



Ohio Fire Academy

JOB PERFORMANCE REQUIREMENTS COMPETENCY EVALUATION SYSTEM

FIRE SERVICE INSTRUCTOR I

NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2002 Edition

OBJECTIVE: The Job Performance Requirements Competency Evaluation System is divided into individual competency evaluations, commonly referred to as “Skill Tests”. They are derived from the National Fire Protection Association standard and are designed to evaluate the candidates’ performance to ensure each candidate meets the requisite skills within the standard. The candidate must satisfactorily pass each skill evaluated in accordance with each competency evaluation checklist.

EVALUATORS: This is an “Evaluation” and not a “Training Session”. Each competency evaluation presented within this competency evaluation packet is based upon job performance requirements identified by The National Fire Protection Association and approved by the Ohio Fire Academy.

CANDIDATES: Each candidate shall advise the evaluator when they have completed each competency evaluation station. If the candidate cannot perform a task, the evaluator will identify that task as a failure. Candidates may not find out the results of an individual skill station until all evaluations scheduled for that day have been completed. Candidates have the option to retake any competency evaluation at the end of the evaluation session or during a make-up session scheduled by the evaluator.

(NOTICE: An asterisk (*) following the number or letter designating a paragraph indicates that explanatory material on the paragraph can be found in Annex A of NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2002 Edition.)

OHIO FIRE ACADEMY PERFORMANCE EVALUATION JOB PERFORMANCE REQUIREMENT SKILL STATIONS

FIRE SERVICE INSTRUCTOR I

4.1 GENERAL: NFPA Standard 1041 (2002 edition), Chapter 4,

4.1.1: For certification at Fire Instructor Level I, the candidate shall meet the job performance requirements defined in Sections 4.2 through 4.5 of the standard.

4.2 PROGRAM MANAGEMENT:

Competency Evaluation 1

4.2.2: Assemble course materials, given a specific topic, so that the lesson plan, all materials, resources, and equipment needed to deliver the lesson are obtained.

Competency Evaluation 2

4.2.3: Prepare training records and report forms, given policies and procedures and forms, so that required reports are accurately completed and submitted in accordance with the procedures.

4.2.3(B): *Requisite Skills:* Basic report writing and record completion.

4.3 INSTRUCTIONAL DEVELOPMENT:

Competency Evaluation 3

4.3.2*: Review instructional materials, given the materials for a specific topic, target audience and learning environment, so that elements of the lesson plan, learning environment, and resources that need adaptation are identified.

4.3.2(B): *Requisite Skills:* Analysis of resources, facilities, and materials.

Competency Evaluation 4

4.3.3*: Adapt a prepared lesson plan, given course materials and an assignment, so that the needs of the student and the objectives of the lesson plan are achieved.

4.3.3(B): *Requisite Skills:* Instructor preparation and organizational skills.

4.4 INSTRUCTIONAL DELIVERY:

Competency Evaluation 5

4.4.2: Organize the classroom, laboratory or outdoor learning environment, given a facility and an assignment, so that lighting, distractions, climate control or weather, noise control, seating, audiovisual equipment, teaching aids and safety, are considered.

4.4.2(B): *Requisite Skills:* Use of instructional media and materials.

Competency Evaluation 6

4.4.3: Present prepared lessons, given a prepared lesson plan that specifies the presentation method(s), so that the method(s) indicated in the plan are used and the stated objectives or learning outcomes are achieved.

4.4.3(B): *Requisite Skills:* Oral communication techniques, teaching methods and techniques, utilization of lesson plans in the instructional setting.

Competency Evaluation 7

4.4.4: Adjust presentation, given a lesson plan and changing circumstances in the class environment, so that class continuity and the objectives or learning outcomes are achieved.

4.4.5: Adjust to differences in learning styles, abilities and behaviors, given the instructional environment, so that lesson objectives are accomplished, disruptive behavior is addressed, and a safe learning environment is maintained.

4.4.5(B): *Requisite Skills:* Basic coaching and motivational techniques, adaptation of lesson plans or materials to specific instructional situations.

