



# **FIRE SERVICE INSTRUCTOR II**

## **PRACTICAL SKILLS**

**&**

## **FINAL EXAMINATION PACKET**

**(NFPA Standard 1041, 2007 Edition)**

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V07-1

## Skill Sheet Packet Instruction

### **Purpose of the Skill Sheets**

All skills listed in this packet are consistent with the 2007 Edition of [NFPA 1041](#) *Standard for Fire Service Instructor Professional Qualifications*. The Alaska Fire Standards Council (AFSC) provides these skill sheets as the basis for Fire Service Instructor testing and certification. For certification purposes, the final skill examination will consist of a series of mandatory skill stations from this packet.

### **Description & Use**

1. These skills sheets are designed for use by the course Lead Instructor and Fire Service Instructor II candidate. Use of this packet throughout a training course will assist in verifying candidate competency and completion of the [Fire Service Instructor II Training Record](#).
2. For eligibility to complete the final certification examination, a candidate must demonstrate competency in all skills during training and satisfactorily complete all items on the training record document.
3. This packet is designed to encompass the requisite skills for Fire Service Instructor II and many of these skill sheets are used for final testing and certification. Fire Service Instructor II course instructors should utilize this evaluation packet during a course to prepare candidates for the certification exam. For a candidate's final skills evaluation, she or he must successfully perform each skill while being evaluated on performance competency by an AFSC examination representative.
4. The final skills examination will consist of skills selected from this packet. Skills are selected from the mandatory skills categories. This packet contains a list of all skills that are used for the final examination.
5. The Certifying Officer will notify candidates which skills they will be required to complete at the start of the practical skills portion on the date of the examination.
6. The completion of the [Fire Service Instructor II Training Record](#) establishes a candidate's eligibility to test. This document must be fully completed and signed by the Lead Instructor or designee for each candidate before a candidate can begin the final skills examination. The Fire Service Instructor Training Record and the practical skills evaluation sheets shall become a permanent part of the candidate's local training record, and this information shall be kept on file in accordance with local fire department procedures.

### **Grading Criteria and Critical Points**

It is expected that all of the listed skill sheet elements will be taught and evaluated by the course Lead Instructor throughout a training course. During the final skills exam the candidate must be prepared to perform the skills listed in this packet. There are no specific critical points designated within the practical skill sheets and all items must be addressed during the final examination evaluation. The Certifying Officer (CO) will require the candidate to repeat final examination practical skill items if all listed skills are not completed.

Some skills cannot generally be addressed within a real-time scenario during the final examination, and the course Lead Instructor(s) shall ensure that the candidate can provide the Certifying Officer, or designated Evaluator, documentation of completed skill items listed on these pages. These skill sheets must be completed by the candidate prior to the final test date and available for review by the Certifying Officer.

### **Artificialities of Training and Testing**

Training and testing at this level can only approximate on the job activities of an instructor. There are certain artificialities to training and testing for fire service instructors. In certain environments the course Lead Instructor and the candidate must be able to adapt to simulations during the final examination to complete the required practical skills. A Fire Service Instructor II course must be designed so that the candidate develops skills to manage training programs, create lesson plans, conduct classes and supervise other instructors, and evaluate and

analyze written and practical exams. Candidates must be aware that real world scenarios cannot be completely duplicated, and the course Lead Instructor must prepare the candidates for situations that may occur throughout the training and testing environment.

### **Final Skills Evaluation**

The AFSC designated Certifying Officer (CO) conducts the final evaluation using the practical skills sheets during the final examination process. Throughout the final examination, the CO has the overall test site authority and is required to perform his or her duties as outlined in the [Certification Policy Manual](#).

For preparation of the final examination the designated CO must communicate with the Test Site Coordinator to ensure an adequate test site location is available. The Test Site Coordinator is responsible for preparation of all test site equipment/materials and arranging designated evaluators for the date of the practical examination. The CO must verify that all required elements are adequate for testing and will approve all designated Evaluators. Designated Evaluators shall receive training appropriate for the test site and are required to complete an [Evaluator Code of Ethics Compliance](#) agreement before testing begins.

The FSI II Training Record lists each requirement that must be completed before certification testing. The course Lead Instructor is responsible for the completing the candidate Training Record prior to the final exam. Due to time constraints during the final examination, some skills cannot be performed in the presence of the Certifying Officer. The Lead Instructor shall ensure the candidate completes all skill items and provides documentation for final evaluation by the CO.

