

# North Dakota Firefighter's Association Certification System

## Fire and Emergency Services Instructor



### CERTIFICATION STANDARD

For the following specialties:

- **Fire Service Instructor I**

Based on: National Fire Protection Association (NFPA) 1041, Standard for Fire and Emergency Services Instructor Professional Qualifications, 2019 Standard



## **16 FIREFIGHTER LIFE SAFETY INITIATIVES**

1. Define and advocate the need for a cultural change within the fire service relating to safety; incorporating leadership, management, supervision, accountability and personal responsibility.
2. Enhance the personal and organizational accountability for health and safety throughout the fire service.
3. Focus greater attention on the integration of risk management with incident management at all levels, including strategic, tactical, and planning responsibilities.
4. All firefighters must be empowered to stop unsafe practices.
5. Develop and implement national standards for training, qualifications, and certification (including regular recertification) that are equally applicable to all firefighters based on the duties they are expected to perform.
6. Develop and implement national medical and physical fitness standards that are equally applicable to all firefighters, based on the duties they are expected to perform.
7. Create a national research agenda and data collection system that relates to the initiatives.
8. Utilize available technology wherever it can produce higher levels of health and safety.
9. Thoroughly investigate all firefighter fatalities, injuries, and near misses.
10. Grant programs should support the implementation of safe practices and/or mandate safe practices as an eligibility requirement.
11. National standards for emergency response policies and procedures should be developed and championed.
12. National protocols for response to violent incidents should be developed and championed.
13. Firefighters and their families must have access to counseling and psychological support.
14. Public education must receive more resources and be championed as a critical fire and life safety program.
15. Advocacy must be strengthened for the enforcement of codes and the installation of home fire sprinklers.
16. Safety must be a primary consideration in the design of apparatus and equipment.
- 17.

### **The 16 initiatives address the 6 root causes of firefighter injuries, close calls, and Line of Duty Death.**

1. Ineffective policies and procedures.
2. Ineffective decision making.
3. Lack of preparedness.
4. Ineffective leadership.
5. Lack of personal responsibility.
6. Extraordinary and unpredictable circumstances.

For more information on the *Courage to be Safe . . . So Everyone Goes Home* program, contact the North Dakota Firefighter's Association Office at (701) 222-2799.

*The Everyone Goes Home Initiative strives to prevent firefighter line-of-duty death and injuries  
We encourage you to learn more at <http://www.everyonegoeshome.com/>*

## **NDFA Firefighter's Certification Committee**

The NDFA Certification Committee is an 11-member committee, which consists of 9 members from the North Dakota fire service; the committee members function as liaison between the fire service and the North Dakota Firefighter's Association Executive Board. Members of the committee are:

- NDFA 1st Vice President
- State Fire Marshal
- A member from the North Dakota Fire Chief's Association that will serve a 2-year term.
- A member from the North Dakota Fire Prevention Association that will serve a 2-year term.
- A member from the North Dakota Instructor Society that will serve a 2-year term.
- (4) Four NDFA members at large, one member elected from each of the 4 training regions: NW, SW, NE, and SE: (their terms will mirror the Trustee from their region).
- A member of the Fargo Fire Department (Delegated Authority)
- The NDFA Training Director will serve as compliance officer and serve the Certification Committee as a non-voting member of the committee.

## **North Dakota Firefighter's Association**

Please direct North Dakota Firefighter certification questions and comments to:

Robert Knuth  
NDFA, Training Director  
1502 Grumman Lane, Suite 2  
Bismarck, North Dakota 58504

**PH: (701) 222-2799 CP: (701) 516-4457 FAX: (701) 222-2899**

**Please visit our Web site at: [www.ndfa.net](http://www.ndfa.net)**

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## **INTRODUCTION**

The fire service in North Dakota, through a state certification program, can meet the needs of future growth and establish uniformity through certification. We will then have more effective and efficient utilization of resources to provide the best possible fire protection service for all the citizens throughout the state of North Dakota.

Through these national standards and certifications, firefighters and fire departments have a tool to measure specific levels of skills, abilities and knowledge. The North Dakota Firefighter's Certification Advisory Committee believes that by participating in this certification program, firefighters and fire departments will be better prepared to provide quality life safety and fire protection services for their communities.

