

FIRE INSTRUCTOR II JOB PERFORMANCE REQUIREMENT SKILLS EVALUATION PACKET



**NFPA 1041
2012 Standard**

**Colorado Division of Fire Prevention & Control
690 Kipling, Suite 2000
Denver, Colorado 80215
Phone: (303) 239-4600**

Revised: January 1, 2016

January 1, 2016

Colorado Fire Instructor II Candidate:

The expectations of these individuals are to have typed documents that are addressing the issues packaged in a three-ring binder or bound in some aspect. We do not expect to see tobacco or coffee stained documents submitted to our office, but documents that the potential Fire Instructor II can take pride in submitting.

Attached you will find a checklist of the **minimum** supporting documentation that we expect to see accompanying a Fire Instructor II Skill Packet. Please note that depending on the scenario that the candidate chooses to submit, with the JPR sheet, may require additional supporting documentation then outlined on the checklist. By no means are the items on this checklist all-inclusive. At any time a candidate may go above and beyond the checklist; as some of the candidates have done so in the past.

It is important for each of you to understand that just because your department head or designee for your department signs off on the skills sheets does not mean that it is an automatic approval from the Division.

If you have any questions you are welcome to contact our office and we will be glad to talk to you about the Fire Instructor II Skill Packet process. This is our attempt to outline our expectations of what we are looking for when your packets are reviewed.

Please make sure you eliminate all information in compliance with the Privacy Act and HIPAA guidelines. This packet may be reviewed outside of the DFPC office by members of the Fire Instructor II committee.

Thank you,

Fire Instructor II Committee

FIRE & EMERGENCY SERVICES INSTRUCTOR II SKILLS PACKET REQUIREMENTS

The following documents must be enclosed in your packet:

- ▶ Copy of current Fire Instructor I certificate
- ▶ Completed Fire Instructor II JPR Skills Evaluation Packet, signed by Department Head/designee and candidate

JPR Requirements:

JPR FI II-1: *“Schedule instructional sessions given department scheduling policy, instructional resources, staff, facilities, and timeline for delivery, so the specified sessions are delivered...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the sessions were planned and conducted
 - Any plans, schedules, or forms utilized during the sessions, from or about the sessions.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
- Copies of schedules, class rosters, evaluations, pertinent to sessions

JPR FI II-2: *“Formulate budget needs given training goals, agency budget policy, and current resources, so resources required to meet training goals are identified and documented...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - Describe method utilized to conduct needs analysis and rationale for budget request
 - Notes from/about the analysis.
- Supporting documents: (continued on next page)
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable forms, schedules, records, budget documents.
 - Written report.

JPR FI II-3: *“Acquire training sources, and given an identified need so that resources are obtained within established timelines, budget constraints, and according to agency policy...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - Describe method utilized for needs analysis and the solution developed to meet the need.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable forms, records, evaluation tools,
 - Written report.

JPR FI II-4: *“Coordinate training recordkeeping, given training forms, department policy, and training activity, so all agency and legal requirements are met...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the training division records and maintains records
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
- Applicable supporting data, forms, and records.

JPR FI II-5: *“evaluate instructors, given an evaluation form, department policy, and job performance requirements, so you evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style and medication methods, and provides opportunity for instructor feedback...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the candidate approached the process to complete the evaluation and results of the evaluation.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable supporting forms, memos, documentation of evaluation.
 - Written records.

JPR FI II-6: *“Create a lesson plan, given the topic, audience characteristics, in standard lesson plan format, so the job force requirements for the topic are achieved...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the lesson plan was researched, planned, prepared, delivered and evaluated.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - The lesson plan, student and in structure assessment materials.
 - Written report.

JPR FI II-7: *“Modify an existing lesson plan, given the topic, audience characteristics, analysts implying, slow job performance, requires the topic are achieved...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the course or lesson plan was modified, audience characteristics identified, instructional aids utilized prepared, and presented.
- Supporting documents:

- Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
- Applicable supporting data, forms, and records utilized for the course for lesson.
- Written report.