The CO shall sign the completed final examination packet, and the packet will be attached to the FSI II Training Record as part of the candidate's permanent local training record.

### **Additional Notes:**

1. During the final practical examination it is expected that candidates shall be dressed in accordance with their department policy and procedure.
2. It is expected that the candidate shall perform all related skills correctly.
3. The final skills evaluation includes a time limit. An Evaluator may use a digital or analog watch/stopwatch for final skills evaluation. Prior to the start of the practical examination, the CO must inspect and approve all timing devices used during final skills evaluations.
4. Some skills require that equipment or documentation be used for the final presentation. Unless otherwise indicated, it is permissible for the candidate to prepare or assemble the required equipment or paperwork at any time, provided that this does not interfere with the core skill, task, or evolution.
5. Candidates must be prepared to complete skills under a variety of conditions. Training and skills practice is often done during optimum conditions, but candidates must be prepared to adapt to changing conditions that can occur in actual fire ground situations. The Evaluator ultimately determines if the candidate has met the criteria specified on the skill(s) being evaluated.
6. For final examination, the performance of a skill, task, or evolution is not required to be done in the exact order of the steps (as outlined on the skill sheet), unless it is critical to a particular task. For example, a person must don turnout gear before donning an SCBA.
7. Some skills may require that a candidate verbalizes information about a particular task or procedure. In such cases, any question(s) from the Evaluator to the candidate must be limited to those that satisfy the criteria listed on the skill sheet, and a question cannot exceed the scope the Airport Firefighter requirements.

## Fire Service Instructor II Course and Final Evaluation Forms

Following is a brief outline of the reference materials and forms that are used for an FSI II course and final skills evaluation.

### **FSI II Course Material Reference**

- a. NFPA 1041, 2007 edition
- b. FSI II Text/Curriculum
  - IFSTA, *Fire and Emergency Services Instructor*, 7th Edition; **OR**,
  - Jones & Bartlett, *Fire Service Instructor: Principles and Practice*, 2nd edition
- c. FSI II Training Record (this must be completed and signed off by the **Lead Instructor**)
- d. Practical Skills and Final Examination Packet

### **Final Skills Examination**

- a. Candidate \*Training Record is reviewed by the CO to ensure all elements have been completed
- b. Candidate completes the written and practical examination administered by the CO
- c. Certifying Officer reviews and signs \*Final Examination Packet for each candidate
- d. Certifying Officer transfers pass/fail information to P/F Form
- e. Written exam, P/F Form and signed application are forwarded to AFSC
- f. AFSC FSI II certificate is issued upon successful completion of the written and practical exam

*\*Note: The candidate's completed Training Record and signed Final Examination Packet shall be placed in the candidate's local training file.*

**ALASKA FIRE SERVICE INSTRUCTOR II PRACTICAL SKILLS EVALUATION PACKET**

NFPA 1041- 2007 Ed.

**PRACTICAL SKILL REQUIREMENTS**

**FSI II- 1**

<b>PROGRAM MANAGEMENT</b>	
<b>Candidate:</b>	<b>Date:</b>

<b>STANDARD:</b> NFPA 1041, 2007 Edition, Sections 5.2.3
<b>TASK:</b> Conduct a needs analysis and formulate budget needs given training goals, agency budget policy, and current resources, so that the resources required for training goals are identified and documented.
<b>PERFORMANCE OUTCOME:</b> The candidate will conduct a needs analysis and formulate budget needs, so the resources required to meet training goals are identified and documented.
<b>CONDITIONS:</b> Given department training goals, agency's budget policy, current resources, identified need and timeline, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Conduct and document needs analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Formulate a training budget based on training goals, local budget policy, and available resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Submit completed budget for course (i.e., equipment costs, instructor, etc.) so that training goals are met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Evaluator:</b>		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
<b>Comments:</b>			

_____		_____
<i>Certifying Officer Name</i>		<i>Date</i>
_____		
<i>Certifying Officer Signature</i>		

**Overall Skill Sheet Result:**

Pass:       Fail:

**ALASKA FIRE SERVICE INSTRUCTOR II PRACTICAL SKILLS EVALUATION PACKET**

NFPA 1041- 2007 Ed.

