Nevada Fire Service Certification System

Fire Service Instructor II Candidate Manipulative Skills Manual

Fire & Hazardous Material Training & Certification Bureau
In Accordance to the NFPA 1041, 2012 Edition
FIRE SERVICE INSTRUCTOR I MANIPULATIVE SKILL OBJECTIVES

GENERAL

1- Schedule an instructional session and formulate a budget to support the delivery of the session, so that the specified session is delivered according to department policy.

REFERENCE: NFPA 1041, 2012 Edition, 5.2.3, 5.2.3(b), 5.2.4, 5.2.4(b)

CONDITION: Given a training goal, agency policies for scheduling, budgets, instructional resources, staff, a facility and timeline for delivery.

COMPETENCE:
• Identify training need or goal.
• Identify department policies for scheduling a facility.
• Identify department budget policy for training.
• Identify required resources needed to deliver course.
• Identify required instructor(s) to deliver course.
• Create a timeline that identifies due dates for the delivery of a course.
• Complete required forms to request facility, materials, budget needs

TIME: 30:00 Minutes

2- Coordinate training records so that all agency and legal requirements are met.

REFERENCE: NFPA 1041, 2012 Edition, 5.2.5, 5.2.5(b)

CONDITION: Given a training record, department policy, a training activity.

COMPETENCE:
• Document date of training recorded.
• Document name(s) of instructors for training session.
• Document participant attending instruction.
• Document topic taught during training session.
• Document hours of instruction.
• Record test or evaluation scores of participants if applicable

TIME: 30:00 Minutes

3- Evaluate an instructor during a presentation.

REFERENCE: NFPA 1041, 2012 Edition, 5.2.6, 5.2.6(b)

CONDITION: Given an evaluation form, department policy, job performance requirements.

COMPETENCE:
• Identifies instructor strengths and weaknesses.
• Recommend changes in instructional style.
• Recommend changes in communication methods.
• Instructor follows lesson plan/course outline.
• Provide feedback to the instructor being evaluated.
• Complete evaluation forms for instructor.

TIME: 25:00 Minutes
INSTRUCTIONAL DEVELOPMENT

4- Create a lesson plan so that the job performance requirements (JPR’s) for the topic are achieved, and the plan includes learning objectives, a lesson outline, course materials, instruction aids, and an evaluation plan.

REFERENCE: NFPA 1041, 2012 Edition, 5.3.2, 5.3.2(b)

CONDITION: Given a topic, audience characteristics, and standard lesson plan format.

COMPETENCE: • Learning objectives are identified.
• Identify student needs based on an assessment tool.
• Development of instructional media.
• Develop an outline.
• Develop an evaluation tool.
• Identify needed resources for course delivery.

TIME: 60:00 Minutes

5- Modify an existing lesson plan (Use lesson plan developed in skill # 4.) so that the job performance requirements (JPR’s) for the topic are achieved, and the plan includes learning objectives, a lesson outline, course materials, instruction aids, and an evaluation plan.

REFERENCE: NFPA 1041, 2012 Edition, 5.3.3, 5.3.3(b)

CONDITION: Given a topic, audience characteristics, and standard lesson plan format.

COMPETENCE: • Learning objectives are identified.
• Identify student needs based on an assessment tool.
• Development of instructional media.
• Develop an outline.
• Develop an evaluation tool.
• Identify needed resources for course delivery.

TIME: 60:00 Minutes
6- Conduct a class using a lesson plan that the instructor has prepared (Can use lesson plan from skill # 4 or #5) and involves the utilization of multiple teaching methods and techniques so that the lesson objectives are achieved.

REFERENCE: NFPA 1041, 2012 Edition, 5.4.2, 5.4.2(b)

CONDITION: Given a topic, target audience, teaching material as identified in lesson plan (minimum of 3 types of audiovisual aids, 1 of which must be a projected type of media).

