

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

Fire Instructor II NFPA 1041 2007 Edition



Requirements:

1. Required prerequisite of Fire Instructor I.
2. Completed application form and fee of \$85 is covered.
3. Candidate will be required to complete at least 5 of the 12 skill station chosen at random by the evaluator.

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 1 – ACQUIRE TRAINING RESOURCES Tools, Equipment or Materials Checklist

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) “Propane Emergencies Facilitator’s Guide”
 - a. Available for Purchase from: National Propane Gas Association
1600 Eisenhower Lane, Suite 100
Lisle, IL 60532
- 2) LCD Projector
 - a. To be arranged through your local AV Equipment Supplier.
- 3) Computer with the Microsoft Power Point Program.
 - a. To be arranged according to department policy.
- 4) Propane Tank Burning Prop.
 - a. To be arranged through the Technical College System.
- 5) Propane Fuel to be used in the training evolution.
 - a. To be purchased via a purchase order according to department policy.
- 6) Copy of Fire Department’s Procurement Procedures.

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILLS STATION 1 - ACQUIRE TRAINING RESOURCES

Reference: NFPA 1041 2007 Edition 5.2.4,

Acquire Training Resources

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

In this performance examination station you are expected to just provide the **proper paper work**, filled out correctly, for the resources needed to deliver a class on “Propane Emergencies”. Also required is a copy of your fire department’s procurement procedures.

The Items that need to be acquired are:

1. “Propane Emergencies Facilitator’s Guide”
 - b. Available for Purchase from: National Propane Gas Association
1600 Eisenhower Lane, Suite 100
Lisle, IL 60532
2. LCD Projector
 - c. To be arranged through your local AV Equipment Supplier.
3. Computer with the Microsoft Power Point Program.
 - a. To be arranged according to department policy.
4. Propane Tank Burning Prop.
 - a. To be arranged through the Technical College System.
5. Propane Fuel to be used in the training evolution.
 - a. To be purchased via a purchase order according to department policy.
6. Copy of Fire Department’s Procurement Procedures.

You are required to bring this paper work with you to the practical examination.

Performance Outcomes

1. Fill out the proper paper work correctly to acquire the above 6 items before coming to the practical examination.
2. Bring the above paper work (All Six Items) with you to the practical examination.

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 1 - ACQUIRE RESOURCES

Candidate Number _____

Evaluator: _____

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

	<u>Deduction Points</u>
1. Did not turn in 5 requests (Deduct 5 points for each missing one)	_____ 25
2. Did not follow Department written procedures.	_____ 25
3. Not all information required is filled in. (Up to 25 Points)	_____ 25
4. Did not provide fire department's purchasing procedures	_____ 25

Total Points Possible 100

Total Deductions _____

Score _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 2 – CREATE A LESSON PLAN

Candidate Number _____

Evaluator: _____

Examiners Provide:

- Printed Evaluation / Competency Checklist for Each Examinee
- Examinee Sign-In Sheet

Site Provides:

- Nothing

Office Provides:

- Instruction Sheet to Examinee
- Student Verification of Own Work

Student Provides:

1. A Lesson Plan for checking, donning, removing and putting back into service a SCBA according to manufacturer's recommendations that shall contain the following:
 - a. Elements of a Lesson Plan
 - b. Learning Objectives
 - c. Course material
 - d. Instruction Aids
 - e. Evaluation Plans
 - f. Reference Materials

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 2- CREATE A LESSON PLAN

Reference: NFPA 1041 2007 Edition 5.3.2,

Create a Lesson Plan

This station requires that the examinee performs the requirements prior to the beginning of the practical examination and to provide the required documents to the test examiner.

Evaluation Parameters

For this performance examination station you are expected to demonstrate your ability to create a lesson plan that meets the job performance requirements given a topic, audience characteristics, and a standard lesson plan format. This lesson plan must contain the learning objectives, a lesson outline, course materials, instructional aids and an evaluation plan.