Competency Evaluation 8

4.4.6: Operate audiovisual equipment and demonstration devices, given a learning environment and equipment, so the equipment functions properly.

4.4.6(B): *Requisite Skills:* Use of audiovisual equipment, cleaning, and field level maintenance.

4.4.7: Utilize audiovisual materials, given prepared topical media and equipment, so that the intended objectives are clearly presented, transitions between media and other parts of the presentation are smooth and media is returned to storage.

4.4.7(B): *Requisite Skills:* Transition techniques within and between media.

4.5 EVALUATION AND TESTING:

Competency Evaluation 9

4.5.2: Administer oral, written and performance tests, given the lesson plan, evaluation instruments and the evaluation procedures of the agency, so that the testing is conducted according to procedures and the security of materials is maintained.

4.5.2(B): *Requisite Skills:* Use of skills checklists and oral questioning techniques.

Competency Evaluation 10

4.5.4: Report test results, given a set of test answer sheets or skills checklists, a report form and policies and procedures for reporting, so that the results are accurately recorded, the forms are forwarded according to procedures and unusual circumstances are reported.

4.5.4(B): *Requisite Skills:* Communication skills, basic coaching.

Competency Evaluation 11

4.5.5*: Provide evaluation feedback to students, given evaluation data, so that the feedback is timely, specific enough for student to make efforts to modify behavior, objective, clear, and relevant; include suggestions based on the data.

4.5.5(B): *Requisite Skills:* Communication skills, basic coaching.



OHIO FIRE ACADEMY FIRE INSTRUCTOR 1 COMPENTENCY EVALUATION

Candidate Name: _____

Program Management

Objective(s): 4.2.2 Assemble course materials, given a specific topic, so that the lesson plan, all materials, resources, and equipment needed to deliver the lesson are present.

Reference: NFPA Std. 1041, 2002 Edition

Primary Task: The candidate shall assemble all the course materials, resources, and equipment necessary to conduct a class on Portable Fire Extinguishers.

Skill No. 1041FINST1-001 **PERFORMANCE CRITERIA AND INSTRUCTIONS**

INSTRUCTIONS TO THE EVALUATOR

1. The candidate shall be given the instructions below before beginning the exercise.
2. The candidate shall select the appropriate audiovisual aids and all equipment appropriate to conduct a class on portable fire extinguishers.
3. The candidate shall have 30 minutes to complete this skill.

INSTRUCTIONS TO THE CANDIDATE

“You are to instruct a class of office workers on the proper operation of portable fire extinguishers. You are to assemble all the audiovisual aids and equipment necessary to conduct such a class. After you have assembled all your materials needed, you will be expected to set-up the class room in a manner conducive to the students learning the subject being presented. You have 30 minutes to complete this skill.”

PERFORMANCE

	CRITICAL STEP	YES	NO
1. Selected audiovisual aids and equipment appropriate to the lesson.	©		
2. Assembled selected materials so that they are ready to deliver the lesson	©		
Reference: IFSTA Fire and Emergency Services Instructor 7th Edition, Chapter 6, Pages 119-134	TOTAL		

© Critical Step – Failure on this step mandates failure on task!

CANDIDATE MUST COMPLETE (2) STEPS TOTAL TO PASS SKILL.

Time:

TEST DATE: _____ LOCATION: _____

**PREVENT & STOP
UNSAFE ACTS!**

EVALUATOR NAME (PRINT) _____

EVALUATOR (SIGNATURE) _____

EVALUATOR NAME (PRINT) _____

EVALUATOR (SIGNATURE) _____



OHIO FIRE ACADEMY FIRE INSTRUCTOR 1 COMPENTENCY EVALUATION

Candidate Name: _____

Program Management

Objective(s): 4.2.3 Prepare training records and report forms, given policies and procedures and forms, so that required reports are accurately completed and submitted in accordance with the procedures.

4.2.3 (B) Requisite Skills. Basic report writing and record completion.

