# FIRE INSTRUCTOR I

## NFPA Standard 1041, 2019 Edition, Chapter 4

**Candidate Name** _____  **Skill Sheet** _____ **1**

**IFSAC ID** _____  **Date** _____

**STANDARD:** NFPA 1041, 2019 Edition – Chapter 4 - All Requisite Skills

**TASK:** The candidate will present a 15-20-minute block of instruction to include the preparation, presentation, application, and evaluation steps of the Four Step Method of instruction. The candidate will incorporate the proper use of audiovisual equipment, teaching aids, demonstration devices, projectable and non-projectable instructional materials generally employed in training programs.

**CONDITION:** Given a prepared lesson plan, necessary training aids, students, and a teaching environment adequate to meet the provision of this objective.

| | PROGRAM MANAGEMENT | | | | |
|---|---|---|---|---|---|
| **NO.** | **COURSE PREPARATION** | **TEST** | | **RETEST** | |
| | | **Pass** | **Fail** | **Pass** | **Fail** |
| 1. | Schedule and document a single instructional session. (4.2.4, 4.2.4[b]) | ☐ | ☐ | ☐ | ☐ |
| **NO.** | **MATERIALS** | **TEST** | | **RETEST** | |
| | | **Pass** | **Fail** | **Pass** | **Fail** |
| 1. | Reviewed and adapted instructional materials; prepared lesson plan and resources for topic, target audience, and learning environment. (4.3.2, 4.3.3, 4.3.2[b], 4.3.3[b], 4.4.5, 4.4.5[b]) | ☐ | ☐ | ☐ | ☐ |
| **NO.** | **CLASSROOM MANAGEMENT** | **TEST** | | **RETEST** | |
| | | **Pass** | **Fail** | **Pass** | **Fail** |
| 1. | Organized classroom, laboratory or outdoor learning environment with consideration given to lighting, distractions, climate, weather, noise, seating, audiovisual equipment, teaching aids, and safety. (4.4.2, 4.3.2[b], 4.3.3[b], 4.4.2[b]) | ☐ | ☐ | ☐ | ☐ |
| 2. | Adjusted to differences in learning styles, abilities, and behaviors. Controlled disruptive behavior, maintained a safe learning environment, and met needs of students and accomplished objectives. (4.4.5, 4.4.5[b], 4.3.3) | ☐ | ☐ | ☐ | ☐ |
| **NO.** | **AUDIOVISUAL** | **TEST** | | **RETEST** | |
| | | **Pass** | **Fail** | **Pass** | **Fail** |
| 1. | Pre-inspect audiovisual equipment. (4.4.6, 4.4.6[b]) | ☐ | ☐ | ☐ | ☐ |
| 2. | Demonstrate familiarity with equipment controls and aspects of projection. (4.4.6, 4.4.6[b]) | ☐ | ☐ | ☐ | ☐ |
| 3. | Correctly use the type of audiovisual equipment material and demonstration devices provided. (4.4.6, 4.4.6[b], 4.4.2[b]) | ☐ | ☐ | ☐ | ☐ |

❖ References used are from NFPA 1041, 2019 Edition, and are shown in parentheses.

| | PREPARATION | | | | |
|---|---|---|---|---|---|
| **NO.** | **PREPARATION OF STUDENTS** | **TEST** | | **RETEST** | |
| | | **Pass** | **Fail** | **Pass** | **Fail** |
| 1. | Introduce subject matter. (4.3.3, 4.4.3, 4.4.3[b], 4.4.4, 4.4.5) | ☐ | ☐ | ☐ | ☐ |
| 2. | Explain why material is important. (4.3.3, 4.4.3, 4.4.3[b], 4.4.4, 4.4.5, 4.4.5[b]) | ☐ | ☐ | ☐ | ☐ |
| 3. | Explain how material will be useful. (4.3.3, 4.4.3, 4.4.3[b], 4.4.4, 4.4.5, 4.4.5[b]) | ☐ | ☐ | ☐ | ☐ |
| 4. | Establish rapport with students. (4.3.3, 4.4.3, 4.4.3[b], 4.4.4, 4.4.5, 4.4.5[b]) | ☐ | ☐ | ☐ | ☐ |
| 5. | Explain objectives. (4.3.3, 4.4.3, 4.4.3[b], 4.4.4, 4.4.5) | ☐ | ☐ | ☐ | ☐ |