## **FIRE SERVICE INSTRUCTOR I**

A fire service instructor must demonstrate the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aides and evaluation instruments; adapt lesson plans to the unique requirements of the students and authority having jurisdiction; organize the learning environment so that learning, and safety are maximized; and meet the record-keeping requirements of the authority having jurisdiction.

The fire service instructor shall maintain professional competency through professional development, continuing education, networking, instructional development and delivery, and membership in professional organizations.

### **Entrance Requirements**

In order to certify within the North Dakota Fire Service Instructor I program, departments/firefighters must fulfill the following requirements:

- All participating agencies and their participants shall follow the established certification policies and procedures set forth in this manual.
- Each Authority Having Jurisdiction is responsible to ensure it meets NFPA 1001 medical and physical fitness requirements.
- Candidates must be members of a North Dakota Fire Department, fire service organization, recruitment program, fire service affiliated organization, or approved education program for a minimum duration of 2 years and meet the requirements for Firefighter I.
- Candidates must be the minimum age as required by the Authority Having Jurisdiction.
- Candidates applying for certification through their department or agency must have the approval of the Fire Chief/Head of Department.

## **DEPARTMENT TRAINING**

Participants in the North Dakota Fire Service Instructor I program must successfully complete one of the following training courses or requirements to qualify to take the state examination:

- International Fire Service Training Association (IFSTA), *Fire and Emergency Services Instructor*, 9th Edition online course;  
Or
- Jones and Bartlett, *Fire Service Instructor: Principles and Practices*, 3rd Edition online course;  
Or
- Department Based Training – Departments can create their own Fire Service Instructor I course which meets the requirements as outlined in NFPA 1041 Chapter 4. The Training Record in this certification task book must be completed for each person.

## **Reciprocity**

The North Dakota Firefighter's Association Certification program will recognize Pro Board and IFSAC certifications as certified when they are submitted within 5 years from the date they are earned, and authenticity is verified by the NDFA Training Director.

Certifications from non-Pro Board/IFSAC accredited entities will be reviewed on a case by case basis when they are submitted, and authenticity is verified by the NDFA Training Director to ensure they meet the requirements as outlined in NFPA 1041 Chapter 4.

## **Challenging Test**

Incumbents who have previously met the requirements for a certification that is recognized by NDFA will be eligible to test to the next highest level of certification offered by the NDFA. If they are currently holding the highest certification offered they may test for that level. Pro Board recognized certificates will not be awarded for any test taken prior to the date of accreditation.

The course material should be referenced to the following textbook to prepare the candidate to successfully pass the state certification examination.

## **Written Objectives**

The written objectives for Fire Service Instructor are covered in the following text:

**International Fire Service Training Association (IFSTA), *Fire and Emergency Services Instructor, 9th Edition*; and**

**Jones and Bartlett, *Fire Service Instructor: Principles and Practices, 3rd Edition***

These text books can be ordered at a discounted price by calling the North Dakota Firefighter's Association at 701-222-2799.

The North Dakota Fire Service Library catalog is available at [www.ndfa.net](http://www.ndfa.net)

Considering the high level of skill and knowledge required for Fire Service Instructor I, the NDFA recommends the candidate participate in a comprehensive class and receive instruction on both manipulative and written requirements.

## **Manipulative Objectives**

Each candidate must be trained and evaluated in the performance of all manipulative skills objectives listed on pages 13-23 of this task book. Each of the manipulative skills and evolution objectives shall be completed swiftly, safely and with competence.

## **Department Training Records**

Each candidate shall have a training record on file with the department that indicates whether he/she has trained on all manipulative skill objectives. This record shall be signed off or initialed by a department training officer. Training records must indicate the date, instructor, and total number of hours trained for each manipulative skill objective. Departments shall use the form provided in Appendix B, (In-House Training Record).

## Department “In House” Comprehensive Examination

At the completion of the candidate’s/department’s manipulative skills training, the department is **required** to hold an “in-house” comprehensive examination for the level being trained. For the Fire Instructor I level, this would be a 20-minute presentation. This test is to ensure that skill mastery has been obtained from the beginning to the end of the training process and to prepare participants for the state examination. Training officers or designees may utilize other personnel to assist in administering the exam; however, all personnel assisting with the testing should be certified at the level they are “in-house” testing.