Reference: **NFPA Std. 1041, 2002 Edition**

Skill No. 1041FINST1-002

PERFORMANCE CRITERIA AND INSTRUCTIONS

INSTRUCTIONS TO THE EVALUATOR

1. The candidate shall be provided with blank training record and report form.
2. The candidate shall be provided a written scenario with sufficient information necessary to complete above record and form.
3. The candidate shall be given the instructions below before beginning the exercise.
4. The candidate shall have 15 minutes to complete this skill.

INSTRUCTIONS TO THE CANDIDATE

“You have just instructed Firefighter John Smith on the proper operation of a class B/C fire extinguisher. You will complete the necessary documentation of the provided training record and report form. You have 15 minutes to complete this skill.”

PERFORMANCE

	CRITICAL STEP	YES	NO
1. Accurately complete basic report writing.	©		
2. Accurately document the student’s training record.	©		
Reference: IFSTA Fire and Emergency Services Instructor 7th Edition, Chapter 6, Pages 119-134	TOTAL		

© Critical Step – Failure on this step mandates failure on task!

CANDIDATE MUST COMPLETE (2) STEPS TOTAL TO PASS SKILL.

Time:

TEST DATE: _____ LOCATION: _____

**PREVENT & STOP
UNSAFE ACTS!**

EVALUATOR NAME (PRINT) _____

EVALUATOR (SIGNATURE) _____

EVALUATOR NAME (PRINT) _____

EVALUATOR (SIGNATURE) _____



OHIO FIRE ACADEMY FIRE INSTRUCTOR 1 COMPETENCY EVALUATION

Candidate Name: _____

Instructional Development

Objective(s): 4.3.2 Review instructional materials, given the materials for a specific topic, target audience and learning environment, so that elements of the lesson plan, learning environment, and resources that need adaptation are identified.

4.3.2 (B) Requisite Skills. Analysis of resources, facilities and materials.

Reference: NFPA Std. 1041, 2002 Edition

Primary Task: The candidate, using a **Sample Lesson Plan**, will review topic, materials, target audience, learning environment and **IDENTIFY ADAPTATIONS** that are necessary to ensure successful communication of the lesson.

Skill No. 1041FINST1-003 **PERFORMANCE CRITERIA AND INSTRUCTIONS**

INSTRUCTIONS TO THE EVALUATOR

1. The candidate shall be provided a sample lesson plan.
2. The candidate shall be provided associated elements, including audiovisual aids and equipment.
3. The candidate shall be provided the conditions (environmental, behavioral, topic-related, audience-related, equipment-related, etc.) that will require analysis and adaptation for successful learning.
4. The candidate shall be provided instructor training policies and procedures, paper, pen/pencil, computer if applicable, and classroom or other suitable environment.
5. The candidate shall have 30 minutes to complete this skill.

INSTRUCTIONS TO THE CANDIDATE

“You have been assigned to prepare for a course of instruction. You are provided with a lesson plan, necessary equipment, reference material and classroom. You will review the topic, lesson plan, audiovisual equipment and materials, target audience, resources, facilities, materials and learning environment. You will then IDENTIFY THE ADAPTATIONS necessary to ensure successful communication of the lesson. You have 30 minutes to complete this skill.”

PERFORMANCE	CRITICAL STEP	YES	NO
1. Effectively evaluate specified topic.			
2. Effectively evaluate prepared lesson plan.			
3. Effectively evaluate target audience.			
4. Effectively analysis the resources, facilities and materials present.			
4. Effectively evaluate learning environment.			
5. Effectively evaluate audiovisual equipment and materials.			
6. Accurately <u>identify</u> conditions that would interfere with successful learning and <u>the necessary adaptations needed.</u>	©		
Reference: IFSTA Fire and Emergency Services Instructor 7th Edition, Chapter 5, 7, 8, 9, 12 Pages 101-115, 137-159, 163-186, 189-215, 277-299	TOTAL		

