

MASSACHUSETTS FIRE TRAINING COUNCIL

FIRE INSTRUCTOR II CERTIFICATION EXAMINATION

Skill Sheet No. F I 2 -201

Candidate Number _____

Skill Title: Schedule an Instructional Session

NFPA JPR: 1041-2019 5.2.2

Date: 07-01-2019

Minimum for Passing - 4 of 6 total points

	TASK STEPS		
		Pass	Fail
1.	Resources required for presenting the programs were identified and requested		
2.	Tentative course schedules were prepared and course request forms are complete		
3.	Course schedules accurately reflect course hours listed in the syllabi		
4.	Course schedules meet the needs of the requesting agency		
5.	Alternative dates and times were identified for contingency purposes		
6.	Courses were scheduled in a proper order of progression		

Examiner _____ Date ____/____/____	Pass _____ Fail _____
Coordinator Review _____ Date ____/____/____	Pass _____ Fail _____

MASSACHUSETTS FIRE TRAINING COUNCIL

FIRE INSTRUCTOR II CERTIFICATION EXAMINATION

Skill Sheet No. F I 2 -202

Candidate Number _____

Skill Title: Formulate Budget Needs & Resource Acquisition

NFPA JPR: 1041-2019 5.2.3, 5.2.4

Date: 07-01-2019

Minimum for Passing - 7 of 11 total points

	TASK STEPS (Each task is worth 1 point).		
		Pass	Fail
1.	Identified in writing the required resources to meet the needs of the training goal(s)		
2.	Provided clear and concise information to support their budget requests		
3.	Items identified meet the required program needs		
4.	Bid procedure is defined and followed according to AHJ		
5.	3 bids are received presented		
6.	Documented in writing how purchasing approval is obtained		
7.	Purchase order, written request or acquisition documentation is complete and accurate		
8.	Purchasing justifications were submitted with the purchase request		
9.	Documented in writing the inspection procedure and testing procedure (if applicable) for new acquisitions to ensure compliance to bid or proposal specifications		
10.	Documented in writing the inventory and/or labeling process for new acquisitions		
11.	Documented in writing the process for returning or exchanging new acquisitions, if required		

Examiner _____ Date ____/____/____	Pass____ Fail____
Coordinator Review _____ Date ____/____/____	Pass____ Fail____

MASSACHUSETTS FIRE TRAINING COUNCIL
FIRE INSTRUCTOR II CERTIFICATION EXAMINATION

Skill Sheet No. F I 2 -203

Candidate Number _____

Skill Title: Coordinate Training Record Keeping and Management

NFPA JPR: 1041-2019 5.2.5

Date: 01-31-2025

Minimum for Passing - 4 of 6 total points

	TASK STEPS		
		Pass	Fail
1.	A completed and accurate class roster was submitted		
2.	Attendance and grades were recorded		
3.	All data was verified and validated		
4.	Applicable policies were followed		
5.	Evaluation forms were collected and reviewed		
6.	Record auditing process was completed and documented		

Examiner _____	I. Pass _____
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Date____/____/____	Fail____
Coordinator Review_____ Date ____/____/____	II. Pass____ Fail____

MASSACHUSETTS FIRE TRAINING COUNCIL

FIRE INSTRUCTOR II CERTIFICATION EXAMINATION

Skill Sheet No. F I 2 -204

Candidate Number _____

Skill Title: Instructor Evaluation

NFPA JPR: 1041- 2019 5.2.6

Date: 07-01-2019

Minimum for Passing - 7 of 10 total points

	TASK STEPS (Each task is worth 1 point).		
		Pass	Fail
1.	Evaluates introduction, safety information, facility rules, and other pertinent information		
2.	Evaluates presentation skills		
3.	Evaluates demonstration skills		
4.	Evaluates instructor organizational skills		
5.	Identified areas of strengths		
6.	Identified areas of weakness		
7.	Recommends changes in instructional style, presentation format, level of instruction or delivery method		
8.	Provides an opportunity for instructor feedback		
9.	Instructor evaluation tool is complete and accurate		
10.	Evaluation accurately reflects the subject's performance		