In-House test instructions for the examination are located in Appendix C. It is recommended that candidates be given two attempts at any skill. **If they fail on the second try, then they have failed the evaluation and are required to go through additional training by the department trainer.** No training, teaching, or coaching is allowed during the test. After the evaluation, using the test to teach and train is recommended.

If skill weaknesses are evident, the department shall conduct additional training and hold a new department “in-house” comprehensive examination. Only those candidates who successfully pass the department’s skills and “in-house” comprehensive test will be allowed to participate in the state certification exam. Department training records must show that all candidates have successfully passed the “in-house” comprehensive examination.

## CERTIFICATION EXAMINATIONS

After completion of the training process, the Fire Chief/Head of Department can request testing for the department. Using the “Request Examination” form in Appendix D. The Fire Chief/Head of Department or designee may request a written examination and manipulative test for certification. A testing fee *may* be charged at the time of certification. A separate application must be sent to the NDFA for each attempt. Request forms must reach the NDFA no later than **30 days prior** to the examination date. The entire examination process must be completed **within 1 year** of the first written exam date.

### Written Examinations

The written examination is a randomly generated **50-question** test covering the written objectives of the Fire Service Instructor I standard. A **minimum score of 70%** is required to pass the certification examination. Firefighters failing the first attempt of the written exam will be permitted to retest no sooner than **30 days** from the date of his/her last exam.

## SAMPLE WRITTEN EXAMINATION QUESTIONS:

A good instructor is a sincere person with:

- a) a desire to teach.
- b) in-depth knowledge of the student.
- c) a sense of empathy.
- d) **all of the above.**



Performance standards for the fire instructors are identified in:

- a) NFPA 1001
- b) NFPA 1403
- c) **NFPA 1041**
- d) NFPA 1000

### **“Spot Check” Skills Examination**

This is a two-step examination. The first step is a department records check, and the second step is a “spot check” skills examination. Certification testers appointed by the NDFA conduct the examination.

Training records are checked. If records are inadequate, corrective action must be taken before proceeding to the next step. The records must meet minimum requirements and are checked for the following:

- Candidate has been trained in each manipulative skill for the level being evaluated.
- A department training officer or designee has signed off each manipulative skill.
- The total number of hours trained on each manipulative skill.
- Each participant has passed a department “in-house” comprehensive examination.

The “SPOT Check” skills examination is a presentation, given a lesson plan, target audience, classroom audiovisual equipment, non – projectable media, evaluation material and a training record. This skill assessment is graded on a 100% pass/fail basis. During this presentation the manipulative skill objectives (skill # 2, 3, 4, 5, 6, 7) shall be demonstrated simultaneously while giving the presentation. These skills shall be completed swiftly, safely, and with competence as defined below:

- **Swiftly** – The assessment must be completed within 20-minutes.
- **Safely** – During the presentation, all activities shall be conducted in a safe manner. When using equipment or audiovisual aids, conduct that could injure and individual or damage equipment is unacceptable. Equipment should be checked prior to skills testing or training to see that it is safe and functional.
- **Competence** – The manipulative skill objectives shall be performed during the 15-minute presentation in accordance with the North Dakota Standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the NDFA manipulative skills objectives.

Candidates are required to give a presentation following the Checklist on page 27. The assessment must be completed within 20-minutes. Candidates are given two attempts if necessary to perform the presentation. If they fail on the second try, they have failed the examination. Candidates must wait **30 days** before the third and final attempt.

**No training, teaching, or coaching is allowed during this state test.**

Candidates who have failed the third attempt of the written examination or the manipulative skills examination have failed the certification process and must wait **1 year** from the date of the failed third attempt to re-enter state testing. The candidate will begin testing with a new 1<sup>st</sup> attempt of the written examination.

## **FIRE SERVICE INSTRUCTOR I CERTIFICATION**

When all requirements for certification have been met, candidates are eligible to be certified. The Fire Chief/Head of Department or designee may apply to the NDFA for certification for those candidates who have successfully completed the certification training/testing process. Request for state certification will be submitted to the NDFA using the “**Fire Instructor I Certification Application**” form provided in Appendix D. The names are then checked against the official state records to ensure everyone listed has met all requirements.