COMPETENCE: • Follow lesson plan as developed.
• State the lesson objective(s).
• Transition between different teaching methods as needed.
• Maintain control of classroom environment.
• Manage student behavior as needed to control classroom conduct.
• Transition between various audiovisual aids.
• Safety issues addressed during presentation (if applicable).

TIME: 15:00 Minutes

7- Supervise other instructors and students during a high hazard training evolution so that applicable safety standards and practices are followed and instructional goals are met.

REFERENCE: NFPA 1041, 2012 Edition, 5.4.3, 5.4.3(b)

CONDITION: Given a training scenario with increased hazard exposure (i.e., live fire exercise, hazardous materials, high angle or below grade rescue evolutions).

COMPETENCE: • Conduct a pre-evolution briefing with instructors and students.
• Identify safety issues and concerns.
• Identify emergency procedures in the event of an emergency.
• Establish an Incident Command System to be used during the evolution.
• Identify regulations and practices to be followed during training evolution.

TIME: 10:00 Minutes
EVALUATION AND TESTING

8- Develop a student evaluation (testing) instrument so that the evaluation instrument determines if the student has achieved the learning objectives.

REFERENCE: NFPA 1041, 2012 Edition, 5.5.2, 5.5.2(b)

CONDITION: Given a learning objective, audience characteristics, training goals and testing procedures.

COMPETENCE:
  • Identify the learning objective.
  • Identify type of evaluation method best for learning objective to be tested.
  • Develop evaluation tool that is objective and is bias free.
  • Reference evaluation tool to learning objective.
  • Evaluation tool is reliable and verifiable.
  • Follow evaluation policies during testing process.

TIME: 30:00 Minutes

9- Develop Class Evaluation Form so that the students have the ability to provide feedback to the instructor.

REFERENCE: NFPA 1041, 2012 Edition, 5.5.3, 5.5.3(b)

CONDITION: Given agency policy and evaluation goals.

COMPETENCE:
  • Evaluation form contains: date, location of course and instructor name.
  • Form identifies instructor methodology.
  • Form identifies instructor communication skills.
  • Form identifies learning environment.
  • Form identifies course content.
  • Form identifies student materials.
  • Form does not require student name.

TIME: 30:00 Minutes

10- Analyze a student evaluation instrument so that validity is determined and necessary changes are accomplished.

REFERENCE: NFPA 1041, 2012 Edition, 5.5.4, 5.5.4(b)

CONDITION: Given test data, objectives and agency policies.

COMPETENCE:
  • Grade and rank student test scores.
  • Determine mean score of test group.
  • Evaluate test scores to determine if questions skewed.
  • Record test scores.
  • Report test scores to students following policy.

TIME: 30:00 Minutes
GENERAL

Skill 1: Schedule an instructional session and formulate a budget to support the delivery of the session, so that the specified session is delivered according to department policy.

CONDITION: Given a training goal, agency policies for scheduling, budgets, instructional resources, staff, a facility and timeline for delivery.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

<table>
<thead>
<tr>
<th>Competency</th>
<th>1st Att.</th>
<th>2nd Att.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify training need or goal.</td>
<td></td>
<td></td>
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<tr>
<td>2. Identify department policies for scheduling a facility.</td>
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<td></td>
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<tr>
<td>3. Identify department budget policy for training.</td>
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<td></td>
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<tr>
<td>4. Identify required resources needed to deliver course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Identify required instructor(s) to deliver course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Create a timeline that identifies due dates for the delivery of a course.</td>
<td></td>
<td></td>
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<tr>
<td>7. Complete required forms to request facility, materials, budget needs.</td>
<td></td>
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</tr>
</tbody>
</table>

PERFORMANCE RATING ON THIS SKILL:  
First Attempt
Second Attempt

Evaluator Comments:

Evaluator #1: ________________________________  
(Please Print)

Evaluator #2: ________________________________  
(Please Print)

Notice to Evaluators: Candidate must sign for 2nd attempt failures. By this signature the candidate is notified that he/she has failed this skill and will be require to take a 3rd and final attempt, no sooner than 30 days from today’s date. The 3rd attempt will consist of this skill plus one additional skill from this same area of the standard.

