

National Certification Program Study Guide

November 2009



Fire Service Instructor I



NFPA 1041,

Standard for Fire Service Instructor Professional Qualifications,
2007 Edition

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Introduction to Instructor I Certification

Each individual seeking certification within the Kansas Fire & Rescue Training Institute, the University of Kansas, Certification System must submit an application and the appropriate fee to secure entrance into the system. Candidates are given one year in which to complete the certification process. An application form may be downloaded at: <http://www.kuce.org/fire>.

A list of current fees may be obtained by calling 785-864-4790 or toll free 1-866-804-8841. Purchase orders from cities or organizations will be accepted. Kansas Fire & Rescue Training Institute will not "bill" individuals for the certification fee. Checks or credit cards are accepted from individuals. Upon receipt of the application and fee, the candidate will be scheduled into a specific exam site as requested or the candidate may select an exam site from the schedule on the KUCE website.

Applicants may register for an exam site at the time of application by completing the appropriate block on the application form. Candidates requesting a specific test site should contact the Kansas Fire & Rescue Training Institute at 785-864-4790 or toll free 1-866-804-8841 to confirm that they have a reserved place at the exam.

Certification candidates are given two (2) attempts at each component, written and practical, within the twelve month certification period. If the candidate takes either component of the exam twice without passing, the candidate is required to resubmit a certification application form as well as an additional certification fee before being scheduled to retest a third time.

Candidates failing the written exam are responsible for notifying Kansas Fire & Rescue Training Institute of their desire to retest and enroll at the next scheduled exam that has available space or they may come to the Kansas Fire & Rescue Training Institute in Lawrence, Kansas to take a retest. Written exams will **not** be graded at the test site. Candidates may not take the written exam more than once per day.

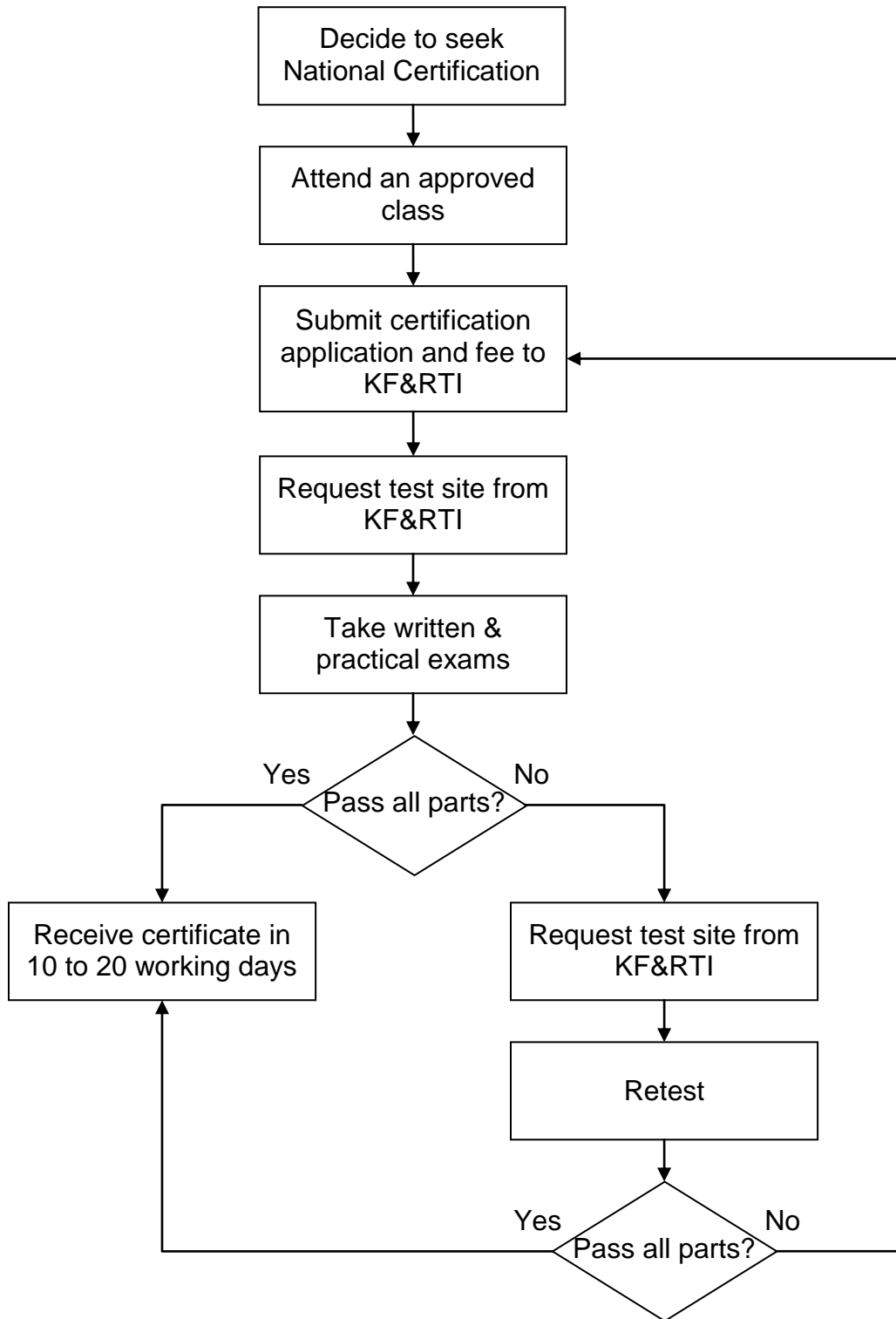
Candidates are responsible for **all of the skills** required by the NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2007 edition, during the practical exam. An exact list of specific skills is included in this study guide.