Performance Outcomes

1. You are to develop a lesson plan for checking, donning, removing and putting back into service a SCBA according to manufacturer's recommendations.
 - a. The audience is recruit fire fighters.
 - b. Use the Lesson Plan Outline normally used by your department.

2. The completed lesson plan shall contain the following:
 - a. Elements of a Lesson Plan
 - b. Learning Objectives
 - c. Course Materials
 - d. Instructional Aids
 - e. Evaluation Plans
 - f. Reference Materials

3. The modified lesson plan shall contain the following skills:
 - a. Basic research
 - b. Used job performance requirements to develop behavioral objectives
 - c. Student needs assessment
 - d. Development of instructional media
 - e. Outlining technique
 - f. Evaluation techniques
 - g. Resource needs analysis

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 2 - CREATE A LESSON PLAN

Candidate Number _____

Evaluator: _____

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

	<u>Deduction Points</u>
1. Create lesson plan on SCBA covering:	
a. Checking SCBA before donning	_____ 10
b. Donning SCBA	_____ 10
c. Removing SCBA	_____ 10
d. Putting SCBA back in-service	_____ 10
2. Were the following skills used?	
a. Basic research	_____ 10
b. Used job performance requirements to develop behavioral objectives	_____ 10
c. Student needs assessment	_____ 10
d. Development of instructional media	_____ 10
e. Outlining techniques	_____ 10
f. Evaluation techniques	_____ 5
g. Resource needs analysis	_____ 5

Total Points Possible 100

Total Deductions _____

Score _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 3 - MODIFY A LESSON PLAN

Examiners Provide:

- Printed Evaluation / Competency Checklist for Each Examinee
- Examinee Sign-In Sheet

Site Provides:

- Nothing

Office Provides:

- Instruction Sheet to Examinee
- Student Verification of Own Work

Student Provides:

2. A modified lesson plan for checking, donning, removing and putting back into service a SCBA according to manufacturer's recommendations that shall contain the following:
 - a. Elements of a Lesson Plan
 - b. Learning Objectives
 - c. Course material
 - d. Instruction Aids
 - e. Evaluation Plans
 - f. Reference Materials

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 3 - MODIFY A LESSON PLAN

Reference: NFPA 1041 2007 Edition 5.5.3

This station requires that the examinee performs the requirements prior to the practical test and providing the required documents to the examiner.

Evaluation Parameters

For this performance examination station you are expected to demonstrate your ability to modify a lesson plan, that meets the performance requirements given a topic, audience characteristics and a standard lesson plan format. This lesson plan must contain the learning objectives, a lesson outline, course materials, instruction aids and an evaluation plan.

Performance Outcomes

1. You are to modify a lesson plan for checking, donning, removing and putting back into service a SCBA according to manufacturer's recommendations.
 - a. The audience has 10 or more years of service and is veteran firefighters.
 - b. Use the lesson plan outline normally used by your department.
2. The modified lesson plan shall contain the following:
 - a. Elements of a Lesson Plan
 - b. Learning Objectives
 - c. Course Material
 - d. Instructional Aids
 - e. Evaluation Plans
 - f. Reference Materials
3. To modified lesson plan the shall following skills will be used:
 - a. Basic research
 - b. Used job performance requirements to develop behavioral objectives
 - c. Student needs assessment
 - d. Development of instructional media
 - e. Outlining technique
 - f. Evaluation technique
 - g. Resource needs analysis

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 3 - MODIFY A LESSON PLAN

Candidate Number _____

Evaluator: _____

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

	<u>Deduction Points</u>
1. Modify lesson plan on SCBA covering:	
a. Checking SCBA before donning	_____ 5
b. Donning SCBA	_____ 5
c. Removing SCBA	_____ 5
d. Putting SCBA back in-service	_____ 5
2. Were the following items of the lesson plan modified?	
a. Elements of the lesson plan	_____ 5
b. Learning objectives	_____ 5
c. Course material	_____ 5
d. Instructional aids	_____ 5
e. Evaluation plans	_____ 5
f. Reference materials	_____ 5
3. Where the following used to modify the lesson plan:	
a. Basic research	_____ 5
b. Used job performance requirements to develop behavioral objectives	_____ 10
c. Student needs assessment	_____ 10
d. Development of instructional media	_____ 5
e. Outlining techniques	_____ 5
f. Evaluation techniques	_____ 5
g. Resource needs analysis	_____ 10