JPR FI II-8: *“conduct a class using a four step lesson plan that the instructor has prepared. And that involves the utilization of multiple teaching methods and techniques, given the topic in a target audience...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the four step method was utilized for the class, any additional information appropriate to identify target audience.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Copy of written lesson plan, applicable forms and records from the course or lesson.
 - Written report.

JPR FI II-9: *“Supervise other instructors and students during high hazard training, given a training scenario with increased hazard exposure, so applicable safety standards and practices are followed and instructional goals are met...”*

- A detailed narrative outlining the method used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the training was researched to ensure student safety, planning process utilized, resources identified and requested, student attendance documentation of course or lesson.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable completed forms and records.
 - Written report.

JPR FI II-10: *“Develop student evaluation instruments, in given learning objectives, audience characteristics, and training goals, so evaluation instrument determines if a student has achieved the learning objectives...”*

- Detailed narratives outlining the methods used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the student evaluation instrument was developed based upon audience characteristics, goals of the organization, and applicable standards utilized to create evaluation tool.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable written reports, records, copies of evaluation form utilized.
 - Written report.

JPR FI II-11: *“Develop instructor course evaluations, given agency policy and evaluation goals, so students in ability provide feedback to the instructor on instructional methods...”*

- Detailed narratives outlining the methods used by the candidate to accomplish the tasks utilizing the task steps, including:
 - How the instructional evaluation instrument was developed based upon audience characteristics, communication technique, learning environment, course content, goals of the organization, and applicable standards utilized to create evaluation tool.
- Supporting documents:
 - Applicable policies and procedures, Standard Operating Procedures/ Standard Operating Guideline (SOP/SOG) or a statement regarding lack of a department policy. If no department policy exists, please state the references/resources upon which the decisions/actions were based.
 - Applicable written reports, records, copies of evaluation form utilized.
 - Written report

CERTIFICATION REQUIREMENTS **FOR THE FIRE & EMERGENCY SERVICES INSTRUCTOR II**

PURPOSE AND VISION FOR THE FIRE & EMERGENCY SERVICES INSTRUCTOR II:

The skill level Fire Instructor II as determined by the Colorado Division of Fire Prevention & Control is focused on the emergency services personnel who is or wants to be certified as Fire Instructor II.

It is with this purpose that the Fire Instructor II established within this standard. This is the minimum level established by the Colorado Division of Fire Prevention & Control and based on NFPA 1041, 2012 edition.

In order to certify in the Colorado Fire Instructor II program, emergency services personnel must fulfill the following requirements:

1. Submit the completed Skills Packet. (Must be submitted prior to receiving the written examination.)
In order for the Skills Packet to be considered complete it must have all supporting documentation such as letters, polices, training documentation, etc., when it is submitted to the Division for review.
2. Colorado certified at the Fire Instructor I level.
3. Achieve a score of eighty percent (80%) or above on the written examination.

APPROVED TRAINING COURSES

There is no set training course for Fire Instructor II. The written and practical skill examination is based on the 2012 edition of NFPA 1041.

PROCESS FOR RECEIVING FIRE & EMERGENCY SERVICES INSTRUCTOR II CERTIFICATION

Participants in the Colorado Fire & Emergency Services Instructor II program must successfully complete the Fire Instructor II requirements. Documentation is required to provide proof that all requirements and skills are met, as outlined by the NFPA 2012 edition of NFPA 1041 adopted by the Colorado Division of Fire Prevention & Control.

Note: *These Certification Requirements are a condensed version of the Colorado Division of Fire Prevention & Control Firefighter Voluntary Certification Program Rules. Complete copies of the certification rules are available from the Colorado Division of Fire Prevention & Control.*

WRITTEN EXAMINATION FOR FIRE & EMERGENCY SERVICES INSTRUCTOR II

The written examination is randomly generated 75-question test covering the Fire Instructor II standard. The examination questions are referenced from the following list of books.

REFERENCE LIST FOR THE FIRE & EMERGENCY SERVICES INSTRUCTOR II TEST BANK

1. NFPA, Standard for Fire Instructor Professional Qualifications, NFPA 1041, 2012

SAMPLE WRITTEN EXAMINATION QUESTIONS:

1. An Instructor II responsibility is to ensure that the instructional team members realize that their **primary** role is to:
 - A. set organizational policies.
 - B. elicit feedback from learners and colleagues.**
 - C. plan, develop, and conduct training sessions.
 - D. ensure that learner participation is encouraged.
2. Scheduling critical training is achievable by:
 - A. performing a needs analysis.
 - B. concentrating on minimal acceptable standards.**
 - C. requiring fewer personnel to perform more duties.
 - D. conducting more public service programs.