For the practical exam, candidates must submit a video tape or DVD of their presentation, postmarked within three (3) calendar months of the date of their written exam. Specific instructions for this presentation are provided later on in this study guide. The submissions become property of Kansas Fire & Rescue Training Institute and will not be returned. It is strongly recommended candidates keep a copy of their submission in the event of technical difficulties.

IMPORTANT: If you fail to submit your presentation within the allotted three (3) calendar months, this will constitute a failure of your first attempt at certification. If you then fail to successfully complete your second attempt within the remaining time, or if the second attempt does not meet the standard's requirements, you will fail to certify. This will require you to re-register and re-take the Instructor I course; pay a new certification fee; and successfully complete both Part I and Part II of the certification exam.

An official government issued picture ID (e.g., driver's license, military ID, etc.) must be shown for admittance to a written or practical exam.

Certification Flow Chart for Fire Service Instructor I



Certification Examination Instructions Fire Service Instructor I NFPA 1041 – 2007

Prerequisites:

Candidates seeking certification for Fire Service Instructor I within the Kansas Fire & Rescue Training Institute, the University of Kansas, must meet the following:

1. Residency and membership requirements as stated in Section 12, "Certification Policies" of the Criteria and Procedures document published by the Kansas Fire & Rescue Training Institute.
2. Candidate must be competent in all objectives listed in NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2007 Edition.

Part I - Written Examination:

The Fire Service Instructor I written certification exam is based on the **Requisite Knowledge** objectives listed in NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2007 Edition, Chapter 4. Candidates will be required to score a minimum of 70%.

1. The written test will consist of one hundred (100) multiple choice and true/false questions.
2. The candidate will be allowed two (2) hours to complete the exam.

Part II – Practical Examination:

The Fire Service Instructor I practical certification exam is based on **Requisite Knowledge** and **Requisite Skills** objectives listed in NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2007 Edition, Chapter 4. Candidates will be required to score a minimum of 70% on the skills checklist when delivering a prepared lesson plan.

1. The skills sheet is provided as part of the Fire Service Instructor I Study Guide.
2. Guidance for the submission of the presentation is provided as part of the Fire Service Instructor I Study Guide.
3. The submitted presentation must be postmarked (or hand delivered) within three (3) calendar months of the date of the written test (i.e., if the written test was taken on January 10, the practical submission is due not later than April 10.)
4. The presentation must be submitted to:

Kansas Fire & Rescue Training Institute
ATTN: Certification & Instructional Programs Manager
1515 St. Andrews Drive
Lawrence, Kansas 66047-1625

Written Exam Reading Reference Listing

Standard: NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2007 Edition

Reading Reference: IFSTA, *Fire and Emergency Services Instructor*, 7th Edition, ©2006.