Total Points Possible 100

Total Deductions _____

Score _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 4 - CONDUCT A CLASS

Examiners Provide:

- Check Sheet
- Clip Boards
- 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 Provides:

- Lesson plan that he/she has developed
- **All** AV items to deliver the Lesson Plan

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 4 - CONDUCT A CLASS

Reference: NFPA 1041 2007 Edition 5.4.2,

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

Note: For this performance station, you must have completed Fire Instructor II, Station #2 or #3 prior to taking this station.

Evaluation Parameters

In this performance examination station you are expected to demonstrate your ability to conduct a class using the lesson plan you had prepared for Station #2 or #3. You are to utilize four (4) different teaching methods and techniques in the delivery of your class.

Performance Outcomes

1. You have 45 minutes to deliver a portion of your lesson plan to a group of firefighters who have 10 or more years of service.
2. During that 45 minutes period you are to use at least four (4) different teaching methods/techniques so that the lesson objectives are achieved and there is a smooth transition between the different methods/techniques.

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 4 - CONDUCT A CLASS

Candidate Number _____

Evaluator: _____

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

	<u>Deduction Points</u>
1. Use the Following Teaching Methods	
a. Lecture Method	_____ 15
b. Illustration Method	_____ 15
c. Demonstration Method	_____ 15
d. Discussion Method	_____ 15
2. Transition Smoothly Between Methods:	
a. Method 1 to Method 2	_____ 10
b. Method 2 to Method 3	_____ 10
c. Method 3 to Method 4	_____ 10
3. Lesson Objectives Achieved	_____ 10

Total Points Possible 100

Total Deductions _____

Score _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 5

SUPERVISE OTHER INSTRUCTORS AND STUDENTS DURING TRAINING

Examiners Provide:

- Clip Board
- Examinee's Schedule
- Printed Evaluation / Competency Checklists for each Examinee
- Examinee Sign-In Sheet

Site Provides:

- Class Room
- Fire Fighter I or II Practical Examination

Office Provides:

- Instruction Sheet to Examinee

Student Provides:

- Nothing

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 5

SUPERVISE OTHER INSTRUCTORS AND STUDENTS DURING TRAINING

Reference: NFPA 1041 2007 Edition 5.4.3

Supervise Other Instructors and Students during Training

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

Evaluation Parameters

Note: For this performance station you will supervise a station at a Fire Fighter I or II Practical Examination.

In this performance examination station you are expected to demonstrate your ability to supervise other instructors and students during a increased hazard exposure training (testing) session, so that applicable safety standards and practices are followed.

Performance Outcomes

1. You will supervise, but not evaluate, the _____ practical examination station.
2. You will see that the people setting up the station do it in a safe manner.
3. You will see that equipment used is in a safe and usable condition.
4. You will check to see the layout is safe for the examinees.
5. You will see that the examinees perform in a safe manner.
6. All information you have relating to the situation, you will process through the proper ICS channels

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 5

SUPERVISE OTHER INSTRUCTORS AND STUDENTS DURNING TRAINING

Candidate Number _____

Evaluator: _____

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

Deduction Points

- | | | |
|--|-------|----|
| 1. Supervise people setting up the station in a safe manner. | _____ | 10 |
| 2. Equipment used is in a safe and usable condition | _____ | 10 |
| 3. Layout is safe for the examinees. | _____ | 10 |
| 4. Examinees perform in a safe manner. | _____ | 10 |
| 5. All information is process through the proper ICS Channels. | _____ | 10 |
| 6. People Handling skills | _____ | 10 |

Total Points Possible 100

Total Deductions _____

Score _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 6

DEVELOP STUDENT EVALUATION INSTRUMENT

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 Their Own Work

Student Provides:

- Completed Student Evaluation Instrument

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 6

DEVELOP STUDENT EVALUATION INSTRUMENT

Reference: NFPA 1041 2007 Edition 5.5.2

This station requires that the examinee performs the requirements prior to the practical test and provide the required documents to the examiner.