<p>© <i>Critical Step</i> – Failure on this step mandates failure on task!</p>	<p><i>CANDIDATE MUST COMPLETE (1) STEPS TOTAL TO PASS SKILL.</i></p>
<p><i>Time:</i></p>	<p>TEST DATE: _____ LOCATION: _____</p>
<p>PREVENT & STOP UNSAFE ACTS!</p>	<p>EVALUATOR NAME (PRINT) _____</p> <p>EVALUATOR (SIGNATURE) _____</p> <p>EVALUATOR NAME (PRINT) _____</p> <p>EVALUATOR (SIGNATURE) _____</p>



OHIO FIRE ACADEMY FIRE INSTRUCTOR 1 COMPETENCY EVALUATION

Candidate Name: _____

Instructional Development

Objective(s): 4.3.3 Adapt a prepared lesson plan, given course materials and as assignment, so that the needs of the student and the objectives of the lesson plan are achieved.

4.3.3 (B) Requisite Skills. Instructor preparation and organizational skills.

Reference: NFPA Std. 1041, 2002 Edition

Primary Task: The candidate, using a **Sample Lesson Plan**, will review topic, materials, target audience, learning environment and **MAKE ADAPTATIONS** that are necessary to ensure successful communication of the lesson.

Skill No. 1041FINST1-004

PERFORMANCE CRITERIA AND INSTRUCTIONS

INSTRUCTIONS TO THE EVALUATOR

1. The candidate shall be provided a sample lesson plan.
2. The candidate shall be provided associated elements, including audiovisual aids and equipment.
3. The candidate shall be provided the conditions (environmental, behavioral, topic-related, audience-related, equipment-related, etc.) that will require adaptation for successful learning.
4. The candidate shall be provided instructor training policies and procedures, paper, pen/pencil, computer if applicable, and classroom or other suitable environment.
5. The candidate shall have 60 minutes to complete this skill.

INSTRUCTIONS TO THE CANDIDATE

“You have been assigned to prepare and deliver a course of instruction. You are provided with a lesson plan, necessary equipment, reference material and classroom. You will review the topic, lesson plan, audiovisual equipment & materials, target audience and learning environment. You will then MAKE THE IDENTIFIED ADAPTATIONS necessary to ensure successful communication of the lesson. You have 60 minutes to complete this skill.”

PERFORMANCE	CRITICAL STEP	YES	NO
1. Effectively evaluate specified topic.			
2. Effectively evaluate prepared lesson plan.			
3. Effectively evaluate target audience.			
4. Effectively evaluate learning environment.			
5. Effectively evaluate audiovisual equipment and materials.			
6. Effectively interpret the identified conditions that would interfere with successful learning and MAKE THE NECESSARY ADAPTATIONS.	©		
Reference: IFSTA Fire and Emergency Services Instructor 7th Edition, Chapter 9, 11 Pages 189-193, 196-200, 249-274	TOTAL		

<p>© <i>Critical Step</i> – Failure on this step mandates failure on task!</p>	<p><i>CANDIDATE MUST COMPLETE (1) STEPS TOTAL TO PASS SKILL.</i></p>
<p><i>Time:</i></p>	<p>TEST DATE: _____ LOCATION: _____</p>
<p>PREVENT & STOP UNSAFE ACTS!</p>	<p>EVALUATOR NAME (PRINT) _____</p> <p>EVALUATOR (SIGNATURE) _____</p> <p>EVALUATOR NAME (PRINT) _____</p> <p>EVALUATOR (SIGNATURE) _____</p>



OHIO FIRE ACADEMY FIRE INSTRUCTOR 1 COMPENTENCY EVALUATION

Candidate Name: _____

Instructional Delivery

Objective(s): 4.4.2 Organize the classroom, laboratory or outdoor learning environment, given a facility and an assignment, so that lighting, distractions, climate control, or weather, noise control, seating, audiovisual equipment, teaching aids, and safety are considered.

4.4.2 (B) **Requisite Skills.** Use of instructional media and materials.