NFPA 1041-2007 Requisite Knowledge Objectives

Reading & Study Reference

4.1.1 General Knowledge	Glossary pp. 631–646.
4.2.1 Definition of Duty	pp. 110–134.
4.2.2 Assemble Materials	pp. 101–115, 189–196.
4.2.3 Records/Reports	pp. 119–134.
4.3.1 Definition of Duty	pp. 163–186, 189–215, 219–245.
4.3.2 Reviewing Material	pp. 101–115, 137–159, 163–186, 189–215, 277–299.
4.3.3 Adapting a Lesson	pp. 189–193, 196–200, 249–274.
4.4.2 Organize Room	pp. 35–57, 206–215, 219–232, 249–274, 277–299.
4.4.3 Present Lesson	pp. 85–97, 137–159, 163–186, 189–215, 219–245, 249–274, 277–299.
4.4.4 Adjust Presentation	pp. 189–215, 277–299.
4.4.5 Learning Styles	pp. 35–57, 163–186, 189–215, 277–299.
4.4.6 Operating Equipment	pp. 249–274.
4.4.7 Use Audio Visuals	pp. 249–274.
4.5.2 Administer Tests	pp. 61–82, 303–317.
4.5.3 Grade Tests	pp. 303–317.
4.5.4 Report Test Results	pp. 85–97, 119–125, 178–182, 303–317.
4.5.5 Provide Feedback	pp. 85–97, 178–182, 303–317.

Instructions for Fire Service Instructor I Practical Skill Submission

Requirement:

The Fire Service Instructor I candidate must submit a VHS-formatted video tape or a DVD and supporting documentation of a Fire & Emergency Services related topic taught by the candidate to a class of firefighters or emergency personnel.

Project Book:

The project will be submitted in the notebook provided using the tab set provided. This will ensure that no portions of the project are inadvertently omitted. Specific instructions are listed below.

Submission:

The Fire Service Instructor I candidate may choose one of three methods ONLY (no electronic submissions will be accepted):

1. Hand deliver the submission to the Kansas Fire & Rescue Training Institute in Lawrence, Kansas.
2. Mail it via the U.S Postal Service at his/her own expense or by using the mailing label provided.
3. Send it via commercial delivery services at his/her own expense.

Delivery Address:

The Fire Service Instructor I candidate's submission should be sent to:

Kansas Fire & Rescue Training Institute
ATTN: Certification Program Manager
1515 St. Andrews Drive
Lawrence, Kansas 66047-1625

Deadline:

The Fire Service Instructor I candidate's submission must arrive or be postmarked not later than THREE (3) CALENDAR MONTHS from the date of registration (i.e., if the registration was submitted on January 10, the practical submission is due not later than April 10.) Failure to submit the required project by the required deadline will constitute a failure for the candidate's first attempt.

Specific Instructions:

The submission must adhere to the following minimum requirements:

1. The submission must be made on a VHS-formatted videotape or a DVD. The submission becomes property of the Kansas Fire & Rescue Training Institute and will not be returned. It is strongly recommended the candidate make and keep a copy of the submission as a back-up in the event of technical difficulties. (If the submission cannot be viewed and there is no back-up, or if it arrived late, it will count as a failed attempt.)
2. The submission must be thirty (30) minutes in length, plus or minus five (5) minutes. There will be no editing of the submission. Once the camera is turned on, it cannot be stopped or paused. If the camera is stopped, the candidate must restart the presentation on a new tape/DVD.
3. The camera must be set up at the back of the classroom so that the entire classroom can be observed. It does not have to be manned. If the camera is manned by an operator, the operator may pan to follow the instructor but must NOT remain zoomed in on the instructor candidate.
 - a. The camera should show the student audience interaction with the instructor candidate.
 - b. The instructor candidate must be able to be heard from the back of the room.
 - c. No extra credit will be given for the camera being manned or for camera effects (zooming in and out, etc.)
 - d. The camera must be positioned so that it can clearly record the Fire Service Instructor I candidate and view any audio visuals presented by him/her.
4. The Fire Service Instructor I candidate must use visual presentation aids. These may be in the form of a computer projected PowerPoint presentation, overhead viewgraphs, slides, easel pad, or models.

