



FIRE INSTRUCTOR II CERTIFICATION PRACTICAL EXAMINATION



The candidate will be examined in selected skills as required by NFPA 1041, Fire Instructor II, 2012 edition. Areas include the following: General, Program Management, Instructional Development, Instructional Delivery, and Evaluation and Testing.

Attached is a summary of the score sheets. Every practical examination session will include the "Mandatory Skill Station" detailed below. In addition, a sample from the "Additional Skill Station(s)" will be selected and announced on the day of the examination.

I. MANDATORY SKILL STATION

The candidate shall develop a lesson plan with instructional aids, a student evaluation instrument, and an instructor feedback form on a fire or emergency services subject of their choice. These will be graded against score sheets FI2-205a-Lesson Plan Development, FI2-205b-Course Test Development, and FI2-205c-Course Evaluation Instrument Development. At the examination site, the candidate will be required to present their lesson which will be graded against score sheet FI2-206-Presentation of Lesson Plan.

A. Lesson Plan Development, Course Test, and Evaluation Instrument Portion

1. The segment of instruction timeframe: 12 and 15 minutes.
2. Documents shall be submitted on 8 ½" x 11" paper to include any PowerPoint® slides, Adobe® or other projectable media. Any non-projectable media designed for a chart pad shall be submitted on 8 ½" x 11" paper.
3. The candidate shall deliver this segment of instruction at the practical examination site. Any electronic media/data for the presentation must be on a USB flash drive. Microsoft PowerPoint® slides and Adobe Reader® will be available.
4. Non-projectable media must be created before the examination date and brought to the site.
5. The attached "Statement of Originality" must accompany the lesson documents.
6. All of the above items must be brought to practical examination site on your assigned date.

II. ADDITIONAL SKILL STATION(S) that may be selected from the following list and announced on the day of the examination.

FI2-201-Schedule and Instructional Session

- Given various documents/forms, the candidate will complete various scheduling requests based on the department needs.

FI2-202-Formulate Budget Needs & Acquisition

- Given various documents/forms, the candidate will prepare a budget and request

FI2-203-Coordinate Training Record Keeping

- Given various documents/forms, the candidate will be complete a class roster in accordance with the provided audit criteria, record grades and complete a Course Evaluation Summary Form.

FI2-204-Instructor Evaluation

- Given various documents/forms, the candidate will evaluate an instructor during a lecture and/or lab portion of a training course.

FI2-207-Supervision of Instructors-Students

- Given various documents/forms and an increased hazard exposure training program, the candidate will complete an action plan outlining the supervision, assignments, and format required to supervise instructor(s) and students.

FI2-208-Modify an Existing Lesson Plan

- Given an existing lesson plan, the candidate will modify the plan to accommodate a train-the-trainer format to be presented to other experienced instructors.

MASSACHUSETTS FIRE TRAINING COUNCIL

FIRE INSTRUCTOR II CERTIFICATION

“STATEMENT OF ORIGINALITY”

By my signature below, I attest that my submitted documentation is of my own creation. I also attest that any of this documentation, created by others, and submitted under my name would be grounds for denying certification and further action as deemed necessary by the Council.

Candidate's printed name _____

Candidate's signature _____ Date ___/___/___

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: 5.2.2

Date: 07-01-2019

Minimum for Passing - 4

	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 ____

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FIRE INSTRUCTOR II CERTIFICATION EXAMINATION

Skill Sheet No. F I 2 -202

Candidate Number _____

Skill Title: Formulate Budget Needs & Resource Acquisition

NFPA JPR: 5.2.3 & 5.2.4

Date: 07-01-2019

Minimum for Passing - 7

	TASK STEPS		
		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 ____

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FIRE INSTRUCTOR II CERTIFICATION EXAMINATION

Skill Sheet No. F I 2 -203

Candidate Number _____

Skill Title: Coordinate Training Record Keeping

NFPA JPR: 5.2.5

Date: 07-01-2019

Minimum for Passing - 4

	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 _____ Date ____/____/____	Pass____ Fail____
Coordinator Review _____ Date ____/____/____	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: 5.2.6

Date: 07-01-2019

Minimum for Passing - 7

	TASK STEPS		
		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: 5.3.2

Date: 07-01-2019

Minimum for Passing - 14

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____

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FIRE INSTRUCTOR II CERTIFICATION EXAMINATION

Skill Sheet No. F I 2 -205b

Candidate Number _____

Skill Title: Course Test Development

NFPA JPR: 5.3.2, 5.5.2

Date: 07-01-2019

Minimum for Passing - 6

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

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

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FIRE INSTRUCTOR II CERTIFICATION EXAMINATION

Skill Sheet No. F I 2 -205c

Candidate Number _____

Skill Title: Course Evaluation Instrument Development

NFPA JPR: 5.3.2, 5.5.3

Date: 07-01-2019

Minimum for Passing - 6

Tasks	Pass	Fail
* 1. A minimum of 5 feedback questions.	<input type="checkbox"/>	<input type="checkbox"/>
2. Clear directions to student how to complete feedback form.	<input type="checkbox"/>	<input type="checkbox"/>
3. Questions are clearly stated.	<input type="checkbox"/>	<input type="checkbox"/>
4. Questions are in logical order.	<input type="checkbox"/>	<input type="checkbox"/>
5. Questions relate to lesson.	<input type="checkbox"/>	<input type="checkbox"/>
6. Questions relate to the instructor's delivery,	<input type="checkbox"/>	<input type="checkbox"/>
7. Questions relate training environment and location.	<input type="checkbox"/>	<input type="checkbox"/>
* 8. Questions are typed, free of spelling, grammatical, or technical errors, and cleanly presented.	<input type="checkbox"/>	<input type="checkbox"/>

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

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FIRE INSTRUCTOR II CERTIFICATION EXAMINATION

Skill Sheet No. F I 2 -206

Candidate Number _____

Skill Title: Presentation of a candidate lesson plan

NFPA JPR: 5.4.2

Date: 07-01-2019

Minimum for Passing - 19

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

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: 5.4.3

Date: 07-01-2019

Minimum for Passing - 7

	TASK STEPS		
		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____

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FIRE INSTRUCTOR II CERTIFICATION EXAMINATION

Skill Sheet No. F I 2 -208

Candidate Number _____

Skill Title: Modification of an Existing Lesson Plan

NFPA JPR: 5.3.3

Date: 07-01-2019

Minimum for Passing - 7

	TASK STEPS		
		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____