Evaluation Parameters

You will develop a student evaluation instrument, so that the evaluation instrument determines if the student has achieved the learning objectives. The instrument evaluates performance in an objective, reliable, and verifiable manner and that the instrument is bias-free to any audience or group. You will be given the learning objectives, audience characteristics and training goals.

Performance Outcomes

1. You will develop a student evaluation instrument (test) for the chapter on “Fire Prevention and Public Fire Education” which is Chapter 19 of IFSTA Essentials Fourth Edition.
2. The learning objectives for that chapter include both Fire Fighter I and II objectives in NFPA 1001 Sections 3-5.1, 3-5.2 and 4-5.1.
3. The goal of this student evaluation instrument is to be sure the student understands the information and is able to perform the skills presented in “Fire Prevention and Public Fire Education” which is Chapter 19 of IFSTA Essentials Fourth Edition.
4. The students of the class being tested are new recruits.
5. This student evaluation instrument shall evaluate the student’s performance in an objective, reliable and verifiable manner.
6. This student evaluation instrument shall be bias-free.
7. This student evaluation instrument is to be developed by you before coming to the practical examination and will be brought to the test site and given to the evaluator.

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 6

DEVELOP STUDENT EVALUATION INSTRUMENT

Candidate Number _____

Evaluator: _____

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

	<u>Deduction Points</u>
1. Followed learning objective	_____ 15
2. Instrument meets training goals	_____ 10
3. Determines if student has learned what is required by the objectives.	_____ 15
4. Designed for designated audience	_____ 10
5. Evaluates performance objectively.	_____ 10
6. Evaluates performance reliably.	_____ 10
7. Items are verifiable	_____ 10
8. Instrument is bias-free	_____ 10
9. People handling skills	_____ 10

Total Points Possible 100

Total Deductions _____

Score _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 7

DEVELOP CLASS EVALUATION INSTRUMENT

Examiners Provide:

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

Site Provides:

- Class Room

Office Provides:

- Instruction Sheet to Examinee
- Student Verification of Own Work

Student Provides:

- Completed Class Evaluation Instrument

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 7

DEVELOP CLASS EVALUATION INSTRUMENT

Reference: NFPA 1041 2007 Edition 5.5.3

Develop a Class Evaluation Instrument

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

Evaluation Parameters

You will develop a class evaluation instrument, given agency policy and evaluation goals, so that the evaluation instrument provides student feed back to the instructor on instruction methods, communication techniques, learning environment, course content and student materials.

Performance Outcomes

1. You will develop a class evaluation instrument.
2. The class evaluation instrument will be constructed so the student feed back will cover the following items:
 - a. Instruction Methods
 - b. Communication Techniques
 - c. Learning Environment
 - d. Course Content
 - e. Student materials
3. Will follow agency policy on evaluation instruments.
4. Prepare Class Evaluation Instrument prior to site practical examination and will bring evaluation and work verification and present them to the evaluator prior to the on site examination.

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 7

DEVELOP CLASS EVALUATION INSTRUMENT

Candidate Number _____

Evaluator: _____

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

	<u>Deduction Points</u>
1. Evaluated the "Evaluation Goals"	_____ 10
2. Provides Student Feedback on Instructional Methods.	_____ 15
3. Provides Student Feedback on Communication Techniques.	_____ 15
4. Provides Student Feedback on Course Content.	_____ 15
5. Provides Student Feedback on Student Materials.	_____ 15
6. Provides Student Feedback on the Learning Environment.	_____ 10
7. Followed Agency Policy	_____ 10
8. Developed Evaluation Form	_____ 10

Total Points Possible 100

Total Deductions _____

Score _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 8

EVALUATE INSTRUCTOR

Examiners Provide:

- Class (Instructor to be evaluated)
- Evaluation form
- 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:

- Department's policy regarding evaluating instructors
- Department's job requirements for instructor

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 8

EVALUATE INSTRUCTOR

Reference: NFPA 1041 2007 Edition 5.2.6

Evaluation Parameter:

In this station you will evaluate an instructor, given an evaluation form, your department's policy and your department's job performance requirements.