5. While not mandatory to be used, if a white board, chalk board, or flip chart pad is used, its visibility will be evaluated.
6. Another instructor may **NOT** be used as part of the presentation. A student demonstrator may be used if necessary. The demonstrator must be directed by the Fire Service Instructor I candidate throughout the demonstration. While the demonstrator's actions will not be graded, his/her actions should be reasonable and professional. Only the Fire Service Instructor I candidate's direction of the demonstrator will be graded.
7. The Fire Service Instructor I candidate's introduction is limited to a short introduction of himself/herself not to exceed three (3) minutes.
8. No "ice breakers" or student introductions will be presented.
9. The Fire Service Instructor I candidate will identify the objectives to be covered during the presentation.
10. The "student" audience must have at least five (5) firefighters (or other emergency responder professionals.) These "students" may be actual novice firefighters or they may be peers or superiors serving as "students".
11. The lesson plan presented may be an actual plan from the Fire Service Instructor I candidate's departmental training plan or it may be a "staged" presentation that is not part of the department's training plan.
12. The subject taught must be a subject that is appropriate to be delivered to line fire companies or fire department recruits. For example, it may deal with fire fighting operations, rescue operations, safety, vehicle or equipment maintenance, ICS/IMS, emergency medical care, basic firefighter skills, etc. It may **not** deal with non-fire related topics such as sports, leisure activities, hobbies, etc., or with topics beyond line company operations such as collective bargaining, chief operations, officer development, etc.
13. The Fire Service Instructor I candidate will administer an exam or a quiz to the class covering the material presented. This will be done before or after the recorded class and will not be done during the allotted thirty (30) minutes.
14. A consolidated grade report will be submitted in accordance with departmental policies. The candidate may use department forms or the sample form provided in the project book.
15. A course evaluation must be completed by the student audience members. The candidate may use department forms or the sample form provided in the project book.
16. The following supporting documents must be submitted:
 - a. A lesson plan of the class being submitted. If the submission is part of a larger lesson plan, the portion submitted must be identified. It may be in any of the commonly accepted lesson plan formats. **(NOTE: Merely submitting a group of PowerPoint slides does NOT constitute a lesson plan!)**
 - b. A copy of any of the visuals used during the class. If the class presented is a Kansas Fire & Rescue Training Institute provided presentation, a written listing of which slides were used will suffice.
 - c. A copy of all Student Handouts provided to the audience.
 - d. A copy of the exams or quizzes graded by the Fire Service Instructor I candidate. A copy of the answer key will be included.
 - e. The exam or quiz grades will be reported to the department Training Chief/Officer using the department's form or the sample report form included in the Project book.
 - f. Course evaluations completed by the student audience members. The students may use a department form or the sample form provided in the project book.
 - g. A clear photograph or brochure of any models, simulators, or training devices used. Use of any of these items is not required, but if they are used, they are subject to evaluation.

NOTE: In the event that the candidate's departmental policies and procedures do not address requirements or the department does not have the required forms, the Fire Service Instructor I candidate will use the examples provided in the project book provided to each candidate.

Fire Service Instructor I NFPA 1041 - 2007 Performance Test Item 1

Candidate's Name: _____

Objectives: NFPA 1041 – 2007, Chapter 4, Sections 4.2.2, 4.2.3, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.4.6, 4.4.7, 4.5.2, 4.5.3, 4.5.4, and 4.5.5.

Reference: IFSTA, *Fire and Emergency Services Instructor*, 7th Edition, ©2006.