**PRACTICAL SKILL REQUIREMENTS**

**FSI II- 2**

<b>PROGRAM MANAGEMENT</b>	
<b>Candidate:</b>	<b>Date:</b>

<b>STANDARD:</b> NFPA 1041, 2007 Edition, Sections 5.2.4
<b>TASK:</b> Acquire training sources, given an identified need, so that the resources are obtained within established timelines, budget constraints, and according to agency policy.
<b>PERFORMANCE OUTCOME:</b> The candidate will acquire training resources, so the resources are obtained within the established timelines, budget constraints, and according to agency policy.
<b>CONDITIONS:</b> Given department training goals, agency's budget policy, current resources, identified need and timeline, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Document training resources required for course according to departmental policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Document the time frame to acquire resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Document that resources are within established budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Evaluator:</b>		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
<b>Comments:</b>			

_____	_____
<i>Certifying Officer Name</i>	<i>Date</i>
_____	
<i>Certifying Officer Signature</i>	

<b><u>Overall Skill Sheet Result:</u></b>
Pass: <input type="checkbox"/> Fail: <input type="checkbox"/>

**ALASKA FIRE SERVICE INSTRUCTOR II PRACTICAL SKILLS EVALUATION PACKET**

NFPA 1041- 2007 Ed.

**PRACTICAL SKILL REQUIREMENTS**

**FSI II- 3**

<b>PROGRAM MANAGEMENT</b>	
<b>Candidate:</b>	<b>Date:</b>

<b>STANDARD:</b> NFPA 1041, 2007 Edition, Sections 5.2.5
<b>TASK:</b> Coordinate training record keeping, given training forms, department policy, and training activity, so that all agency and legal requirements are met.
<b>PERFORMANCE OUTCOME:</b> The candidate will coordinate training record keeping so all agency and legal requirements are met.
<b>CONDITIONS:</b> Given training forms, department or model policy, and training activity, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Complete training activity form, according to department or model policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Provide documents of completed training classes (i.e., roster, evaluation sheet, test results, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	In writing, describe the training record keeping process, according to agency policy and legal requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Evaluator:</b>		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
<b>Comments:</b>			

<i>Certifying Officer Name</i>	<i>Date</i>	<p align="center"><b><u>Overall Skill Sheet Result:</u></b></p> <p align="center">Pass: <input type="checkbox"/>      Fail: <input type="checkbox"/></p>
<i>Certifying Officer Signature</i>		

**ALASKA FIRE SERVICE INSTRUCTOR II PRACTICAL SKILLS EVALUATION PACKET**

NFPA 1041- 2007 Ed.

**PRACTICAL SKILL REQUIREMENTS**

**FSI II- 4**

<b>PROGRAM MANAGEMENT</b>	
<b>Candidate:</b>	<b>Date:</b>

**STANDARD:** NFPA 1041, 2007 Edition, Section 5.2.6

**TASK:** Evaluate instructors, given an evaluation form, department policy, and job performance requirements, so the evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style and communication methods, and provides opportunity for instructor feedback to the evaluator.

**PERFORMANCE OUTCOME:** The candidate will evaluate instructors so that the evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style and communication methods, and provides opportunity for instructor feedback to the evaluator.

**CONDITIONS:** Given an Instructor I evaluation form, department or model policy, and job performance requirements, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Observe instructor and correctly complete instructor evaluation form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Properly identify the instructor's strengths and weaknesses on course delivery form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Make appropriate recommendations for instructional changes to style and/or communication method in "Comments" section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Provide instructor feedback to evaluation on form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Evaluator:</b>		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
<b>Comments:</b>			

_____	_____
Certifying Officer Name	Date
_____	
Certifying Officer Signature	

<b><u>Overall Skill Sheet Result:</u></b>
Pass: <input type="checkbox"/> Fail: <input type="checkbox"/>

**ALASKA FIRE SERVICE INSTRUCTOR II PRACTICAL SKILLS EVALUATION PACKET**

NFPA 1041- 2007 Ed.