Those candidates who have met the requirements are issued a certificate and patch. These are sent to the Fire Chief/Head of the Department for disbursement.

### **Recertification**

Currently, it is the policy of the North Dakota Firefighter’s Association Certification program to not require recertification. Individual agencies may require that their members recertify, and the program will support these agencies as necessary. It is **recommended** that individuals currently holding certification maintain their proficiency by continuing to instruct once certification is achieved.

North Dakota Firefighter’s Association **MAY** require record of continuing education (CE) and documentation of instructional hours prior to having individuals instruct under contract.

For more information on North Dakota Fire Service Instructor I certification contact the:

NDFA, Training Director Robert Knuth  
1502 Grumman Lane, Suite 2  
Bismarck, North Dakota 58506  
**PH: (701) 222-2799 CP: (701) 516-4457 FAX: (701) 222-2899**

## **FIRE SERVICE INSTRUCTOR I CERTIFICATION CHECKLIST**

### **REQUIREMENTS:**

- Each candidate has met entrance requirements.

### **DEPARTMENT TRAINING RECORDS:**

- Each participant has a training record on file with the department that shows:
  - Dates of training.
  - Initials of instructor(s).
  - Total number of hours trained in each manipulative skill objective.

### **DEPARTMENT “IN HOUSE” COMPREHENSIVE EXAMINATION:**

- Each participant has successfully completed an “In House Presentation”.
- Results of presentation are documented in department training records.

### **CERTIFICATION EXAMINATIONS:**

- Pass the written examination.
- Completion of required Training Record/In-House skills evaluation.
- Completion of required Training Record and In-House skills evaluation, and a “Spot Check” skills evaluation. (Demonstrate the ability to present a lesson plan – a maximum 20 minute skills test to include a 10 minute presentation), conducted by NDFA Certification Testers.

### **FIRE SERVICE INSTRUCTOR I CERTIFICATION:**

- Fire Chief/Head of Department request certification for participants using the “**Fire Instructor I Certification Application**” form.

**FIRE SERVICE INSTRUCTOR I**

**MANIPULATIVE SKILL  
OBJECTIVES**

# FIRE AND EMERGENCY SERVICES INSTRUCTOR, I

## Skill Sheet #1: Prepare requests for resources to meet training goals.

**Competency:** NFPA 1041, -2019, Chapter 4, Sections, 4.2.3, (B)

**Reference:** Jones and Bartlett - Fire and Emergency Services Instructor, 3rd ed.; or  
IFSTA - Fire and Emergency Services Instructor, 9th Edition

**Required Candidate Equipment:** None.

**Required Instructor Equipment:**

**Read to Candidate:**

Given training goals and current resources, prepare a request for the resources so that the resources required to meet the training goals are identified and documented.

This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.

### P-Pass / F-Fail

1 <sup>st</sup> Att.	2 <sup>nd</sup> Att.	
_____	_____	<b>1 Identify resources needed for instructional purposes.</b>
_____	_____	<b>2 Identify equipment need to meet training goals.</b>
_____	_____	<b>3 Complete the necessary forms to request resources.</b>

**Candidate's Name:** \_\_\_\_\_ **Station:** P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt 2<sup>nd</sup> Attempt

**Evaluator's Signature:** \_\_\_\_\_

# FIRE AND EMERGENCY SERVICES INSTRUCTOR, I

## Skill Sheet #2: Schedule Single Instructional Session.

**Competency:** NFPA 1041, -2019, Chapter 4, Sections, 4.2.4, (B)

**Reference:** Jones and Bartlett - Fire and Emergency Services Instructor, 3rd ed.; or  
IFSTA - Fire and Emergency Services Instructor, 9th Edition

**Required Candidate Equipment:** None.

**Required Instructor Equipment:**

**Read to Candidate:**

Given a training assignment, department scheduling procedures, instructional resources, facilities and timeline for delivery, schedule a course delivery according to AHJ procedures.

This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.

