and sufficient in detail	_____ 20
Examples from department training records system	_____ 20

Total Points Possible 100

**Total Deduction** \_\_\_\_\_

**Score** \_\_\_\_\_

70% Pass / 69% Fail

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR I SKILLS TESTING

## SKILL STATION 3

### Tools, Equipment or Materials Checklist

#### Examiners Provide:

- Station Performance Criteria
- Printed Evaluation / Competency Checklists For Each Examinee
- Scenarios

#### Site Provides:

- A Quiet Room with a Table and Chairs

## SKILL STATION 3

**Task to be performed NFPA (2007) 4.3.1, 4.3.2, 4.3.3, 4.4.4, 4.4.5,**

### Review Instructional Material

### Adapt a Lesson Plan

### Adjust to Differences in Learning Styles

Present to examinees and ask if they understand what they are expected to do.

### Evaluation Parameters

In this performance examination station you are expected to review instructional material, given a specific topic, target audience, and learning environment and identify the elements of that lesson plan, learning environment and resources that need to be adapted to fit the needs of the specified group. In addition, you will adapt a prepared lesson plan, given course materials and an assignment, so that the needs of the student and the objectives of the lesson plan are met. You will also adjust a presentation, given a lesson plan and changing circumstance in their class environment so that the class continuity and the objectives or learning outcomes are achieved. Finally, you will adjust you presentation from a giving lesson plan to take care of the differences in learning style, abilities and behaviors so that the learning objective are accomplished, the disruptive behavior is addressed and a safe learning environment is maintained.

Do you have any questions at this time?

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR I SKILLS TESTING

## SKILL STATION 3

### Performance Outcomes

1. In this part of the practical examination, you will adjust your presentation from the same lesson plan, given another scenario, to meet the changing circumstance in the class environment so that the class continuity and objectives are still achieved. You should have brought your lesson plan for the presentation with you along with the modified plan. The modified plan addresses the fact that all students are new recruits with no previous fire related experience.
2. In this part of the practical examination, you will adjust your presentation from a given scenario to take care of the differences in learning style, abilities and behaviors so that the learning objectives are accomplished, the disruptive behavior is addressed and a safe learning environment is maintained

## SCENARIOS

### Scenario 1

In this scenario, about half way through your presentation, a utility contractor starts to work on the street outside your training room using jack hammers and heavy equipment. This creates a lot of noise and your students are unable to hear you clearly. How would you adjust your presentation so that the class continuity and objectives are still achieved?

Give what steps and actions you would take and the reasons behind the action.

### Scenario 2

In this final scenario, you have decided to take the students to the railroad yard to show them the different types of railroad cars that carry hazardous materials that pass through your fire protection district. The reason you decided to do this is because a number of the students became restless during your presentation. On the way walking to the railroad yard, which is four blocks away, some of the students are horse playing with each other. Upon arrival at the railroad yard a couple of the students leave the group and head off by themselves. Some other students are talking while you are trying to show the different type railroad cars and the placarding on them.

How will you adjust you teaching style to address the issues cause by your students and meet the objectives of your class in a safe learning environment?

# MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR I SKILLS TESTING

## SKILL STATION 3 ADJUSTING PRESENTATIONS

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

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

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

	<u>Deduction Points</u>
1. Adjust presentation - Needs of Student	
Changes made to reflect knowledge of student's	_____ 20
Changes made to add adequate time due to knowledge	_____ 10
Changes made to eliminate all acronyms	_____ 10
2. Adjust presentation - Changing Circumstance	
Check with contractor on time frame	_____ 10
Move to another building or visit Haz. Mat. site	_____ 10
3. Adjust presentation - Problem Students	
Stop horse play while walking to site	_____ 10
Keep group together	_____ 10
Stop the talking student's	_____ 10
Have students point out the cars & placarding	_____ 10

Total Points Possible 100

Total Deduction \_\_\_\_\_

Score \_\_\_\_\_

70% Pass / 69% Fail