Reference: NFPA Std. 1041, 2002 Edition

Skill No. 1041FINST1-005 **PERFORMANCE CRITERIA AND INSTRUCTIONS**

INSTRUCTIONS TO THE EVALUATOR

1. The candidate shall be provided a sample lesson plan.
2. The candidate shall be provided associated elements, including instructional media and materials.
3. The candidate shall be provided a facility such as; classroom, laboratory or outdoor learning environment.
4. The candidate shall have 15 minutes to complete this skill.

INSTRUCTIONS TO THE CANDIDATE

“You have been assigned to prepare for a course of instruction. You are provided with a lesson plan, necessary equipment, reference material and classroom, laboratory or outdoor learning environment. You will organize the learning environment so that the assignment, lighting, distractions, climate control or weather, noise control, seating, audiovisual equipment, teaching aids and safety are considered. You have 15 minutes to complete this skill.”

PERFORMANCE	CRITICAL STEP	YES	NO
1. Effectively organize learning environment for successful learning.	©		
2. Evaluate lighting and visibility in the learning environment.			
3. Evaluate the need for the elimination of distractions.			
4. Evaluate the need to alter the course of instruction due to climate control or weather conditions.			
5. Evaluate noise control.			
6. Provide for adequate seating of target audience.			
7. Prepare audiovisual equipment for use and test prior to class.	©		
8. Ensure that recognized safety hazards are eliminated.	©		
Reference: IFSTA Fire and Emergency Services Instructor 7th Edition, Chapter 2, 9, 10, 11, 12 Pages 35-57, 206-215, 219-232, 249-274, 277-299	TOTAL		

<p>© <i>Critical Step</i> – Failure on this step mandates failure on task!</p>	<p><i>CANDIDATE MUST COMPLETE (3) STEPS TOTAL TO PASS SKILL.</i></p>
<p><i>Time:</i></p>	<p>TEST DATE: _____ LOCATION: _____</p>
<p>PREVENT & STOP UNSAFE ACTS!</p>	<p>EVALUATOR NAME (PRINT) _____</p> <p>EVALUATOR (SIGNATURE) _____</p> <p>EVALUATOR NAME (PRINT) _____</p> <p>EVALUATOR (SIGNATURE) _____</p>



OHIO FIRE ACADEMY FIRE INSTRUCTOR 1 COMPETENCY EVALUATION

Candidate Name: _____

Instructional Delivery

Objective(s): 4.4.3 Present prepared lessons, given a prepared lesson plan that specifies the presentation method(s), so that the method(s) indicated in the plan are used and the stated objective or learning outcomes are achieved.

4.4.3 (B) Requisite Skills. Oral communications techniques, teaching methods and techniques, utilization of lesson plans in the instructional setting.

Reference: NFPA Std. 1041, 2002 Edition

Primary Task: The candidate will present the prepared **Sample Lesson Plan**, using the presentation method indicated in the plan so that stated learning objectives are achieved.

Skill No. 1041FINST1-006

PERFORMANCE CRITERIA AND INSTRUCTIONS

INSTRUCTIONS TO THE EVALUATOR

1. The candidate shall be provided a sample lesson plan.
2. The candidate shall be provided associated elements, including instructional media and materials.
3. The candidate shall be provided a facility such as; classroom, laboratory or outdoor learning environment.
4. The candidate shall be provided persons (members, classmates, others) to act as target audience.
5. The candidate shall have 15 minutes to complete this skill.

INSTRUCTIONS TO THE CANDIDATE

“You have been assigned to deliver a course of instruction. You are provided with a lesson plan, necessary equipment, reference material and classroom, laboratory or outdoor learning environment. You will present the prepared lesson by the evaluator specified presentation method(s) and ensure the stated objectives or learning outcomes are achieved. You have 15 minutes to complete this skill.”