**PRACTICAL SKILL REQUIREMENTS**

**FSI II- 5**

<b>INSTRUCTIONAL DEVELOPMENT</b>	
<b>Candidate:</b>	<b>Date:</b>

<b>STANDARD:</b> NFPA 1041, 2007 Edition, Section 5.3.2
<b>TASK:</b> Create a lesson plan, given a topic, audience characteristics, and a standard lesson plan format, 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.
<b>PERFORMANCE OUTCOME:</b> The candidate will create a four-step 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.
<b>CONDITIONS:</b> Given a topic, audience characteristics, and a standard four-step lesson plan format, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Develop a lesson plan using a standard four-step lesson plan format.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	List job performance requirements (JPR's) for course taught, including learning objectives, a lesson outline, appropriate course material, and instructional aids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Develop an evaluation plan that documents the JPR's for the course were met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Show that the lesson plan is appropriate for the audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SELECTED TOPIC:</b>							
Approved by Chief: _____ <div style="text-align: right;"><i>Signature</i></div>							

<b>Evaluator:</b>		<b>Retest Evaluator 1:</b>	
		<b>Retest Evaluator 2:</b>	
<b>Comments:</b>			

_____		_____	
<i>Certifying Officer Name</i>		<i>Date</i>	
_____			
<i>Certifying Officer Signature</i>			

**Overall Skill Sheet Result:**

Pass:       Fail:

**ALASKA FIRE SERVICE INSTRUCTOR II PRACTICAL SKILLS EVALUATION PACKET**

NFPA 1041- 2007 Ed.

**PRACTICAL SKILL REQUIREMENTS**

**FSI II- 6**

<b>INSTRUCTIONAL DEVELOPMENT</b>	
<b>Candidate:</b>	<b>Date:</b>

<b>STANDARD:</b> NFPA 1041, 2007 Edition, Section 5.3.3
<b>TASK:</b> Modify an existing lesson plan, given a topic, audience characteristics, and a lesson plan, so that 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.
<b>PERFORMANCE OUTCOME:</b> 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 process.
<b>CONDITIONS:</b> Given a topic, audience characteristics, and a standard four-step lesson plan format, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Modify an existing lesson plan using a standard four-step lesson plan format.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	List job performance requirements for course, including learning objectives, lesson outline, appropriate course material, and instructional aids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Develop an evaluation plan that documents the JPR's for the course were met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Explain how lesson modifications are appropriate to audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Evaluator:</b>		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
<b>Comments:</b>			

<i>_____</i> <i>Certifying Officer Name</i>		<i>_____</i> <i>Date</i>
<i>_____</i> <i>Certifying Officer Signature</i>		

<b><u>Overall Skill Sheet Result:</u></b>
Pass: <input type="checkbox"/> Fail: <input type="checkbox"/>

**ALASKA FIRE SERVICE INSTRUCTOR II PRACTICAL SKILLS EVALUATION PACKET**

NFPA 1041- 2007 Ed.

**PRACTICAL SKILL REQUIREMENTS**

**FSI II- 7**

<b>INSTRUCTIONAL DELIVERY</b>	
<b>Candidate:</b>	<b>Date:</b>

**STANDARD:** NFPA 1041, 2007 Edition, Section 5.4.2

**TASK:** Conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques, given a topic and a target audience, so that the lesson objectives are achieved.

**PERFORMANCE OUTCOME:** The candidate will conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques.

**CONDITIONS:** Given a topic, a lesson plan prepared by the instructor, and a target audience, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Conduct a class using a four-step lesson plan prepared by the instructor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Use multiple teaching techniques and explain techniques used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Use multiple teaching methods and explain methods used ( <i>i.e., conference, discussion, drill ground, etc.</i> ).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Describe how lesson objectives were met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Describe how lesson was appropriate to the needs of the target audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Provide documentation of course completion ( <i>e.g. copies of course materials, course roster, lesson plan, copy of power point presentation, evaluation tools and reference materials</i> ).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SELECTED TOPIC:**

Approved by Chief: \_\_\_\_\_  
*Signature*

<b>Evaluator:</b>		<b>Retest Evaluator 1:</b>	
		<b>Retest Evaluator 2:</b>	

**Comments:**

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_____ <i>Certifying Officer Name</i>	_____ <i>Date</i>	<b>Overall Skill Sheet Result:</b>  Pass: <input type="checkbox"/> Fail: <input type="checkbox"/>
_____ <i>Certifying Officer Signature</i>		

**ALASKA FIRE SERVICE INSTRUCTOR II PRACTICAL SKILLS EVALUATION PACKET**

NFPA 1041- 2007 Ed.