SCORING OF TEST AND RETEST PROCEDURE

All tests are conducted through computer based testing.

Each written question counts for one point on the written examination. The final score is determined by deducting the number of incorrect and blank answers from the total number of questions on the examination. All knowledge examinations administered by the Colorado Division of Fire Prevention and Control shall require an eighty percent (80%) minimum passing score.

Applicants who receive less than a passing score on the written examinations will be required to retake the entire examination. A minimum thirty (30) day waiting period is required between examination attempts.

A practical is valid for one year from the date of the examination. Within one year of successful completion of the practical examination, all other requirements for certification must be met. If the applicant does not become certified, the practical examination is no longer valid, and the applicant must start the process over.

Note: *These Certification Requirements are a condensed version of the Colorado Division of Fire Prevention and Control Firefighter Voluntary Certification Program Rules. A complete copy of the certification rules is available from the Colorado Division of Fire Prevention and Control.*

SAFETY ON THE FIRE/TRAINING GROUNDS

OSHA 1910.156, 1910.120, 1910.134, 1910.1030 and NFPA 1500, 1403, 1404, 1410, 1451, and 1470 all address safety on the training grounds. The Colorado Division of Fire Prevention and Control wants each and every department head to know that they are responsible for the safety of the candidates. Copies of these practical skill sheets are attached.

PRACTICAL SKILLS TESTING FOR FIRE INSTRUCTOR II

The practical skills test for Fire Instructor II is based on the 2012 edition of the NFPA 1041. One hundred percent of the practical skills for Fire Instructor II must be completed. All skills sheets must be completed and the skill sheets signed by the department head or designee. Copies of these practical sheets are attached.

FIRE INSTRUCTOR II CERTIFICATION

When all requirements for certification have been met, applicants are eligible to be certified. The Colorado Division of Fire Prevention and Control may then certify the candidate for Fire Instructor II.

The following candidate has successfully met all required performance skills for the Fire Instructor II NFPA 1041 2012 edition:

Please make sure you eliminate all information in compliance with the Privacy Act and HIPAA guidelines. This packet may be reviewed outside of the DFPC office by members of the Fire Instructor II committee.

Please remember to schedule the practical in the online RMS system prior to submitting this Skills Packet and include the practical ID number below.

Practical ID Number: _____

CANDIDATE: _____ **DATE:** _____

DEPARTMENT HEAD/DESIGNEE: _____ **DATE:** _____

Note: *These Certification Requirements are a condensed version of the Colorado Division of Fire Prevention and Control Firefighter Voluntary Certification Program Rules. A complete copy of the certification rules is available from the Colorado Division of Fire Prevention and Control.*



FIRE INSTRUCTOR II

JPR: FI-II-1

Candidate: _____

STANDARD: 5.2.2 NFPA 1041, 2012 General Requirements	Task: : Schedule instructional sessions, given department scheduling policy, instructional resources, staff, facilities, and timeline for delivery, so that the specified sessions are delivered according to department policy.	
PERFORMANCE OUTCOME:	<p>The candidate will schedule instructional sessions, so the specified sessions are delivered according to department or model policy.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
EQUIPMENT REQUIRED:		
CONDITIONS: Given department scheduling or model policy, instructional resources, staff, facilities, and a timeline for delivering training sessions, the candidate shall:		
No.	Task Steps	✓
1.	Submit written training schedule with timeline, according to policy.	<input type="checkbox"/>
2.	Finish written documentation of acquiring instructional resources (i.e., facilities, instructors, equipment), according to policy.	<input type="checkbox"/>
3.	Provide complete and legible documentation.	<input type="checkbox"/>

Evaluator (Print & Sign)

Date:



FIRE INSTRUCTOR II

JPR: FI-II-2

Candidate: _____

STANDARD: 5.2.3 NFPA 1041, 2012 General Requirements	Task: : Formulate budget needs given training goals, agency budget policy, and current resources, so that the resources required to meet training goals are identified and documented.	
PERFORMANCE OUTCOME:	The candidate will formulate budget needs, so the resources required to meet training goals are identified and documented. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED:		
CONDITIONS: Given department training goals, agency’s budget policy, current resources, identified need and timeline, the candidate shall:		
No.	Task Steps	✓
1.	Conduct and document needs analysis.	
2.	Submit completed budget for course (i.e., equipment costs, instructor, etc.) so that training goals are met.	

