



Nevada Department of
Public Safety
State Fire Marshal

Nevada Fire Service Certification System

Fire Service Instructor I Candidate Manipulative Skills Manual

Fire & Hazardous Material Training & Certification Bureau
Revised September 2019



FIRE SERVICE INSTRUCTOR I MANIPULATIVE SKILL OBJECTIVES

GENERAL

- 1- **Prepare training records and report forms so that required reports are accurate, complete, and in accordance with procedures.**

REFERENCE: NFPA 1041, 2012 Edition, 4.2.3, 4.2.3(b)

CONDITION: Given a training record, policies and procedures for reports.

COMPETENCE:

- Date of training recorded.
- Name(s) of instructors for training session.
- Participant attending instruction.
- Topic taught during training session.
- Hours of instruction.
- Record test or evaluation scores of participants if applicable.

TIME: 2:00 minutes

INSTRUCTIONAL DEVELOPMENT

- 2- **Assemble, review and adapt a lesson plan/instructional material so that elements of the lesson plan, learning environment and all resources that need adaptation are identified.**

REFERENCE: NFPA 1041, 2012 Edition, 4.2.2, 4.3.2, 4.3.2(b),

CONDITION: Given the materials for a specific topic, an audience and a learning environment.

COMPETENCE:

- Review lesson plan with the training organization.
- Identify additional sources of information, i.e., library, Internet, or SOP's.
- Adapt learned information during presentation as needed for target audience.

TIME: 30:00 Minutes

INSTRUCTIONAL DELIVERY

- 3- **Organize the classroom/learning environment so that lighting, distractions, climate control, noise control, seating, audiovisual equipment and teaching aids are ready for presentation.**

REFERENCE: NFPA 1041, 2012 Edition, 4.4.2, 4.4.2(b), 4.4.6, 4.4.6(b)

CONDITION: Given a facility (classroom), an assignment (lesson plan), audiovisual equipment, teaching aids, and method or techniques for instruction.

COMPETENCE:

- Arrange classroom based on type of instruction methodology.
- Know how to control lighting for classroom.
- Eliminate noise and distractions, i.e., turn off loudspeakers, etc.
- Determine how audiovisual equipment work, on/off switch.
- Know how to change light bulbs, adjust tracking, and focus AV equipment.

TIME: 15:00 (+/- 2 min.) Minutes

- 4- **Present and adjust as required, a prepared lesson so that the method(s) indicated in the lesson plan is used and the stated objectives or learning outcomes are achieved.**

REFERENCE: NFPA 1041, 2012 Edition, 4.4.3, 4.4.3(b), 4.4.4, 4.4.4(b), 4.4.5, 4.4.5(b)

CONDITION: Given a prepared lesson plan that specifies the presentation method(s) and learning objectives and desired outcomes.

COMPETENCE:

- State lesson objective to class.
- Speak clearly and distinctly, using correct grammar.
- Make eye contact with students in classroom.
- Avoid distracting mannerisms that will disrupt learning environment.
- Pause for questions from students.
- Address questions from students.
- Follow lesson plan.
- Adjust presentation as required due to the learning styles of the students or disruptive behavior.
- Summarize lesson objectives.

TIME: 15:00 (+/- 2 min.) Minutes

- 5- **Utilize audiovisual materials so that the intended objectives are clearly presented, transitions between media and other media and presentation are smooth.**

REFERENCE: NFPA 1041, 2012 Edition, 4.4.7, 4.4.7(b)

CONDITION: Given a lesson plan, a prepared topical media and equipment.

COMPETENCE:

- Use media at appropriate point in lesson.
- Demonstrate proper use of tools, props, and equipment.
- Demonstrate proper use of projectable/non-projectable media.
- Avoid leaving media on when not in use.
- Smooth transition between media and other parts of the presentation.

TIME: 15:00 (+/- 2 min.) Minutes

EVALUATION AND TESTING

- 6- **Administer and grade an oral, written, and performance tests so that the testing is conducted according to procedures and the security of the material is maintained.**

REFERENCE: NFPA 1041, 2012 Edition, 4.5.2, 4.5.2(b), 4.5.3, 4.5.3(b)

CONDITION: Given a lesson plan, evaluation instrument, an answer sheet or skills checklist, answer key, procedures for administering a test, procedures for test security.

COMPETENCE:

- Students understand the type of test to be administered.
- Instructions are given in a clear and consistent manner.
- Questions from the student about the test are answered before testing occurs.
- Classroom environment is arranged for testing.
- Test is administered in accordance to testing policies.
- Testing material is maintained and secured during use.
- Tests are evaluated based on a skills checklist or answer key.
- Maintain test results in secure manner.
- Report any unusual circumstances and document them based on policy.

TIME: 15:00 (+/- 2 min.) Minute

- 7- **Report and provide evaluation feedback to students for an oral, written, and performance tests so that the results are accurately recorded, the forms are forwarded and testing is conducted according to procedures and the security of the material is maintained.**

REFERENCE: NFPA 1041, 2012 Edition, 4.5.4, 4.5.4(b), 4.5.5, 4.5.5(b)

CONDITION: Given a lesson plan, evaluation instrument, skills checklist, answer key, procedures for administering a test, procedures for test security.

COMPETENCE:

- Feedback to students is timely and specific.
- Tests are evaluated based on a skills checklist or answer key.
- Results and feedback are given to each student following policies on releasing test results.
- Assist student in correcting performance behavior based on test results.
- Maintain test results in secure manner.

TIME: 15:00 (+/- 2 min.) Minutes

**Fire Service Instructor I
Manipulative Skills Examination
NFPA 1041 (2012) Chapter 4 (Skills 1-7)**

Candidate: _____ Candidate I.D. # _____

Evaluator: _____ Date: _____

Test Location _____ Topic _____

SKILL: Demonstrate the ability to present a prepared lesson plan.

CONDITION: Given a prepared lesson plan, target audience, classroom, audiovisual equipment, non-projectable media, evaluation material and a training record.

TIME: 15:00 Minutes (+/- 2 Minutes)

Evaluate the applicant to see that they perform the following competencies:

	<u>P</u>	<u>F</u>
1. Prepare classroom for presentation.	<input type="checkbox"/>	<input type="checkbox"/>
2. Determine that audiovisual equipment is ready.	<input type="checkbox"/>	<input type="checkbox"/>
3. Present lesson plan to audience as outlined.	<input type="checkbox"/>	<input type="checkbox"/>
4. Use AV equipment during presentation.	<input type="checkbox"/>	<input type="checkbox"/>
5. Transition between AV and lesson plan.	<input type="checkbox"/>	<input type="checkbox"/>
6. Administer an evaluation during presentation.	<input type="checkbox"/>	<input type="checkbox"/>
7. Provide feedback to students of evaluation.	<input type="checkbox"/>	<input type="checkbox"/>
8. Record training session on training record.	<input type="checkbox"/>	<input type="checkbox"/>
9. Completed skill in allotted time (within 13 to 17 minutes).	<input type="checkbox"/>	<input type="checkbox"/>

Presentation time: _____

PERFORMANCE RATING ON THIS SKILLS EXAM: PASS FAIL

Candidates are required to complete 100% of these skills satisfactory.

Candidate's Signature: _____

As an Evaluator for the Nevada Fire Service Professional Qualifications certification program I have followed the Policies and Procedures during this test and signify this with my signature below.

Evaluator Signature _____ Date: _____