### P-Pass / F-Fail

1 <sup>st</sup> Att.	2 <sup>nd</sup> Att.	
_____	_____	<b>1 Schedule facility(s) needed.</b>
_____	_____	<b>2 Schedule date, time and location of course.</b>
_____	_____	<b>3 Notify all applicable personnel of course and timeline of delivery.</b>

**Candidate's Name:** \_\_\_\_\_ **Station:** P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt 2<sup>nd</sup> Attempt

**Evaluator's Signature:** \_\_\_\_\_

# FIRE AND EMERGENCY SERVICES INSTRUCTOR, I

## Skill Sheet #3: Complete training records and report forms.

**Competency:** NFPA 1041, -2019, Chapter 4, Sections, 4.2.5, (B)  
**Reference:** Jones and Bartlett - Fire and Emergency Services Instructor, 3rd ed.; or  
IFSTA - Fire and Emergency Services Instructor, 9th Edition

**Required Candidate Equipment:** None.

**Required Instructor Equipment:**

**Read to Candidate:**

Given department policies and procedures and forms, accurately complete training records and report forms associated with a training session.

This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.

### P-Pass / F-Fail

1 <sup>st</sup> Att.	2 <sup>nd</sup> Att.	
_____	_____	<b>1 Date of training recorded.</b>
_____	_____	<b>2 Name(s) of instructors for training session.</b>
_____	_____	<b>3 Participant(s) attending instruction.</b>
_____	_____	<b>4. Topic taught during training session.</b>
_____	_____	<b>5. Hours of instruction.</b>

**Candidate's Name:** \_\_\_\_\_ **Station:** P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt 2<sup>nd</sup> Attempt

**Evaluator's Signature:** \_\_\_\_\_







# FIRE AND EMERGENCY SERVICES INSTRUCTOR, I

## Skill Sheet #6: Organize the classroom, or outdoor learning environment.

**Competency:** NFPA 1041, -2019, Chapter 4, Sections, 4.4.2, (B)  
**Reference:** Jones and Bartlett - Fire and Emergency Services Instructor, 3rd ed.; or  
IFSTA - Fire and Emergency Services Instructor, 9th Edition

**Required Candidate Equipment:** None.

**Required Instructor Equipment:**

**Read to Candidate:**

Given a facility and an assignment, organize and arrange the classroom or outdoor environment to meet the needs and safety requirements of the course. Be aware of the following: lighting distractions, classroom temperature or outside weather, noise control, seating, AV equipment, teaching aids and safety considerations.

This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.

### P-Pass / F-Fail

1 <sup>st</sup> Att.	2 <sup>nd</sup> Att.	
_____	_____	<b>1 Identify learning environment distractions and safety issues.</b>
_____	_____	<b>2 Identify advantages and limitations of audiovisual equipment.</b>
_____	_____	<b>3 Identify advantages and limitations of teaching aids.</b>
_____	_____	<b>4 Organize and arrange learning environment.</b>

**Candidate's Name:** \_\_\_\_\_ **Station:** P \_\_\_\_\_ F \_\_\_\_\_ P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt 2<sup>nd</sup> Attempt

**Evaluator's Signature:** \_\_\_\_\_

# FIRE AND EMERGENCY SERVICES INSTRUCTOR, I

## Skill Sheet #7: Present and adjust prepared lesson plan.

**Competency:** NFPA 1041, -2019, Chapter 4, Sections, 4.4.3, (B)

**Reference:** Jones and Bartlett - Fire and Emergency Services Instructor, 3rd ed.; or  
IFSTA - Fire and Emergency Services Instructor, 9th Edition

**Required Candidate Equipment:** None.

**Required Instructor Equipment:**

**Read to Candidate:**

Given a prepared lesson plan that identifies the presentation method to be used, and following safety practices, present a prepared lesson plan so that learning objectives are achieved,

This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.

### P-Pass / F-Fail

1 <sup>st</sup> Att.	2 <sup>nd</sup> Att.	
_____	_____	1. Identify presentation methods to be used.
_____	_____	2. Identify safety hazards and risks.
_____	_____	3. Follow safety standards and practices.
_____	_____	4. Adapt to changing circumstances.
_____	_____	5. Use lesson plan in an instructional setting.