Performance Outcomes

1. Evaluation identifies areas of strength and weaknesses.
2. Recommends changes in instructional style and communication methods.
3. Provides opportunity for instructor feedback to the evaluator.
4. Provide complete form
5. Use resource analysis to develop information

STUDENT TO BRING WITH THEM TO EXAMINATION SITE

1. Your department's policy regarding evaluating instructors.
3. Your department's job performance requirements for instructor.
4. Budget Form developed by student following department policy.

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 8

EVALUATE INSTRUCTOR

Candidate Number _____

Evaluator: _____

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

	<u>Deduction Points</u>
1. Identifies areas of strength and weaknesses:	_____20
2. Recommends changes in instructional style and communication methods:	_____20
3. Provides opportunity for instructor feedback to the evaluator:	_____20
4. What observation techniques were used	_____ 20?
5 Form completed correctly	_____ 20

Total Points Possible 100

Total Deductions _____

Score _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 9

SCHEDULE INSTRUCTIONAL SESSIONS

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:

- Department's policy regarding scheduling classes
- List of department's instructional resources
- * List of department's instructional staff
- * List of department's training facilities
- * Time line for delivery of class

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 9

SCHEDULE INSTRUCTIONAL SESSIONS

Reference: NFPA 1041 2007 Edition 5.2.2

Evaluation Parameter:

In this station you will schedule 6 instructional sessions, given your department's scheduling policy, instructional resources, staff, facilities, and time line for delivery of the class.

Performance Outcomes

The specified sessions are delivered on time.

STUDENT TO BRING WITH THEM TO EXAMINATION SITE

1. Your department's policy regarding scheduling classes
2. A list of your department's instructional resources.
3. A list of your department's instructional staff.
4. A list of your department's instructional facilities
5. A letter from your fire department signed by the chief that you have scheduled at least 6 classes and they have be delivered according to your department's policy using your department's instructional resources, staff, facilities, and they were delivered in the proper time frame.

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 9

SCHEDULE INSTRUCTIONAL SESSIONS

Candidate Number _____

Evaluator: _____

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

	<u>Deduction Points</u>
1. Schedule 6 classes	_____ 10
2. Follow department's scheduling policy	_____ 10
3. Provide list of department's instructional resources	_____ 10
4. Provide list of department's instructional staff	_____ 10
5. Provide list of department's instructional facilities	_____ 10
6. Meet time line for delivery	_____ 10
7. Signed letter from Fire Chief that examinee completed the requirements of this station	_____ 40

Total Points Possible 100

Total Deductions _____

Score _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 10

FORMULATE BUDGET NEEDS

Examiners Provide:

- Examinee's Schedule
- Printed Evaluation / Competency Checklists for each Examinee
- Examinee Sign-In Sheet

Site Provides:

- Room with table and chairs

Office Provides:

- Instruction Sheet to Examinee
- Student Verification of Own Work

Student Provides:

- Department's policy regarding training budget
- List of department's training goals
- * List of department's current training resources
- * List of resources required to meet training goals
- * Letter from the fire department sign by the fire chief that the examinee has developed a budget that meet the department's training goals, to the fire chief's satisfaction.

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 10

FORMULATE BUDGET NEEDS

Reference: NFPA 1041 2007 Edition 5.2.3

Evaluation Parameter:

In this station you will formulate budget needs for your department given training goals, your department budget policy and current resources.

Performance Outcomes

1. The resources required to meet the training goals are identified.
2. The resources required to meet the training goals are documented.

STUDENT TO BRING WITH THEM TO EXAMINATION SITE

1. Your department's policy regarding budgeting.
2. A list of your department's training goals.
3. A list of your department's current training resources.
4. A letter from your fire department signed by the chief that you have formulate budget needs given your department's training goals, your department's budget policy, and available current resources.