Tools/Equipment/Setting: Classroom; audio visual training aids; models; simulators; projection screens; flip chart pads w/ easel; dry erase or chalk boards; extension cords; markers; pointers; tables; and chairs.

Instructions to Candidate: At this station you are required to present a thirty (30) minute lesson from a prepared lesson plan. You may set up the room any way you wish. You may use whatever audio visual and training aids you wish. Check and set all audio visual and training aids before you begin. Once video taping begins, the camera may not be turned off until the end of your presentation. You must submit all required supporting documents. (Detailed requirements are found at the "Instructions for Fire Service Instructor I Practical Skill Submission" in the Study Guide.)

1 st Attempt		2 nd Attempt		Skills Checklist
P	F	P	F	
_____	_____	_____	_____	NFPA 1041-2007, 4.2.2 1. Course materials required for the class were assembled.
_____	_____	_____	_____	NFPA 1041-2007, 4.2.3 2. Prepared training records. 3. Wrote basic reports. 4. Completed records.
_____	_____	_____	_____	NFPA 1041-2007, 4.3.2 5. Reviewed instructional materials for applicability to the class. 6. Analyzed resources, facilities, and materials for applicability to the class.
_____	_____	_____	_____	NFPA 1041-2007, 4.3.3 7. An adapted, prepared lesson plan was used. 8. Instructor was prepared to teach the lesson. 9. Instructor demonstrated appropriate organizational skills.
_____	_____	_____	_____	NFPA 1041-2007, 4.4.2 10. The learning environment was organized and safe. 11. The lighting was appropriate. 12. Distractions were minimized. 13. Adjustments were made for weather conditions (if necessary). 14. Noise level was minimal. 15. Audio visual equipment was adequate. 16. Training aids were appropriate. 17. Seating arrangement was appropriate. 18. Correctly used instructional media and materials.

Continued on next page

NFPA 1041-2007, 4.4.3

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

19. The learning material was presented as indicated in the lesson plan.
20. The stated outcomes were achieved.
21. Used appropriate communication techniques.
22. Used correct teaching methods and techniques.
23. Used the lesson plan in the instructional setting.

NFPA 1041-2007, 4.4.4

_____	_____	_____	_____
_____	_____	_____	_____

24. The lesson plan was adjusted for changing circumstances.
25. Class continuity and lesson objectives were achieved.

NFPA 1041-2007, 4.4.5

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

26. The lesson plan was adjusted for student learning styles & abilities.
27. Disruptive behavior was properly addressed.
28. Basic coaching and motivational techniques were used.
29. Adapted lesson plan and/or materials to specific instructional situation.

NFPA 1041-2007, 4.4.6

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

30. Audio visual equipment & training aids were properly operated.
31. If required, cleaned audiovisual equipment.
32. Demonstrated field level maintenance on audio visual equipment.

NFPA 1041-2007, 4.4.7

_____	_____	_____	_____
_____	_____	_____	_____

33. Audio visual equipment & training aids were used and properly returned to the storage mode.
34. Transition techniques within and between media were effective.

NFPA 1041-2007, 4.5.2

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

35. The instructor appropriately administered oral, written, and/or skill performance tests.
36. Skills checklists were used (if applicable).
37. Appropriate oral questioning techniques were used (if applicable).

NFPA 1041-2007, 4.5.3

_____	_____	_____	_____
_____	_____	_____	_____

38. Tests were accurately graded.
39. Tests were properly secured.

NFPA 1041-2007, 4.5.4

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

40. Test scores were recorded accurately.
41. The record forms were forwarded properly.
42. Any unusual circumstances were reported (if applicable).
43. Good communication skills were used.
44. Basic coaching techniques were used.

NFPA 1041-2007, 4.5.5

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

45. Evaluation/feedback was provided to students in a timely manner.
46. Evaluation/feedback was provided to students in specific terms.
47. Privacy requirements were maintained.
48. Good communication skills were used.
49. Basic coaching techniques were used.

Evaluator's Signature: _____ **Date:** _____ **P:** _____ **F:** _____

Evaluator's comments if candidate fails (continue on reverse):