**Candidate's Name:** \_\_\_\_\_ **Station:** P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt 2<sup>nd</sup> Attempt

**Evaluator's Signature:** \_\_\_\_\_

# FIRE AND EMERGENCY SERVICES INSTRUCTOR, I

## Skill Sheet #8: Adjust to differences in learning styles, abilities, cultures, and behaviors.

**Competency:** NFPA 1041, -2019, Chapter 4, Sections, 4.4.4, (B)

**Reference:** Jones and Bartlett - Fire and Emergency Services Instructor, 3rd ed.; or  
IFSTA - Fire and Emergency Services Instructor, 9th Edition

**Required Candidate Equipment:** None.

**Required Instructor Equipment:**

**Read to Candidate:**

Given the teaching environment, adjust your instruction technique to reflect the differences in students learning styles, abilities, and behaviors.

This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.

### P-Pass / F-Fail

1<sup>st</sup> Att.      2<sup>nd</sup> Att.

- |       |       |    |   |
|-------|-------|----|---|
| _____ | _____ | 1  | Identify and use motivational techniques such as coaching.          |
| _____ | _____ | 2. | Identify and use methods to correct disruptive behavior.            |
| _____ | _____ | 3. | Adapt lesson plans or materials to adjust the learning environment. |
| _____ | _____ | 4. | Maintain a safe and positive learning environment.                  |

**Candidate's Name:** \_\_\_\_\_ **Station:** P \_\_\_\_\_ F \_\_\_\_\_      P \_\_\_\_\_ F \_\_\_\_\_

1<sup>st</sup> Attempt

2<sup>nd</sup> Attempt

**Evaluator's Signature:** \_\_\_\_\_

# FIRE AND EMERGENCY SERVICES INSTRUCTOR, I

## Skill Sheet #9: Operate instructional technology tools and demonstration devices.

**Competency:** NFPA 1041, -2019, Chapter 4, Sections, 4.4.5, (B)

**Reference:** Jones and Bartlett - Fire and Emergency Services Instructor, 3rd ed.; or  
IFSTA - Fire and Emergency Services Instructor, 9th Edition

**Required Candidate Equipment:** None.

**Required Instructor Equipment:**

**Read to Candidate:**

Given the learning environment and equipment, operate instructional technology tools and demonstration devices so that the equipment functions, the intended objectives are presented, and transitions between media and other parts of the presentation are accomplished.

This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.

### P-Pass / F-Fail

1 <sup>st</sup> Att.	2 <sup>nd</sup> Att.	
_____	_____	1. Demonstrate proper use of projectable/non- projectable media.
_____	_____	2. Demonstrate proper use of tools, props, and equipment.
_____	_____	3. Use media at appropriate point in lesson.
_____	_____	4. Smooth transition between media and other parts of the presentation.
_____	_____	5. Avoid leaving media on when not in use.
_____	_____	6. Properly clean, maintain, and store equipment.

**Candidate's Name:** \_\_\_\_\_ **Station:** P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt 2<sup>nd</sup> Attempt

**Evaluator's Signature:** \_\_\_\_\_

# FIRE AND EMERGENCY SERVICES INSTRUCTOR, I

## Skill Sheet #10: Administer and grade oral, written and performance tests.

**Competency:** NFPA 1041, -2019, Chapter 4, Sections, 4.5.2; 4.5.3 (B)

**Reference:** Jones and Bartlett - Fire and Emergency Services Instructor, 3rd ed.; or IFSTA - Fire and Emergency Services Instructor, 9th Edition

**Required Candidate Equipment:** None.

**Required Instructor Equipment:**

**Read to Candidate:**

Given the lesson plan, evaluation instruments, and evaluation procedures, administer an oral, written exam and skills test so that bias or discrimination is eliminated, the testing is conducted according to procedures, and the security of the materials is maintained.

This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.

### P-Pass / F-Fail

1 <sup>st</sup> Att.	2 <sup>nd</sup> Att.	
_____	_____	1. Students understand the type of test to be administered.
_____	_____	2. Instructions are given in a clear and consistent manner.
_____	_____	3. Questions from the student are answered before testing occurs.
_____	_____	4. Classroom environment is arranged for testing.
_____	_____	5. Test is administered in accordance to testing policies.
_____	_____	6. Tests are evaluated based on a skills checklist or answer key.
_____	_____	7. Maintain test results in secure manner.