PERFORMANCE

	CRITICAL STEP	YES	NO
1. Effectively present the prepared Sample Lesson Plan .	©		
2. Utilize presentation method specified by the plan.			
3. Demonstrate effective oral communication techniques.	©		
4. Complete instruction in the time frame provided.			
5. Effectively utilize audiovisual aids and equipment.			
6. Achieve stated learning objectives.	©		
Reference: IFSTA Fire and Emergency Services Instructor 7th Edition, Chapter 4, 7, 8, 9, 10, 11, 12 Pages 85-97, 137-159, 163-186, 189-215, 219-245, 249-274, 277-299	TOTAL		

<p>© <i>Critical Step</i> – Failure on this step mandates failure on task!</p>	<p><i>CANDIDATE MUST COMPLETE (3) STEPS TOTAL TO PASS SKILL.</i></p>
<p><i>Time:</i></p>	<p>TEST DATE: _____ LOCATION: _____</p>
<p>PREVENT & STOP UNSAFE ACTS!</p>	<p>EVALUATOR NAME (PRINT) _____</p> <p>EVALUATOR (SIGNATURE) _____</p> <p>EVALUATOR NAME (PRINT) _____</p> <p>EVALUATOR (SIGNATURE) _____</p>

6. Effectively correct a student's safety violation.	©		
7. Complete instruction in the time frame provided.			
8. Achieve stated learning objectives.			
Reference: IFSTA Fire and Emergency Services Instructor 7th Edition, Chapter 2, 8, 9, 12 Pages 35-37, 163-186, 189-215, 277-299	TOTAL		
© <i>Critical Step</i> – Failure on this step mandates failure on task!	<i>CANDIDATE MUST COMPLETE (3) STEPS TOTAL TO PASS SKILL.</i>		
<i>Time:</i>	TEST DATE: _____ LOCATION: _____		
PREVENT & STOP UNSAFE ACTS!	EVALUATOR NAME (PRINT) _____		
	EVALUATOR (SIGNATURE) _____		
	EVALUATOR NAME (PRINT) _____		
	EVALUATOR (SIGNATURE) _____		



OHIO FIRE ACADEMY FIRE INSTRUCTOR 1 COMPETENCY EVALUATION

Candidate Name: _____

Instructional Delivery

Objective(s): 4.4.6 Operate audiovisual equipment, and demonstration devices, given a learning environment and equipment, so that equipment functions properly.

4.4.6 (B) **Requisite Skills.** Use of audiovisual equipment, cleaning and field level maintenance.

4.4.7 Utilize audiovisual materials, given prepared topical media and equipment, so that the intended objectives are clearly presented transitions between media and other parts of the presentation are smooth, and media are returned to storage.

4.4.7 (B) **Requisite Skills.** Transition techniques within and between media.

Reference: NFPA Std. 1041, 2002 Edition

Skill No. 1041FINST1-008

PERFORMANCE CRITERIA AND INSTRUCTIONS

INSTRUCTIONS TO THE EVALUATOR

1. The candidate shall be provided a sample lesson plan.
2. The candidate shall be provided associated elements, including instructional media and materials.
3. The candidate shall be provided a facility such as; classroom, laboratory or outdoor learning environment.
4. The candidate shall be provided persons (members, classmates, others) to act as target audience.
5. The candidate shall have 15 minutes to complete this skill.

INSTRUCTIONS TO THE CANDIDATE

“You have been assigned to deliver a course of instruction. You are provided with a lesson plan, necessary equipment, reference material and classroom. You will present the prepared lesson and operate the audiovisual equipment so that equipment functions properly. You will also demonstrate transition techniques within and between media. You have 15 minutes to complete this skill.”

PERFORMANCE	CRITICAL STEP	YES	NO
1. Effectively present the prepared Sample Lesson Plan .			
2. Make effective use of audiovisual equipment.	©		
3. Demonstrate flexibility and ability to solve problems.			
4. Maintain personal composure and professional demeanor.			
5. Properly transition within and between media.	©		
6. Operate audiovisual equipment so that it functions properly.	©		
Reference: IFSTA Fire and Emergency Services Instructor 7th Edition, Chapter 11 Pages 249-274	TOTAL		