**PRACTICAL SKILL REQUIREMENTS**

**FSI II- 8**

<b>INSTRUCTIONAL DELIVERY</b>	
<b>Candidate:</b>	<b>Date:</b>

<b>STANDARD:</b> NFPA 1041, 2007 Edition, Section 5.4.3
<b>TASK:</b> Supervise other instructors and students during training, given a training scenario with increased hazard exposure, so that applicable safety standards and practices are followed and instructional goals are met.
<b>PERFORMANCE OUTCOME:</b> The candidate will supervise other instructors and students during high-hazard training, so applicable safety standards are followed and instructional goals are met.
<b>CONDITIONS:</b> Given a group of instructors and a training scenario with increased hazard exposure**, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Supervise instructors appropriately according to policy and procedures during high-hazard training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Supervise students according to policy and procedures during high-hazard training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Correctly follow applicable safety standards and incident command practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Indicate how instructional goals for students/instructors were met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>SELECTED TOPIC:</b>
	Approved by Chief: _____ <i>Signature</i>

<b>Evaluator:</b>		<b>Retest Evaluator 1:</b>	
		<b>Retest Evaluator 2:</b>	

<b>Comments:</b>

_____		_____
<i>Certifying Officer Name</i>		<i>Date</i>
_____		
<i>Certifying Officer Signature</i>		

<b>Overall Skill Sheet Result:</b>
Pass: <input type="checkbox"/> Fail: <input type="checkbox"/>

**ALASKA FIRE SERVICE INSTRUCTOR II PRACTICAL SKILLS EVALUATION PACKET**

NFPA 1041- 2007 Ed.

**PRACTICAL SKILL REQUIREMENTS**

**FSI II- 9**

<b>EVALUATION AND TESTING</b>	
<b>Candidate:</b>	<b>Date:</b>

<b>STANDARD:</b> NFPA 1041, 2007 Edition, Section 5.5.2
<b>TASK:</b> Develop student evaluation instruments, given learning objectives, audience characteristics, and training goals, so that the evaluation instrument determines if the student has achieved the learning objectives, the instrument evaluates performance in objective, reliable, and verifiable manner, and the evaluation instrument is bias-free to any audience or group.
<b>PERFORMANCE OUTCOME:</b> The candidate will develop student evaluation instruments, so the evaluation instrument determines if the student has achieved the learning objectives, the instrument evaluates performance in objective, reliable, and verifiable manner, and the evaluation instrument is bias-free to any audience or group. <i>(Evaluation instrument should cover both cognitive and psychomotor skills).</i>
<b>CONDITIONS:</b> Given learning objectives, audience characteristics, and training goals, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Develop student written and practical examinations based on learning objectives and training goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Provide test item analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Provide evaluation forms that are bias-free to any audience group (i.e., gender, cultural, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Provide evaluation forms that are designed to evaluate performance in an objective, reliable, and verifiable manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Evaluator:</b>		<b>Retest Evaluator 1:</b>	
		<b>Retest Evaluator 2:</b>	
<b>Comments:</b>			

_____ <i>Certifying Officer Name</i>	_____ <i>Date</i>	<b>Overall Skill Sheet Result:</b>  Pass: <input type="checkbox"/> Fail: <input type="checkbox"/>
_____ <i>Certifying Officer Signature</i>		

**ALASKA FIRE SERVICE INSTRUCTOR II PRACTICAL SKILLS EVALUATION PACKET**

NFPA 1041- 2007 Ed.

**PRACTICAL SKILL REQUIREMENTS**

**FSI II- 10**

<b>EVALUATION AND TESTING</b>	
<b>Candidate:</b>	<b>Date:</b>

<b>STANDARD:</b> NFPA 1041, 2007 Edition, Section 5.5.3
<b>TASK:</b> Develop course evaluations, given agency policy and evaluation goals, so that students have the ability to provide feedback to the instructor on instructional methods, communication techniques, learning environment, course content, and student materials.
<b>PERFORMANCE OUTCOME:</b> The candidate will develop course evaluations, so students have the ability to provide feedback to the instructor on instructional methods, communication techniques, learning environment, course content, and student materials.
<b>CONDITIONS:</b> Given agency policy and evaluation goals, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Develop and submit a course evaluation form that shows student has the ability to give feedback on the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a) Instructional methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Communication techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Learning environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Course content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Student materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Evaluator:</b>		<i>Retest Evaluator 1:</i>	
		<i>Retest Evaluator 2:</i>	
<b>Comments:</b>			