Candidate's Name: \_\_\_\_\_ Station: P \_\_\_\_\_ F \_\_\_\_\_  
1<sup>st</sup> Attempt 2<sup>nd</sup> Attempt

Evaluator's Signature: \_\_\_\_\_



**APPENDIX A**  
**TRAINING RECORD**



FIRE SERVICE INSTRUCTOR I – TRAINING RECORD /ASSIGNMENT COMPLETION SHEET (2019 edition)

NAME: \_\_\_\_\_ Last 4 digits of your SSN \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

SECTION	TRAINING RECORD			IN-HOUSE REVIEW			DEMONSTRATE	Skill Sheet #
	DATE	INST	HRS	DATE	INST	P/F		
Pre-Requisite							Complete approved course of instruction.	
							Active within the fire service training program.	
Program Management							Prepare requests for resources to meet training goals.	1
							Schedule Single Instructional Session.	2
							Complete training records and report forms.	3
Instructional Development							Review instructional materials.	4
							Adapt a prepared lesson plan.	5
Instructional Delivery							Organize the classroom or outdoor learning environment.	6
							Present and adjust prepared lesson plan.	7
							Adjust to differences in learning styles, abilities, cultures, and behaviors.	8
							Operate instructional technology tools and demonstration devices.	9
Evaluation & Testing							Administer and grade oral, written and performance tests.	10
							Provide Evaluation Feedback and Report Evaluation Results	11

**APPENDIX B**  
**PRESENTATION CHECKLIST**

**APPENDIX A**

**FIRE SERVICE INSTRUCTOR I PRESENTATION CHECKLIST**

(This Checklist must be used as the evaluation skill sheet)

**Skill:** Demonstrate the ability to present a lesson plan.

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

**TIME:** This evaluation skill sheet must be completed within 20 minutes following the selected lesson plan.

**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

		1st Att.		2nd Att.	
		Yes	No	Yes	No
1	Prepare classroom for presentation.				
2	Determine that audiovisual equipment is ready.				
3	Present lesson plan to audience as outlined.				
4	Use AV equipment during presentation. May include the following types of AV equipment – electronic, flip charts, hands-on.				
5	Transition between AV and lesson plan.				
6	Administer an evaluation during presentation.				
7	Provide feedback to students of evaluation.				
8	Complete Training Record for presentation.				
9	Completed skill in allotted time.				

Candidate’s Name: \_\_\_\_\_ Station: P \_\_\_\_\_ F \_\_\_\_\_ P \_\_\_\_\_ F \_\_\_\_\_

1<sup>st</sup> Attempt

2<sup>nd</sup> Attempt

Evaluator’s Signature: \_\_\_\_\_

**APPENDIX C**  
**IN-HOUSE PROCTOR**  
**INSTRUCTIONS**

## Tester Instructions for “In-House” Comprehensive Examination

As the training officers for your department you are authorized by NDFA to conduct the 100% skills test for this level of certification. You must be certified to the level you are testing, i.e., if you’re FFII you can test FFI and FFII, Awareness and HM Operations.

### \*PRIOR TO CONDUCTING TEST, REVIEW TRAINING RECORDS

It is important that before doing this “In-House” exam that the candidate has completed training in all areas for the level being tested.

### \*SAFETY OFFICER SELECTED AND BRIEFED

Select a Safety Officer to assist you during the test. This person, if possible, should not be taking the same test that is being given. The Safety Officer will not assist with the testing process. The Safety Officer is there to protect the CANDIDATES from injury during the testing process. The Safety Officer shall be in a position to observe all students and ensure their safety at all times during the testing procedure.

By using the following instructions, you will be able to evaluate the skill being tested and determine the candidate’s readiness for the State “Spot Check” exam.