# FIRE INSTRUCTOR I

| | **PRESENTATION** | | | | |
|---|---|---|---|---|---|
| **No.** | **CLASSROOM PRESENTATION** | **TEST** | | **RETEST** | |
| | | **Pass** | **Fail** | **Pass** | **Fail** |
| 1. | Present new skills, concepts, and/or procedures according to a prepared lesson plan. (4.4.3, 4.4.3[b], 4.4.4, 4.4.5) | ☐ | ☐ | ☐ | ☐ |
| 2. | Guide students toward meeting objectives. (4.4.3, 4.4.3[b], 4.4.4, 4.4.5, 4.4.5[b]) | ☐ | ☐ | ☐ | ☐ |
| 3. | Demonstrate new skills competently. (4.4.3, 4.4.3[b], 4.4.4, 4.4.5, 4.4.5[b]) | ☐ | ☐ | ☐ | ☐ |
| 4. | Adjust presentation to changes in class environment and learning styles, abilities, and behaviors. (4.4.4, 4.4.5, 4.4.5[b]) **For Example:** demonstration, visual aids, explain procedures, emphasize key points, explain concepts, philosophies, principles, implications, proceed from known to unknown, simple to complex, use text books and other reference sources. | ☐ | ☐ | ☐ | ☐ |
| 5. | Achieved learning outcomes. (4.4.3, 4.4.3[b]) | ☐ | ☐ | ☐ | ☐ |
| 6. | Maintained class continuity. (4.4.4) | ☐ | ☐ | ☐ | ☐ |
| 7. | Instructor delivered lesson in an efficient manner. (4.4.3, 4.4.3[b]) | ☐ | ☐ | ☐ | ☐ |
| **No.** | **INSTRUCTIONAL MATERIALS** | **TEST** | | **RETEST** | |
| | | **Pass** | **Fail** | **Pass** | **Fail** |
| 1. | Review content and organization of projectable/non-projectable instructional materials. (4.3.2, 4.3.3, 4.4.2, 4.4.2[b], 4.4.7) | ☐ | ☐ | ☐ | ☐ |
| 2. | Present projectable/non-projectable materials clearly and at the logical point in the lesson. (4.3.2, 4.3.3, 4.4.2, 4.4.2[b], 4.4.7) | ☐ | ☐ | ☐ | ☐ |
| 3. | Introduce projectable/non-projectable materials. (4.3.2, 4.4.2, 4.4.2[b], 4.4.6, 4.4.7) | ☐ | ☐ | ☐ | ☐ |
| 4. | Relate projectable/non-projectable materials into the lesson material. (4.4.7, 4.4.7[b]) | ☐ | ☐ | ☐ | ☐ |
| 5. | Smooth transition between media and other parts of presentation. (4.4.2, 4.4.2[b], 4.4.7, 4.4.7[b]) | ☐ | ☐ | ☐ | ☐ |
| 6. | Media returned to storage. (4.4.7) | ☐ | ☐ | ☐ | ☐ |
| **No.** | **COMMUNICATION** | **TEST** | | **RETEST** | |
| | | **Pass** | **Fail** | **Pass** | **Fail** |
| 1. | Voice is clear, effectively pitched, and well modulated. (4.4.3, 4.4.3[b], 4.5.4[b]) | ☐ | ☐ | ☐ | ☐ |
| 2. | Speech is reasonably free of language errors. (4.4.3, 4.4.3[b], 4.5.4[b]) | ☐ | ☐ | ☐ | ☐ |
| 3. | Style is reasonably free of mannerisms materially detracting to teaching effort. (4.4.3, 4.4.3[b]) | ☐ | ☐ | ☐ | ☐ |
| **No.** | **SAFETY** | **TEST** | | **RETEST** | |
| | | **Pass** | **Fail** | **Pass** | **Fail** |
| 1. | Communicate safety responsibilities and/or considerations to students. (4.4.2, 4.4.5) | ☐ | ☐ | ☐ | ☐ |
| 2. | Demonstrate practices and procedures safely to students. (4.4.2, 4.4.5) | ☐ | ☐ | ☐ | ☐ |
| 3. | Include safety practices and procedures in the practical skills testing of students. (4.4.2, 4.4.5) | ☐ | ☐ | ☐ | ☐ |

