



# **FIRE SERVICE INSTRUCTOR**

## **RECERTIFICATION/EVALUATION PACKET**

*(NFPA 1041 2007 Edition)*

**Department of Public Safety  
5700 E. Tudor Road  
Anchorage, Alaska 99507  
(907)269-5052**

[www.firestandards.alaska.gov](http://www.firestandards.alaska.gov)

*Revised March 2012*

V07-1

## SECTION A

### INSTRUCTOR EVALUATION PROGRAM DESCRIPTION

#### Instructor Recertification Program

The Alaska Fire Standards Council ([AFSC](#)) has designed this packet to assist Fire Service Instructors (FSI) in the recertification process. The following is a description of the instructor recertification program and the instructor evaluator documents.

#### NFPA Fire Service Instructor Definitions:

**Instructor I** (*NFPA 1041 2007 ed., 3.3.2.1*): A Fire Service Instructor (FSI) who has demonstrated the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments; adapt lesson plans to the unique requirements of the students and authority having jurisdiction; organize the learning environment so that learning is maximized; and meet the record-keeping requirements of authority having jurisdiction.

**Instructor II** (*NFPA 1041 2007 ed., 3.3.2.2*): This individual has met the requirements for FSI Level I qualifications, and has demonstrated the knowledge and ability to develop individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments; schedule training sessions based on overall training plan of authority having jurisdiction; and supervise and coordinate the activities of other instructors.

For aiding in the recertification process, Evaluators should use the above definitions to assist in completion of the instructor evaluation checklist.

#### Instructor Recertification Process

The AFSC FSI certification program has specific expiration dates for each certificate that is issued. For initial certification, individual expiration dates will be the end of the \*5th calendar year (December 31) after the date of certification. Subsequent renewal dates are based on the initial expiration date established with original FSI certification issuance.

*\*Note: The recertification timeline was extended from 3 to 5 years in spring of 2009. All 3-year certificate expirations will update to 5-years upon renewal. Expiration dates listed on all FSI certificates are the official renewal date, regardless of when the certificate was issued.*

For recertification, the following guidelines are used:

#### **Level I or II Recertification:**

Soon to expire, or recently expired, must complete **one** of the options below.

- a. Successfully complete a [TEB/AFSC](#) approved Methods of Instruction course.
- b. Attendance of a TEB/AFSC approved Instructor Refresher Seminar (minimum of 8 CEU's).
- c. Successfully complete an AFSC FSI written exam at the level of recertification with a minimum score of 70%.
- d. \*Conduct a short course (minimum of 3 hours in length) while observed and evaluated by a current Fire Service Instructor certified at any level through the AFSC.

*\*Note: For item "d", the evaluation portion must be filled out by an instructor with current AFSC FSI certification, and the complete packet must be returned to the AFSC by the evaluator to comply with the recertification requirements.*

## ALASKA INSTRUCTOR RECERTIFICATION EVALUATION

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After completion of one of the above, the applicant must fill in and submit an [Application for Certification](#) to the AFSC office. The application must include documentation to support completion of one of the above options.

### **Instructor Evaluation Process**

An Instructor I or II may elect to recertify using option “d” above. The recertification applicant must be evaluated **by a current AFSC Instructor** while instructing a course/topic that is 3-hours or more in duration, and the evaluation packet (**Section C**) must be completed by a \*qualified evaluator. All the components of the instructor evaluation packet must be completed and returned before recertification is issued. Under this option, the return packet includes: a completed application, a completed evaluation, a copy of the course objectives, a copy of the lesson plan outline, test or quiz sample, and copies of student evaluations.

*\*A qualified evaluator is defined as a current Fire Service Instructor certified at any level through the AFSC.*

Prior to a recertification evaluation, the qualified evaluator shall meet with the recertifying instructor to describe the evaluation process and what is required. The evaluator shall observe the entire session and then review the results of the evaluator checklist, student evaluations, and discuss any areas of improvement. The evaluator will collect all of the relevant recertification materials pertinent to evaluation, and will submit the package to the AFSC.

### **Recertifying for Instructor Level III and IV:**

Individuals who are certified at levels III and IV are generally program supervisors and are seldom involved in direct classroom delivery. To complete recertification at these levels the applicant must forward to the AFSC the following.