- 1) Keep in mind this is a **test** and there should be **no coaching or training** during the testing process. If a candidate fails to perform a skill, it will count as a first attempt failure and they will be given a second attempt. If they fail a second time they need to be retrained on that skill and tested again. Only candidates that have completed and passed their **In-House Comprehensive Exam** will be allowed to take the State SPOT CHECK exam.
- 2) Before beginning the testing process meet with all candidates and review the testing process. Explain that this is a test and that the same process being used for the “In-House” will be used during the state exam.
- 3) Designate a secure location for the candidates to remain in while the “In-House” exam is conducted. This location should be away from the area where the exam is being conducted.
- 4) If possible, separate your testing stations so candidates cannot observe each other during the test.
- 5) To evaluate a candidate’s performance, use the following as a guide:
  - a) The skill is completed in the allotted time,
  - b) Competence is shown by completing all performance criteria,
  - c) Safety is shown while completing the skill.

At each test station the tester will read the **SKILL** to be demonstrated, the **CONDITIONS** to be met and the **TIME** limit to complete each skill. This information is contained in the skill section of each standards packet. Do this with each student as they come to each testing station. Ask for any questions. As each skill is tested and completed sign it off in the section provided on the candidates training record. By conducting the “In-House” test in this manner, you will prepare your candidates to successfully pass the state “spot check” exam. This will also assure training records are current and that only those who are truly prepared take the state certification examination.

**APPENDIX D**  
**CERTIFICATION FORMS**

**North Dakota Firefighter's Association**  
**EXAMINATION REQUEST / CERTIFICATION REQUEST FORM**

Please complete all information on BOTH sides of this form and return to the NDFA at least **30 days prior** to the requested examination date. **A separate request MUST be made for each level of certification exam desired and for each exam date.** Phone Number: 701-222-2799. FAX: 701-222-2899.

**Examination Request for Written / Skills – Check the appropriate level**

Discipline	Written	Manipulative
Fire Service Instructor I	<input type="checkbox"/>	<input type="checkbox"/>

Number Taking Written Examination: \_\_\_\_\_      Number Taking Manipulative exam: \_\_\_\_\_

Department Name: \_\_\_\_\_      Department Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Requested Date and Time: \_\_\_\_\_

Examination Location: \_\_\_\_\_

By the signature below we acknowledge that training records exist to support that everyone who will attend the exam has received a learning experience in each subject area required for testing and has met all other requirements for the level being examined for as specified in the Certification Policy and Procedures Manual. Department requesting the above exam, will have appropriate space and safe accommodations and equipment for all written and manipulative skills.

\_\_\_\_\_  
 Fire Chief/Head of Department      (Signature) Training Officer (Signature)

\_\_\_\_\_  
 Fire Chief/Head of Department (typed/printed)      Training Officer (type/printed)

**Certification Request**

The following department or agency requests that the North Dakota Firefighters Association certify the individuals listed on reverse side of this form. **NOTE: The original "Training Record" of the individuals must be sent with this form - if the "Training Record" has not been presented to the NDFA during a "Spot Check Skills" testing event. Please keep a copy of the "Training Record" for your files.**

By my signature below, I attest that the individuals listed on the reverse side of this form have completed all requirements for certification as defined in the North Dakota Firefighters Association Certification Policy and Procedures Manual.

\_\_\_\_\_  
 Fire Chief/Head of Department (Signature)      Fire Chief/Head of Department (typed/Printed)

Department Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
 Department Mailing Address      Daytime Phone Number      Second contact number

**Type or print names of participants who will be taking the examination.**

	Candidates Printed Name	Last Four of SSN	Candidates Email Address
1.		XXX-XX-_____	
2.		XXX-XX-_____	
3.		XXX-XX-_____	
4.		XXX-XX-_____	
5.		XXX-XX-_____	
6.		XXX-XX-_____	
7.		XXX-XX-_____	
8.		XXX-XX-_____	
9.		XXX-XX-_____	
10.		XXX-XX-_____	
11.		XXX-XX-_____	
12.		XXX-XX-_____	
13.		XXX-XX-_____	
14.		XXX-XX-_____	
15.		XXX-XX-_____	
16.		XXX-XX-_____	
17.		XXX-XX-_____	
18.		XXX-XX-_____	
19.		XXX-XX-_____	
20.		XXX-XX-_____	
21.		XXX-XX-_____	
22.		XXX-XX-_____	
23.		XXX-XX-_____	
24.		XXX-XX-_____	

Send Request form to:

North Dakota Firefighter's Association  
 1502 Grumman Lane, Suite 2, Bismarck, ND 58504  
 FAX: (701) 222-2899