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 10

FORMULATE BUDGET NEEDS

Candidate Number _____

Evaluator: _____

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

	<u>Deduction Points</u>
1. Formulate budget needs	_____30
2. Meet training goals	_____10
3. Follow department budget policy	_____10
4. Supply current resources	_____10
5. Training goals identified and documents	_____30
6. Letter from Fire Chief	_____10
7. Resource analysis	_____10
8. Forms completion	_____10

Total Points Possible 100

Total Deductions _____

Score _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 11

COORDINATE TRAINING RECORD KEEPING

Examiners Provide:

- Examinee's Schedule
- Printed Evaluation / Competency Checklists for each Examinee
- Examinee Sign-In Sheet

Site Provides:

- Room with table and chairs

Office Provides:

- Instruction Sheet to Examinee
- Student Verification of Own Work

Student Provides:

- Department's policy regarding training records
- List of department's training activity
- * List of department's training forms
- * Letter from the fire department sign by the fire chief that the examinee has coordinated training record keeping, given department training forms, department training policy, and department training activity so that agency and legal requirements are met.

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 11

COORDINATE TRAINING RECORD KEEPING

Reference: NFPA 1041 2007 Edition 5.2.5

Evaluation Parameter:

In this station you will coordinate your department's training record keeping given your department's training forms, your department policy regarding training records and your department's training activity.

Performance Outcomes

1. Your department's training record keeping requirements are met.
2. The legal requirements are met.

STUDENT TO BRING WITH THEM TO EXAMINATION SITE

1. Your department's policy regarding training record keeping
2. Yours department training forms.
3. A sample of the record keeping you have performed.
4. A Record of Auditing Procedures
5. A letter from your fire department signed by the chief that you have coordinate record keeping, given your department training forms, and training activity and have followed department policy so that all agency and legal requirements are met.

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 11

COORDINATE TRAINING RECORD KEEPING

Candidate Number _____

Evaluator: _____

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

	<u>Deduction Points</u>
1. Letter from Fire Chief	_____ 35
2. Coordinated Training Record Keeping	_____ 25
3. Department Requirements Met	_____ 10
4. Legal Requirements Met	_____ 20
5. Recorded Auditing Procedures	_____ 10

Total Points Possible 100

Total Deductions _____

Score _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 12

ANALYZE STUDENT EVALUATION INSTRUMENTS

Examiners Provide:

- Examinee's Schedule
- Printed Evaluation / Competency Checklists for each Examinee
- Examinee Sign-In Sheet

Site Provides:

- Room with table and chairs

Office Provides:

- Instruction Sheet to Examinee
- Student Verification of Own Work

Student Provides:

- Department's policy regarding analyzing student evaluation instruments.
- Data from at least 25 tests given by department
- Objectives to be accomplished

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 12

ANALYZE STUDENT EVALUATION INSTRUMENTS

Reference: NFPA 1041 2007 Edition 5.5.4

Evaluation Parameter:

In this station you will analyze at least student evaluation instruments given test data, your department objectives and your department policies regarding student evaluation instruments.

Performance Outcomes

1. That validity is determined.
2. Necessary changes are accomplished.

STUDENT TO BRING WITH THEM TO EXAMINATION SITE

1. Your department's policy regarding student evaluation instruments.
2. A minimum of 25 student evaluation instruments to be analyzed.
3. A list of objectives to be accomplished.
4. A letter from your fire department signed by the chief that analyzed department policies regarding student evaluation instruments and the objectives to be accomplished.

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSTRUCTOR II SKILLS TESTING

SKILL STATION 12

ANALYZE STUDENT EVALUATION INSTRUMENTS

Candidate Number _____

Evaluator: _____

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

	<u>Deduction Points</u>
1. Letter from Fire Chief	_____30
2. Bring a Minimum of 25 Evaluation Instruments	_____10
3. Bring Department Policy regarding student evaluation Instruments.	_____10
4. Bring Objectives	_____10
5. Validity is Determined Correctly	_____30
6. Necessary Changes are Listed	_____10

Total Points Possible 100

Total Deductions _____

Score _____