# FIRE INSTRUCTOR I

| No. | STUDENT APPLICATION OF LEARNING AND FEEDBACK | TEST | | RETEST | |
|---|---|---|---|---|---|
| | | Pass | Fail | Pass | Fail |
| 1. | Provide students an opportunity to perform under supervision. (4.4.5, 4.4.3) | ☐ | ☐ | ☐ | ☐ |
| 2. | Coach student. Check for and correct any errors. (4.4.3, 4.4.5[b], 4.5.5, 4.5.5[b], 4.4.5, 4.4.3, 4.5.4[b]) | ☐ | ☐ | ☐ | ☐ |
| 3. | Emphasize and review key procedures, sequences, and concepts. (4.4.3, 4.4.3[b], 4.5.5, 4.5.5[b]) | ☐ | ☐ | ☐ | ☐ |
| 4. | Encourage students with productive feedback. (4.4.3, 4.4.3[b], 4.5.5, 4.5.5[b]) | ☐ | ☐ | ☐ | ☐ |
| 5. | Diagnose readiness for evaluation step. (4.4.3, 4.4.3[b], 4.5.5, 4.4.3, 4.5.5[b]) | ☐ | ☐ | ☐ | ☐ |

**APPLICATION**

| No. | TESTING AND EVALUATION | TEST | | RETEST | |
|---|---|---|---|---|---|
| | | Pass | Fail | Pass | Fail |
| 1. | Orally quiz key points. (4.5.2, 4.5.2[b], 4.5.4[b]) | ☐ | ☐ | ☐ | ☐ |
| 2. | Administer and accurately score written test. (4.5.1, 4.5.2, 4.5.4, 4.5.3) | ☐ | ☐ | ☐ | ☐ |
| 3. | Administer and accurately score practical test. (4.5.1, 4.5.2, 4.5.2[b], 4.5.4, 4.5.3) | ☐ | ☐ | ☐ | ☐ |
| 4. | Evaluate student performance. (4.5.5) | ☐ | ☐ | ☐ | ☐ |
| 5. | Determine cause(s) for student failure. (4.5.5) | ☐ | ☐ | ☐ | ☐ |
| 6. | Identify action to be taken to correct deficiencies. (4.5.5) | ☐ | ☐ | ☐ | ☐ |
| 7. | Maintain security of test scores and exams. (4.5.2, 4.5.3) | ☐ | ☐ | ☐ | ☐ |
| 8. | Conducted testing according to procedures. (4.5.2) | ☐ | ☐ | ☐ | ☐ |

**EVALUATION STEP**

| No. | RECORD KEEPING | TEST | | RETEST | |
|---|---|---|---|---|---|
| | | Pass | Fail | Pass | Fail |
| 1. | Accurately complete all training documentation forms provided. (4.2.5, 4.5.4, 4.2.3[b]) | ☐ | ☐ | ☐ | ☐ |
| 2. | Submit completed training documentation to the evaluator. (4.2.5, 4.5.4, 4.2.3[b]) | ☐ | ☐ | ☐ | ☐ |
| 3. | Correctly report any unusual testing circumstances to evaluator. (4.2.3, 4.2.5, 4.5.4, 4.2.3[b]) | ☐ | ☐ | ☐ | ☐ |
| **Overall Skill Sheet Score** | | ☐ | ☐ | ☐ | ☐ |

**ADMINISTRATION**

**Candidate Stop Safety: Yes ☐**       **Equipment Stop Safety: Yes ☐**

**Evaluator/Candidate Comments** _____

_____

_____

**Retest Approved by** _____

_____     _____     _____
**Evaluator (Print & Sign)**                **Candidate Signature**            **Date**

_____     _____     _____
**Retest Evaluator (Print & Sign)**        **Candidate Signature**            **Date**