Examiner _____ Date ____/____/____

Pass____ Fail____

Coordinator Review _____ Date ____/____/____

Pass____ Fail____

MASSACHUSETTS FIRE TRAINING COUNCIL

FIRE INSTRUCTOR II CERTIFICATION EXAMINATION

Skill Sheet No. F I 2 -205a

Candidate Number _____

Skill Title: Lesson Plan Development

NFPA JPR: 1041-2019 5.3.2

Date: 07-01-2019

Minimum for Passing - 14 of 20 total points

Lesson plan contains the following components.

Pass

Fail

1. Topic

2. Level of Instruction.

3. Time frame.

4. Materials or resources required.

* 5. References.

6. Prerequisites (If any)

* 7. Objective(s).

8. Introduction.

* 9. Presentation- Teaching points and Instructor notes

* 10. Application.

* 11. Evaluation.

12. Conclusion.

Presented in the following manner.

* 13. Material designed to cover a 12 – 15 minute segment of instruction.

* 14. Lesson plan is typed, free of spelling, grammatical, or technical errors, and cleanly presented.

Instructional aids developed as follows.

15. Applicable to material in lesson plan.

16. Digital slides or overhead transparencies contain bullet points only.

17. Font style, size, color, and background are designed for intended audience.		
18. Graphics/images are legible and relate to material being presented.		
19. Use of aids is identified in lesson plan.		
* 20. Aids are typed, free of spelling, grammatical, or technical errors, and cleanly presented.		

Examiner_____ Date____/____/____	Pass____ Fail____
Coordinator Review_____ Date ____/____/____	Pass____ Fail____

MASSACHUSETTS FIRE TRAINING COUNCIL

FIRE INSTRUCTOR II CERTIFICATION EXAMINATION

Skill Sheet No. F I 2 -205b

Candidate Number _____

Skill Title: Course Test Development

NFPA JPR: 1041-2019 5.3.2, 5.5.2

Date: 07-01-2019

Minimum for Passing - 6 of 8 total points

Tasks (Each task is worth 1 point.)	Pass	Fail
* 1. A minimum of 5 test questions. (multiple choice, fill-in, matching, etc.)		
2. Clear directions to student how to take test.		
3. Questions are clearly stated.		
4. Questions are in logical order.		
* 5. Questions relate to lesson plan objectives.		
6. Questions are free of spelling, grammatical, or technical errors, and cleanly presented.		
* 7. Answer key provided.		
* 8. Reference(s) for each question provided.		

Examiner _____ Date ____/____/____

Pass ____ Fail ____

Coordinator Review _____ Date ____/____/____

Pass ____ Fail ____

MASSACHUSETTS FIRE TRAINING COUNCIL

FIRE INSTRUCTOR II CERTIFICATION EXAMINATION

Skill Sheet No. F I 2 -205c

Candidate Number _____

Skill Title: Course Evaluation Instrument Development

NFPA JPR: 1041- 2019 5.3.2, 5.5.3

Date: 07-01-2019

Minimum for Passing - 6 of 8 total points

Tasks (Each task is worth 1 point.)	Pass	Fail
* 1. A minimum of 5 feedback questions.		
2. Clear directions to student how to complete feedback form.		
3. Questions are clearly stated.		
4. Questions are in logical order.		
5. Questions relate to lesson.		
6. Questions relate to the instructor's delivery,		
7. Questions relate training environment and location.		
* 8. Questions are typed, free of spelling, grammatical, or technical errors, and cleanly presented.		