Candidate’s Signature: ________________________________
Skill 2: Coordinate training records so that all agency and legal requirements are met.

CONDITION: Given a training record, department policy, a training activity.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

<table>
<thead>
<tr>
<th>1st Att.</th>
<th>2nd Att.</th>
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</thead>
<tbody>
<tr>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

1. Document date of training recorded.
2. Document name(s) of instructors for training session.
3. Document participant attending instruction.
5. Document hours of instruction.
6. Record test or evaluation scores of participants if applicable.

PERFORMANCE RATING ON THIS SKILL: PASS FAIL

First Attempt
Second Attempt

Evaluator Comments:

Evaluator #1: ____________________________
(Please Print)

Evaluator #2: ____________________________
(Please Print)

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Candidate’s Signature: ____________________________
Skill 3: Evaluate an instructor during a presentation.

CONDITION: Given an evaluation form, department policy, job performance requirements.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

<table>
<thead>
<tr>
<th>Competency</th>
<th>1st Att.</th>
<th>2nd Att.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identifies instructor strengths and weaknesses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Recommend changes in instructional style.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Recommend changes in communication methods.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Instructor follows lesson plan/course outline.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Provide feedback to the instructor being evaluated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Complete evaluation forms for instructor.</td>
<td></td>
<td></td>
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</tbody>
</table>

PERFORMANCE RATING ON THIS SKILL: PASS FAIL
First Attempt
Second Attempt

Evaluator Comments: _______________________________________________________

Evaluator #1: ___________________________________________________________
(Please Print)
Evaluator #2: __________________________________________________________
(Please Print)

Notice to Evaluators: Candidate must sign for 2nd attempt failures. By this signature the candidate is notified that he/she has failed this skill and will be require to take a 3rd and final attempt, no sooner than 30 days from today's date. The 3rd attempt will consist of this skill plus one additional skill from this same area of the standard.

Candidate’s Signature: ________________________________________________
INSTRUCTIONAL DEVELOPMENT

Skill 4: Create a lesson plan so that the job performance requirements (JPR’s) for the topic are achieved, and the plan includes learning objectives, a lesson outline, course materials, instruction aids, and an evaluation plan.

CONDITION: Given a topic, audience characteristics, and standard lesson plan format.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

<table>
<thead>
<tr>
<th>Competency</th>
<th>1st Att.</th>
<th>2nd Att.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Learning objectives are identified.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>2. Identify student needs based on an assessment tool.</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>3. Development of instructional media.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>4. Develop an outline.</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>5. Develop an evaluation tool.</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>6. Identify needed resources for course delivery.</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

PERFORMANCE RATING ON THIS SKILL: PASS FAIL

First Attempt                              Second Attempt

Evaluator Comments: ______________________

Evaluator #1: _____________________________
(Please Print)

Evaluator #2: _____________________________
(Please Print)

Notice to Evaluators: Candidate must sign for 2nd attempt failures. By this signature the candidate is notified that he/she has failed this skill and will be require to take a 3rd and final attempt, no sooner than 30 days from today's date. The 3rd attempt will consist of this skill plus one additional skill from this same area of the standard.

Candidate’s Signature: ____________________
Skill 5: Modify an existing lesson plan (Use lesson plan developed in skill # 4.) so that the job performance requirements (JPR's) for the topic are achieved, and the plan includes learning objectives, a lesson outline, course materials, instruction aids, and an evaluation plan.