- a. A completed Application for Certification, and;
- b. Clear documentation of 48 hours of continuing education units (CEU's) at the instructor or instructor management level. CEU's must be from courses or seminars that the individual has attended that are specific to instructor training or instructor management. Examples include TEB/AFSC approved MOI course or Instructor Seminar, National Fire Academy instructor courses, and Fire Department Instructor Conference courses. CEU's must have been completed within the most recent certification period (not to exceed 5 years).

## SECTION B

### INSTRUCTOR EVALUATOR INSTRUCTIONS

This packet is for use by the Alaska Fire Standards Council (AFSC) for evaluation of individuals seeking Fire Service Instructor (FSI) recertification for Level I and I. This packet is designed for use as the Instructor Evaluator option.

**Evaluation Packet** – The following information is included in this packet:

- a. Instructor Evaluation Program Description
  - b. Instructor Evaluation Directions
  - c. \*Instructor Evaluator Checklist
  - d. \*Student Evaluations
- \*Must be completed and returned to the AFSC office*

**Evaluation Process** - Review and complete the following elements **prior** to observing the instructor:

- a. Read the attached Evaluation Program Description
- b. Interview the applicant
  - Introduce yourself
  - Explain the evaluation process
  - Explain how you will conduct the evaluation
  - Describe your expectations of the evaluation
  - Make a copy of any portions of this evaluation packet for the applicant.
  - Schedule a date for the course and evaluation session
- c. Complete the interview portion of the checklist

**Immediately prior to the course** - Collect copies of the following from the recertifying applicant:

- a. \*Course lesson plans and course objectives
  - b. \*Tests for the course session (template only). For oral tests, please note that an oral exam was given in the evaluation packet (q. 12 & 13)
- \*A copy must be returned to the FSC office*

**During Course** - Observe the recertifying applicant during delivery of the presentation and complete the evaluation checklist.

**After the Course** - Conduct an exit interview and evaluation briefing with the recertifying applicant and complete the following.

- a. Review student evaluations.
- b. Complete evaluation checklist

**Return Mailing** - The return packet should include: a completed application, a completed evaluation, a copy of the course objectives, a copy of the lesson plan outline, test or quiz sample, and copies of student evaluations. Return packets can also be scanned and emailed.

Alaska Fire Standards Council  
5700 E. Tudor Road  
Anchorage, Alaska 99507  
Fax: (907) 269-5052  
Email: [dpsakfirestandards@alaska.gov](mailto:dpsakfirestandards@alaska.gov)

**SECTION C**

**Sheet C 1**

**INSTRUCTOR EVALUATION CHECKLIST**

<i>FSI Recertification Applicant Name</i>	<i>Organization/Location</i>	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II			
		<i>(Check recert applicant level)</i>				
<i>Evaluator Name</i>	<i>Organization/Agency or Affiliation</i>	<input type="checkbox"/> I	<input type="checkbox"/> II	<input type="checkbox"/> III	<input type="checkbox"/> IV	<i>Exp. date</i>
		<i>(Check evaluator level)</i>				<b>MUST BE CURRENT</b>

**I. Prior to Lesson Presentation**

Interview the applicant prior to lesson delivery. Explain the process to the applicant and ask to review the class objectives and lesson plan. Carefully review the objective and lesson plans prepared by the applicant. Comment on “No” responses below.

		Yes	No
1.	Is the objective clear?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the lesson plan accomplish the objective(s)?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the instructor appear prepared?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Has the instructor coordinated with other instructors and/or classes that are related to this course?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are the supplies and equipment appropriate for the lesson?	<input type="checkbox"/>	<input type="checkbox"/>

Please provide any comments or direction, use additional pages as necessary.

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**II. During Lesson Presentation**

Review the applicant’s delivery of the prepared course. Pay particular attention to whether or not the objectives were met or the lesson plan was adhered to. Comment on “No” responses below.