Examiner _____ Date ____/____/____

Pass ____ Fail ____

Coordinator Review _____ Date ____/____/____

Pass ____ Fail ____

MASSACHUSETTS FIRE TRAINING COUNCIL

FIRE INSTRUCTOR II CERTIFICATION EXAMINATION

Skill Sheet No. F I 2 -206

Candidate Number _____

Skill Title: Presentation of a candidate lesson plan

NFPA JPR: 1041- 2019 5.4.2

Date: 08-01-2022

Minimum for Passing - 19 of 27 total points

Tasks (All tasks worth 1 point each)	Pass	Fail
*1. Appeared in appropriate dress. (FD Class "B" or Business Casual)		
* 2. Prepared nonprojectable materials prior to presentation. (Preparation step)		
3. Nonprojectable is neat and legible.		
4. Nonprojectable font size is proper for the room for the average student to read.		
5. Setup nonprojectable materials for presentation.		
6. Set up classroom appropriately. (eliminated any distracters)		
* 7. Inserted digital media and navigated to the correct presentation.		
* 8. Displayed correct presentation in the "Slide Show" mode.		
9. Dimmed lighting and/or closed blinds, if required.		
10. Displayed image properly by correcting key stoning, focus, etc.		
11. Corrected any tripping hazards.		
* 12. Spoke in a clear, well-modulated voice.		
13. Speech was reasonably free of language errors. (mispronounced words, firefighter jargon, etc.)		
14. Speech was reasonably free of distracting mannerisms. (ahhs, oks, etc.)		
* 15. Spoke to the class. (not from notes, chart pad, screen, etc.)		
16. Delivery was free of distractions. (pacing, jingling coins, keys, etc.)		
* 17. Delivery followed logical order of lesson plan.		
18. Transition from projectable media to nonprojectable media complete. (Blackout screen)		
19. Props, if used, were properly integrated into presentation.		
* 20. Information presented was technically correct.		
* 21. Taught from nonprojectable media. (minimum of one teaching point)		

22. Engaged/interacted with students.		
23. Presentation delivered.		
24. Application step completed as applicable.		
25. Evaluation step completed.		
* 26. Completed presentation within specified time frame. (12-15 minutes) Time:_____		
* 27. Followed oral direction as previously stated by the examiner.		

Examiner_____ Date_____/_____/_____	Pass_____ Fail_____
Coordinator Review_____ Date ____/____/_____	Pass_____ Fail_____

MASSACHUSETTS FIRE TRAINING COUNCIL

FIRE INSTRUCTOR II CERTIFICATION EXAMINATION

Skill Sheet No. F I 2 -207

Candidate Number _____

Skill Title: Supervision of Associate Instructors and Students

NFPA JPR: 1041- 2019 5.4.3

Date: 07-01-2019

Minimum for Passing - 7 of 9 total points

	TASK STEPS (Each task is worth 1 point)		
		Pass	Fail
1.	Utilized an accountability or Incident Management System		
2.	Maintains overall control of the training evolution		
3.	Provided clear and concise instructions to the other instructors		
4.	Provided clear and concise instructions to the participating students		
5.	Training objectives are stated		
6.	Safety issues are identified and communicated		
7.	Lesson objectives were accomplished		
8.	Risk management control measures were identified and utilized		
9.	Continuous monitoring is provided		

Examiner _____ Date ____/____/____	Pass____ Fail____
Coordinator Review _____ Date ____/____/____	Pass____ Fail____

MASSACHUSETTS FIRE TRAINING COUNCIL

FIRE INSTRUCTOR II CERTIFICATION EXAMINATION

Skill Sheet No. F I 2 -208

Candidate Number _____

Skill Title: Modification of an Existing Lesson Plan

NFPA JPR: 1041-2019 5.3.3

Date: 07-01-2019

Minimum for Passing - 7 of 9 total points

	TASK STEPS (Each worth 1 step)		
		Pass	Fail
1.	Determined the presentation format for the lesson's topic and target audience		
2.	Provided a modified lesson plan for a program		
3.	Provided clear learning outcomes		
4.	Provided a clear and organized lesson outline		
5.	Learning objectives are stated using proper taxonomy		
6.	Course materials are provided for the program		
7.	Lesson objectives are valid and measurable		
8.	Risk management control measures are identified		
9.	A program evaluation plan is provided		

Examiner _____ Date ____/____/____	Pass____ Fail____
Coordinator Review _____ Date ____/____/____	Pass____ Fail____