CONDITION: Given a topic, audience characteristics, and standard lesson plan format

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

<table>
<thead>
<tr>
<th>Competency</th>
<th>1st Att.</th>
<th>2nd Att.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Learning objectives are identified</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>2. Identify student needs based on an assessment tool.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>4. Develop an outline.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Develop an evaluation tool.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Identify needed resources for course delivery.</td>
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</tr>
</tbody>
</table>

PERFORMANCE RATING ON THIS SKILL:          PASS | FAIL

First Attempt
Second Attempt

Evaluator Comments:

Evaluator #1: ___________________________
(Please Print)

Evaluator #2: ___________________________
(Please Print)

Notice to Evaluators: Candidate must sign for 2nd attempt failures. By this signature the candidate is notified that he/she has failed this skill and will be require to take a 3rd and final attempt, no sooner than 30 days from today's date. The 3rd attempt will consist of this skill plus one additional skill from this same area of the standard.

Candidate's Signature: ___________________________
INSTRUCTIONAL DELIVERY

Skill 6: Conduct a class using a lesson plan that the instructor has prepared (Can use lesson plan from skill # 4 or #5) and involves the utilization of multiple teaching methods and techniques so that the lesson objectives are achieved.

CONDITION: Given a topic, target audience, teaching material as identified in lesson plan (minimum of 3 types of audiovisual aids, 1 of which must be a projected type of media).

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

<table>
<thead>
<tr>
<th></th>
<th>1st. Att.</th>
<th>2nd Att.</th>
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</thead>
<tbody>
<tr>
<td>1. Follow lesson plan as developed.</td>
<td>☐ ☑</td>
<td>☐ ☑</td>
</tr>
<tr>
<td>2. State the lesson objective(s).</td>
<td>☐ ☑</td>
<td>☐ ☑</td>
</tr>
<tr>
<td>3. Transition between different teaching methods as needed.</td>
<td>☐ ☑</td>
<td>☐ ☑</td>
</tr>
<tr>
<td>5. Manage student behavior as needed to control classroom conduct.</td>
<td>☐ ☑</td>
<td>☐ ☑</td>
</tr>
<tr>
<td>6. Transition between various audiovisual aids.</td>
<td>☐ ☑</td>
<td>☐ ☑</td>
</tr>
<tr>
<td>7. Safety issues addressed during presentation (if applicable).</td>
<td>☐ ☑</td>
<td>☐ ☑</td>
</tr>
</tbody>
</table>

PERFORMANCE RATING ON THIS SKILL:

PASS FAIL

First Attempt ☐ ☑
Second Attempt ☐ ☑

Evaluator Comments: ______________________________________________________________

Evaluator #1: _____________________________________________________________  
(Please Print)

Evaluator #2: _____________________________________________________________  
(Please Print)

Notice to Evaluators: Candidate must sign for 2nd attempt failures. By this signature the candidate is notified that he/she has failed this skill and will be required to take a 3rd and final attempt, no sooner than 30 days from today's date. The 3rd attempt will consist of this skill plus one additional skill from this same area of the standard.

Candidate’s Signature: ______________________________________________________
Skill 7: Supervise other instructors and students during a high hazard training evolution so that applicable safety standards and practices are followed and instructional goals are met.

CONDITION: Given a training scenario with increased hazard exposure (i.e., live fire exercise, hazardous materials, high angle or below grade rescue evolutions).

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

1. Conduct a pre-evolution briefing with instructors and students.  [ ] [ ]  
2. Identify safety issues and concerns.  [ ] [ ]  
3. Identify emergency procedures in the event of an emergency.  [ ] [ ]  
4. Establish an Incident Command System to be used during the evolution.  [ ] [ ]  
5. Identify regulations and practices to be followed during training evolution.  [ ] [ ]

PERFORMANCE RATING ON THIS SKILL:  

<table>
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<tr>
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<th>1st. Att.</th>
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<tbody>
<tr>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
</tbody>
</table>

Evaluator Comments:__________________________________________________________

Evaluator #1:______________________________________________________________
(Please Print)

Evaluator #2:______________________________________________________________
(Please Print)

Notice to Evaluators: Candidate must sign for 2nd attempt failures. By this signature the candidate is notified that he/she has failed this skill and will be require to take a 3rd and final attempt, no sooner than 30 days from today's date. The 3rd attempt will consist of this skill plus one additional skill from this same area of the standard.