		Yes	No
1.	Was a classroom plan used ( <i>preparation of physical setting</i> )	<input type="checkbox"/>	<input type="checkbox"/>
2.	Was the lesson plan adhered to?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Were the objectives clearly stated?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Were the objectives accomplished?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Was the method of instruction appropriate for the material?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Was the technique of instruction appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Was a suitable classroom environment maintained? ( <i>seating, lighting, climate, etc.</i> )	<input type="checkbox"/>	<input type="checkbox"/>
8.	Were effective audiovisuals employed?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Did the instructor employ new or unexpected methods? If yes, cite what was the method and what was the impact to the students (positive/negative) in the comment box below.	<input type="checkbox"/>	<input type="checkbox"/>
10.	Did the instructor maintain student interest?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Were safety policies followed? If <b>No</b> , cite violation and corrective action below.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Was a test/quiz conducted and if so, did it measure learning? ( <i>Mark box even if it was Oral only- note on checklist</i> )	<input type="checkbox"/>	<input type="checkbox"/>
13.	Was the test/quiz used as a learning tool?	<input type="checkbox"/>	<input type="checkbox"/>
14.	Was the instructor’s presentation style (includes mannerisms, dress, appearance, language, habits, etc.) appropriate for this type of course?	<input type="checkbox"/>	<input type="checkbox"/>
15.	What was the total length of the class, including presentation and evaluation?	<b>HRS.</b> _____	

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Sheet C 2

Please provide any comments or direction, use additional pages as necessary.

Four empty horizontal lines for providing comments or direction.

III. After Presentation of the Lesson

- a. Immediately following the course delivery, handout student evaluations to the course students. These evaluations should be reviewed by the recertifying applicant and the qualified evaluator. Copies of evaluations must be returned with this evaluation packet (keep originals in local training records).
b. After the completion of the course conduct an exit briefing with the recertification applicant. The briefing should include the following points and/or items. Check box and include summary notes of briefing items below:

- Explanation of any points noted during the evaluation
Discussion of findings or instructional issues
Share/review student evaluation comments

IV. Evaluation Close-out and Mailing

These items must be checked by the evaluator, enclosed in a mailing packet, and returned to the AFSC office.

- Course Objectives and Lesson Plans (Outline Only- 4 pages maximum)
Copy of quizzes or tests given (first 2 pages only) or Check for Oral only
Student Course Evaluations (Sheet D1)
Application for Recertification
Completed Briefing and Evaluation Checklist (Sheet C 1 & C 2)

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

Date: \_\_\_\_\_

Mail to:

Department of Public Safety
Alaska Fire Standards Council
5700 E. Tudor Road
Anchorage, Alaska 99507
dpsakfirestandards@alaska.gov

**SECTION D**

**STUDENT EVALUATIONS**

Instructors shall furnish to each student course evaluation forms. These forms are to be completed by the student and returned to the instructor. The forms should also be included and returned as a part of this recertification packet.

The AFSC does not require that a specific student evaluation format be utilized, and instructors can use their own form or a student evaluation document from their own organization. A template course evaluation is included in the next section for use with this evaluator packet.

**ALASKA INSTRUCTOR RECERTIFICATION EVALUATION**



**STATE OF ALASKA  
DEPARTMENT of PUBLIC SAFETY  
FIRE STANDARDS COUNCIL**

**Sheet D 1**

**Course Title/ Topic:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Instructor Name:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Course Evaluation Instructions:** On a scale of 1-5 (1= Strongly Disagree through 5 = Strongly Agree) mark the answer that you feel best describes your views about this course.

	N/A	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree
1. The course material and content were presented in an organized matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The course goals and objectives were clearly stated and met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The student material (handout) was useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The overall technical level of the material presented was appropriate for this course/class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. This course/class will improve my organizations capabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The course/class activities help to better understand and apply the material presented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Instructor used teaching methods that were appropriate for the topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The instructor was well prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The instructor utilized the scheduled course time in an effective manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The instructor appeared well informed on this course topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The instructor encouraged student participation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The instructor was open to other viewpoints.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The instructor treated all students fairly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. The instructor had a good technical knowledge of the material presented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. I would take another course from the same instructor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. My overall assessment of the instructor is that he or she was very effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on the following (use additional pages as necessary):

What could the instructor do to improve his or her instructional style or technique?
What material or information was <b>most</b> valuable to you?
What material or information was <b>least</b> valuable to you?
What suggestions for improvements do you have for this course?