<p>©<i>Critical Step</i> – Failure on this step mandates failure on task!</p>	<p><i>CANDIDATE MUST COMPLETE (3) STEPS TOTAL TO PASS SKILL.</i></p>
<p><i>Time:</i></p>	<p>TEST DATE: _____ LOCATION: _____</p>
<p>PREVENT & STOP UNSAFE ACTS!</p>	<p>EVALUATOR NAME (PRINT) _____</p> <p>EVALUATOR (SIGNATURE) _____</p> <p>EVALUATOR NAME (PRINT) _____</p> <p>EVALUATOR (SIGNATURE) _____</p>



OHIO FIRE ACADEMY FIRE INSTRUCTOR 1 COMPETENCY EVALUATION

Candidate Name: _____

Evaluation and Testing

Objective(s): 4.5.2 Administer oral, written, or performance test, given the lesson plan, evaluation instruments, and the evaluation procedures of the agency, so that the testing is conducted according to procedures and the security of results is maintained.
4.5.2 (B) **Requisite Skills.** Use of skills checklists and oral questioning techniques.

Reference: NFPA Std. 1041, 2002 Edition

Skill No. 1041FINST1-009 **PERFORMANCE CRITERIA AND INSTRUCTIONS**

INSTRUCTIONS TO THE EVALUATOR

1. The candidate shall be provided a sample lesson plan.
2. The candidate shall be provided associated elements, including instructional media and materials.
3. The candidate shall be provided a facility such as; classroom, laboratory or outdoor learning environment.
4. The candidate shall be provided persons (members, classmates, others) to act as target audience.
5. The candidate shall be provided; oral, written, or skills test questions or tasks; oral, written, or skills test answer forms or check sheets; and testing policy and procedures.
6. The candidate shall have 30 minutes to complete this skill.

INSTRUCTIONS TO THE CANDIDATE

“You have been assigned to deliver a course of instruction. You are provided with a lesson plan, necessary equipment, reference material and classroom. You will present the prepared lesson by the specified presentation method(s). Following your course of instruction, you will test and/or evaluate each student following the applicable testing and evaluation procedures. You have 30 minutes to complete this skill.”

PERFORMANCE	CRITICAL STEP	YES	NO
1. Effectively present the prepared Sample Lesson Plan .			
2. Present all material that will be tested or evaluated.			
3. Effectively administer test (oral or written) or skills evaluation.	©		
4. Follow applicable testing/evaluation procedures.	©		
5. Exercise impartiality and confidentiality in the testing process.	©		
6. Maintain security of all associated testing material and student results	©		
Reference: IFSTA Fire and Emergency Services Instructor 7th Edition, Chapter 3, 13 Pages 61-82, 303-317 and the OFA Policies & Procedures Manual, Section 8, 10	TOTAL		

<p>© <i>Critical Step</i> – Failure on this step mandates failure on task!</p>	<p><i>CANDIDATE MUST COMPLETE (4) STEPS TOTAL TO PASS SKILL.</i></p>
<p><i>Time:</i></p>	<p>TEST DATE: _____ LOCATION: _____</p>
<p>PREVENT & STOP UNSAFE ACTS!</p>	<p>EVALUATOR NAME (PRINT) _____</p> <p>EVALUATOR (SIGNATURE) _____</p> <p>EVALUATOR NAME (PRINT) _____</p> <p>EVALUATOR (SIGNATURE) _____</p>



OHIO FIRE ACADEMY FIRE INSTRUCTOR 1 COMPETENCY EVALUATION

Candidate Name: _____

Evaluation and Testing

Objective(s): 4.5.4 Report test results, given a set of test answer sheets or skill checklist, a report form and policies and procedures for reporting, so that the results are accurately recorded, the forms are forwarded according to procedure, and unusual circumstances are reported.

4.5.4 (B) Requisite Skills. Communications skills and basic coaching.

Reference: NFPA Std. 1041, 2002 Edition

Primary Task: The candidate, after administering and grading relevant written or oral test or skill evaluations, will interpret and report test results according to policy and procedures. Results shall be accurately recorded and forwarded according to procedures. Security of results is maintained. Report includes description of any unusual testing or evaluation circumstances.