Candidate’s Signature:_______________________________________________________
EVALUATION AND TESTING

Skill 8: Develop a student evaluation (testing) instrument so that the evaluation instrument determines if the student has achieved the learning objectives.

CONDITION: Given a learning objective, audience characteristics, training goals and testing procedures.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

<table>
<thead>
<tr>
<th>1st Att.</th>
<th>2nd Att.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y N</td>
<td>Y N</td>
</tr>
</tbody>
</table>

1. Identify the learning objective.
2. Identify type of evaluation method best for learning objective to be tested.
3. Develop evaluation tool that is objective and is bias free.
4. Reference evaluation tool to learning objective.
5. Evaluation tool is reliable and verifiable.
6. Follow evaluation policies during testing process.

PERFORMANCE RATING ON THIS SKILL: PASS FAIL

First Attempt
Second Attempt

Evaluator Comments: ____________________________________________________________

Evaluator #1: ________________________________________________________________
(Please Print)

Evaluator #2: ________________________________________________________________
(Please Print)

Notice to Evaluators: Candidate must sign for 2nd attempt failures. By this signature the candidate is notified that he/she has failed this skill and will be require to take a 3rd and final attempt, no sooner than 30 days from today’s date. The 3rd attempt will consist of this skill plus one additional skill from this same area of the standard.

Candidate’s Signature:________________________________________________________
Skill 9: Develop Class Evaluation Form so that the students have the ability to provide feedback to the instructor.

CONDITION: Given agency policy and evaluation goals.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

<table>
<thead>
<tr>
<th></th>
<th>1st Att.</th>
<th>2nd Att.</th>
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</thead>
<tbody>
<tr>
<td>1. Evaluation form contains: date, location of course and instructor name.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>2. Form identifies instructor methodology.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>3. Form identifies instructor communication skills.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>4. Form identifies learning environment.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>5. Form identifies course content.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>6. Form identifies student materials.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>7. Form does not require student name.</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

PERFORMANCE RATING ON THIS SKILL: 

<table>
<thead>
<tr>
<th></th>
<th>PASS</th>
<th>FAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Attempt</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Second Attempt</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

Evaluator Comments: ____________________________________________________________________________

Evaluator #1: ____________________________________________

(Please Print)

Evaluator #2: ____________________________________________

(Please Print)

Notice to Evaluators: Candidate must sign for 2nd attempt failures. By this signature the candidate is notified that he/she has failed this skill and will be require to take a 3rd and final attempt, no sooner than 30 days from today's date. The 3rd attempt will consist of this skill plus one additional skill from this same area of the standard.

Candidate's Signature: ____________________________________________
Skill 10: Analyze a student evaluation instrument so that validity is determined and necessary changes are accomplished.

CONDITION: Given test data, objectives and agency policies.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

<table>
<thead>
<tr>
<th></th>
<th>1st Att.</th>
<th>2nd Att.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Grade and rank student test scores.</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>2. Determine mean score of test group.</td>
<td>y</td>
<td>y</td>
</tr>
<tr>
<td>3. Evaluate test scores to determine if questions skewed.</td>
<td>y</td>
<td>y</td>
</tr>
<tr>
<td>4. Record test scores.</td>
<td>y</td>
<td>y</td>
</tr>
<tr>
<td>5. Report test scores to students following policy.</td>
<td>y</td>
<td>y</td>
</tr>
</tbody>
</table>

PERFORMANCE RATING ON THIS SKILL:

First Attempt PASS FAIL
Second Attempt

Evaluator Comments: __________________________________________

Evaluator #1: ____________________________
(Please Print)

Evaluator #2: ____________________________
(Please Print)

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Candidate's Signature: ____________________________