_____	_____
Certifying Officer Name	Date
_____	
Certifying Officer Signature	

<b><u>Overall Skill Sheet Result:</u></b>
Pass: <input type="checkbox"/> Fail: <input type="checkbox"/>

**ALASKA FIRE SERVICE INSTRUCTOR II PRACTICAL SKILLS EVALUATION PACKET**

NFPA 1041- 2007 Ed.

**PRACTICAL SKILL REQUIREMENTS**

**FSI II- 11**

<b>EVALUATION AND TESTING</b>	
<b>Candidate:</b>	<b>Date:</b>

<b>STANDARD:</b> NFPA 1041, 2007 Edition, Section 5.5.4
<b>TASK:</b> Analyze student written and practical exams, given test data, objectives, and agency policies, so that validity is determined and necessary changes are accomplished.
<b>PERFORMANCE OUTCOME:</b> The candidate will analyze student written and practical exams and make necessary changes.
<b>CONDITIONS:</b> Given test data, objectives, and agency policy, the candidate shall:

No.	Task Steps	TEST		RETEST 1		RETEST 2	
		P	F	P	F	P	F
1.	Complete a written analysis of student written exam (i.e., recommend changes to question stems, changes to distracters, toss poor test items, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Complete a written analysis of student practical exam (i.e., review against objectives, recommend changes, clarifications to task steps, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Review and document student comments regarding the written and practical exam.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Make necessary changes to course (i.e., written, environment lesson plan, practical, etc.), based on exam results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Submit changed materials to evaluator, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Evaluator:</b>		<b>Retest Evaluator 1:</b>	
		<b>Retest Evaluator 2:</b>	

<b>Comments:</b>

<i>_____</i> Certifying Officer Name	<i>_____</i> Date	<p align="center"><b>Overall Skill Sheet Result:</b></p> <p align="center">Pass: <input type="checkbox"/>      Fail: <input type="checkbox"/></p>
<i>_____</i> Certifying Officer Signature		

<b>Fire Service Instructor II Practical Skills Correlation Map (NFPA 1041, 2007 Edition)</b>			
<b>2007 Skill Sheet #</b>	<b>NFPA Section</b>	<b>Tasks</b>	<b>Certification JPR Final Exam Requirement: 11 Mandatory</b>
<b>DESCRIPTION: Program Management, Instructional Development, Instructional Delivery</b>			
<a href="#"><u>FSI 1</u></a>	<b>5.2.3</b>	Formulate budget needs	<b>Mandatory</b>
<a href="#"><u>FSI 2</u></a>	<b>5.2.4</b>	Acquire training sources	
<a href="#"><u>FSI 3</u></a>	<b>5.2.5</b>	Coordinate training and record keeping	
<a href="#"><u>FSI 4</u></a>	<b>5.2.6</b>	Evaluate instructors	
<b>DESCRIPTION: Instructional Development</b>			
<a href="#"><u>FSI 5</u></a>	<b>5.3.2</b>	Create a lesson plan	<b>Mandatory</b>
<a href="#"><u>FSI 6</u></a>	<b>5.3.3</b>	Modify an existing lesson plan	
<b>DESCRIPTION: Instructional Delivery</b>			
<a href="#"><u>FSI 7</u></a>	<b>5.4.2</b>	Conduct a class using a lesson plan that the instructor has prepared	<b>Mandatory</b>
<a href="#"><u>FSI 8</u></a>	<b>5.4.3</b>	Supervise other instructors and students during training	
<b>DESCRIPTION: Evaluation and Testing</b>			
<a href="#"><u>FSI 9</u></a>	<b>5.5.2</b>	Develop student evaluation instruments	<b>Mandatory</b>
<a href="#"><u>FSI 10</u></a>	<b>5.5.3</b>	Develop course evaluations	
<a href="#"><u>FSI 11</u></a>	<b>5.5.4</b>	Analyze student written and practical exams	