Skill No. 1041FINST1-010

PERFORMANCE CRITERIA AND INSTRUCTIONS

INSTRUCTIONS TO THE EVALUATOR

1. The candidate shall be provided persons (members, classmates, others) to act as target audience.
2. The candidate shall be provided; oral, written, or skills test questions or tasks; oral, written, or skills test answer forms or check sheets; and testing policy and procedures.
3. The candidate shall have 30 minutes to complete this skill.

INSTRUCTIONS TO THE CANDIDATE

“You have been assigned to evaluate and test a course of instruction. You have been provided with oral, written, or skills test questions or tasks; oral, written, or skills test answer forms or check sheets; and testing policy and procedures. You will test and/or evaluate each student following the applicable testing and evaluation procedures. You have 30 minutes to complete this skill.”

PERFORMANCE	CRITICAL STEP	YES	NO
1. Properly interpret and communicate test results according to procedures.	©		
2. Properly complete test result report form(s).			
3. Maintain accuracy and consistency in reporting procedures.			
4. Follow applicable test result reporting procedures.	©		
5. Exercise appropriate confidentiality in reporting.	©		
Reference: IFSTA Fire and Emergency Services Instructor 7th Edition, Chapter 4, 6, 8, 13 Pages 85-97, 119-125, 178-182, 303-317 and the OFA Policies & Procedures Manual, Section 8, 10	TOTAL		

<p>© <i>Critical Step</i> – Failure on this step mandates failure on task!</p>	<p><i>CANDIDATE MUST COMPLETE (3) STEPS TOTAL TO PASS SKILL.</i></p>
<p><i>Time:</i></p>	<p>TEST DATE: _____ LOCATION: _____</p>
<p>PREVENT & STOP UNSAFE ACTS!</p>	<p>EVALUATOR NAME (PRINT) _____</p> <p>EVALUATOR (SIGNATURE) _____</p> <p>EVALUATOR NAME (PRINT) _____</p> <p>EVALUATOR (SIGNATURE) _____</p>



OHIO FIRE ACADEMY FIRE INSTRUCTOR 1 COMPETENCY EVALUATION

Candidate Name: _____

Evaluation and Testing

Objective(s): **4.5.5** Provide evaluation feedback to students, given evaluation data, so that the feedback is timely, specific enough for the student to make efforts to modify behavior, objective, clear, and relevant; including suggestions based on the data.
4.5.4 (B) Requisite Skills. Communications skills and basic coaching.

Reference: NFPA Std. 1041, 2002 Edition

Skill No. 1041FINST1-011 **PERFORMANCE CRITERIA AND INSTRUCTIONS**

INSTRUCTIONS TO THE EVALUATOR

1. The candidate shall be provided a minimum of 2 persons (members, classmates, others) to act as target audience.
2. The candidate shall be provided student evaluation data and an opportunity to review the data.
3. The candidate shall have 30 minutes to complete this skill.

INSTRUCTIONS TO THE CANDIDATE

“You have been assigned to provide evaluation feedback to student(s). You have been provided with student evaluation data. You have 10 minutes to review the data. Once you have completed your review, you have 30 minutes to complete this skill.”

PERFORMANCE

	CRITICAL STEP	YES	NO
1. Provide student(s) feedback based upon testing/evaluation results.	©		
2. Provide feedback and coaching that is specific to each student.			
3. Provide feedback that is timely, specific, objective, clear and relevant.	©		
4. Provide the student(s) suggestions to improve future performance.	©		
5. Maintain security of test results and privacy of individual feedback.			
Reference: IFSTA Fire and Emergency Services Instructor 7th Edition, Chapter 4, 8, 13 Pages 85-97, 178-182, 303-317	TOTAL		

© **Critical Step** – Failure on this step mandates failure on task!

CANDIDATE MUST COMPLETE(3) STEPS TOTAL TO PASS SKILL.

Time:

TEST DATE: _____ LOCATION: _____

**PREVENT & STOP
UNSAFE ACTS!**

EVALUATOR NAME (PRINT) _____

EVALUATOR (SIGNATURE) _____

EVALUATOR NAME (PRINT) _____

EVALUATOR (SIGNATURE) _____