Evaluator (Print & Sign)

Date:



FIRE INSTRUCTOR II

JPR: FI-II-3

Candidate: _____

STANDARD: 5.2.4 NFPA 1041, 2012 General Requirements	Task: Acquire training sources, given an identified need, so that the resources are obtained within established timelines, budget constraints, and according to agency policy.	
PERFORMANCE OUTCOME:	The candidate will acquire training resources, so the resources are obtained within the established timelines, budget constraints, and according to agency policy. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED:		
CONDITIONS: Given department training goals, agency's budget policy, current resources, identified need and timeline, the candidate shall:		
No.	Task Steps	✓
1.	Document training resources required for course according to departmental policy.	
2.	Document the time frame to acquire resources.	
3.	Document that resources are within established budget.	

Evaluator (Print & Sign)

Date:



FIRE INSTRUCTOR II

JPR: FI-II-4

Candidate: _____

STANDARD: 5.2.5 NFPA 1041, 2012 General Requirements	Task: Coordinate training record keeping, given training forms, department policy, and training activity, so that all agency and legal requirements are met.	
PERFORMANCE OUTCOME:	The candidate will coordinate training record keeping so all agency and legal requirements are met. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED:		
CONDITIONS: Given training forms, department or model policy, and training activity, the candidate shall:		
No.	Task Steps	✓
1.	Complete training activity form, according to department or model policy.	
2.	Provide documents of completed training classes (i.e., roster, evaluation sheet, test results, etc.).	
3.	For auditing purposes, describe the training record keeping process, according to agency policy and legal requirements.	

Evaluator (Print & Sign)

Date:



FIRE INSTRUCTOR II

JPR: FI-II-5

Candidate: _____

STANDARD: 5.2.6 NFPA 1041, 2012 General Requirements	Task: Evaluate instructors, given an evaluation form, department policy, and job performance requirements, 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.	
PERFORMANCE OUTCOME:	<p>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.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
EQUIPMENT REQUIRED:		
CONDITIONS: Given an instructor evaluation form, department or model policy, and job performance requirements, the candidate shall:		
No.	Task Steps	✓
1.	Observe instructor and correctly complete instructor evaluation form.	
2.	Properly identify the instructor's strength and weaknesses on course delivery form.	
3.	Make appropriate recommendations for instructional changes to style and/or communication method in "Comments" section.	
4.	Provide instructor feedback area to evaluation form or signature area.	

Evaluator (Print & Sign)

Date:



FIRE INSTRUCTOR II

JPR: FI-II-6

Candidate: _____

STANDARD: 5.3.2 NFPA 1041, 2012 General Requirements	Task: Create a lesson plan, given a topic, audience characteristics, and a standard lesson plan format, 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.	
PERFORMANCE OUTCOME:	<p>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.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
EQUIPMENT REQUIRED:		
CONDITIONS: Given a topic, audience characteristics, and a standard four-step lesson plan format, the candidate shall:		
No.	Task Steps	✓
1.	Create a lesson plan using a standard format; including a lesson outline, course materials and instructor aids.	
2.	Create appropriate learning objectives for course (S.M.A.R.T. objectives).	
3.	Identify any JPRs addressed in the learning.	
4.	Create an evaluation instrument to assess student performance and/or learning.	
TOPIC:		
Approved by Chief: _____ <div style="text-align: center;">Signature</div>		

 Evaluator (Print & Sign)

 Date:



FIRE INSTRUCTOR II

JPR: FI-II-7

Candidate: _____

STANDARD: 5.3.3 NFPA 1041, 2012 General Requirements	Task: 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.	
PERFORMANCE OUTCOME:	<p>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.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
EQUIPMENT REQUIRED:		
CONDITIONS: Given a topic, a lesson plan, audience characteristics, and a standard four-step lesson plan format, the candidate shall:		
No.	Task Steps	✓
1.	Modify an existing lesson plan using standard four-step lesson plan format.	
2.	Create appropriate learning objectives for course (S.M.A.R.T. objectives).	
3.	Identify any JPRs addressed in the learning.	
4.	Create an evaluation instrument to assess student performance and/or learning.	
TOPIC:		
Approved by Chief: _____ Signature		

Evaluator (Print & Sign)

Date:



FIRE INSTRUCTOR II

JPR: FI-II-8

Candidate: _____

<p>STANDARD: 5.4.2</p> <p>NFPA 1041, 2012</p> <p>General Requirements</p>	<p>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.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>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.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED:</p>		
<p>CONDITIONS: Given a topic, a lesson plan prepared by the instructor, and a target audience, the candidate shall:</p>		
No.	Task Steps	✓
1.	Conduct a class using a four-step lesson plan prepared by the instructor.	
2.	Use multiple teaching techniques and explain techniques used.	
3.	Use multiple teaching methods and explain methods used (i.e., conference, discussion, drill ground, etc.).	
4.	Describe how lesson objectives were met.	
5.	Describe how lesson was appropriate to the needs of the target audience.	
6.	Provide documentation of course completion (e.g. copies of course materials, course roster, lesson plan, copy of power point presentation, evaluation tools and reference materials).	
<p>TOPIC:</p>		
<p>Approved by Chief: _____ Signature</p>		

Evaluators (Print & Sign)

Date:



FIRE INSTRUCTOR II

JPR: FI-II-9

Candidate: _____

STANDARD: 5.4.3 NFPA 1041, 2012 General Requirements	Task: Supervise other instructors and students during high-hazard training, given a training scenario with increased hazard exposure, so that applicable safety standards and practices are followed and instructional goals are met.	
PERFORMANCE OUTCOME:	The candidate will supervise other instructors and students during high-hazard training, so applicable safety standards are followed and instructional goals are met. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED:		
CONDITIONS: Given a group of instructors and a training scenario with increased hazard exposure**, the candidate shall:		
No.	Task Steps	✓
1.	Supervise instructors appropriately according to policy and procedures during high-hazard training.	
2.	Supervise students according to policy and procedures during high-hazard training.	
3.	Correctly follow applicable safety standards and incident command practices.	
4.	Indicate how instructional goals for students/instructors were met.	
TOPIC:		
Approved by Chief: _____ <div style="text-align: center;">Signature</div>		

Evaluator (Print & Sign)

Date:



FIRE INSTRUCTOR II

JPR: FI-II-10

Candidate: _____

STANDARD: 5.5.2 NFPA 1041, 2012 General Requirements	Task: 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.	
PERFORMANCE OUTCOME:	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. (Evaluation instrument should cover both cognitive and psychomotor skills). Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED:		
CONDITIONS: Given learning objectives, audience characteristics, and training goals, the candidate shall:		
No.	Task Steps	✓
1.	Develop student written and practical examinations based on learning objectives and training goals.	
2.	Provide test item analysis.	
3.	Provide evaluation forms that are bias-free to any audience group (i.e., gender, cultural, etc.).	
4.	Provide evaluation forms that are designed to evaluate performance in an objective, reliable, and verifiable manner.	

Evaluator (Print & Sign)

Date:



FIRE INSTRUCTOR II

JPR: FI-II-11

Candidate: _____

<p>STANDARD: 5.5.3</p> <p>NFPA 1041, 2012</p> <p>General Requirements</p>	<p>Task: 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.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>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.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED:</p>		
<p>CONDITIONS: Given agency policy and evaluation goals, the candidate shall:</p>		
No.	Task Steps	✓
1.	Develop and submit a course evaluation form that shows student has the ability to give feedback on the following:	
	a) Instructional methods	
	b) Communication techniques	
	c) Learning environment	
	d) Course content	
	e) Student materials	

Evaluator (Print & Sign)

Date: