

***NFPA 1041-2002
Fire Service Instructor II
Study Guide***



***National Certification Program
November 2004***

This document is provided at no cost to the user by the Kansas Fire & Rescue Training Institute, the University of Kansas, as a service to the fire fighters of Kansas.

Copyright © 2004 by the Kansas Fire & Rescue Training Institute, the University of Kansas

This document is provided by the Kansas Fire & Rescue Training Institute, the University of Kansas, for use under the following provisions:

1. Duplication is permitted if the document is duplicated in its entirety, including cover, without editorial changes.
2. No other cover sheet or information is attached as part of the document.
3. Duplicated document is distributed free and is not sold as part of another publication.

This page left blank

Introduction to Instructor II 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 is included in this document and may be used and/or duplicated at the local level. Applications forms may also be downloaded at: <http://www.kuce.org/fst/>

A list of current fees may be obtained by calling 785-864-4790 or 1-866-804-8841 toll free. Purchase orders from cities/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 & Training Institute 785-864-4790 or 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. If the candidate takes either component of the exam two (2) times 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.

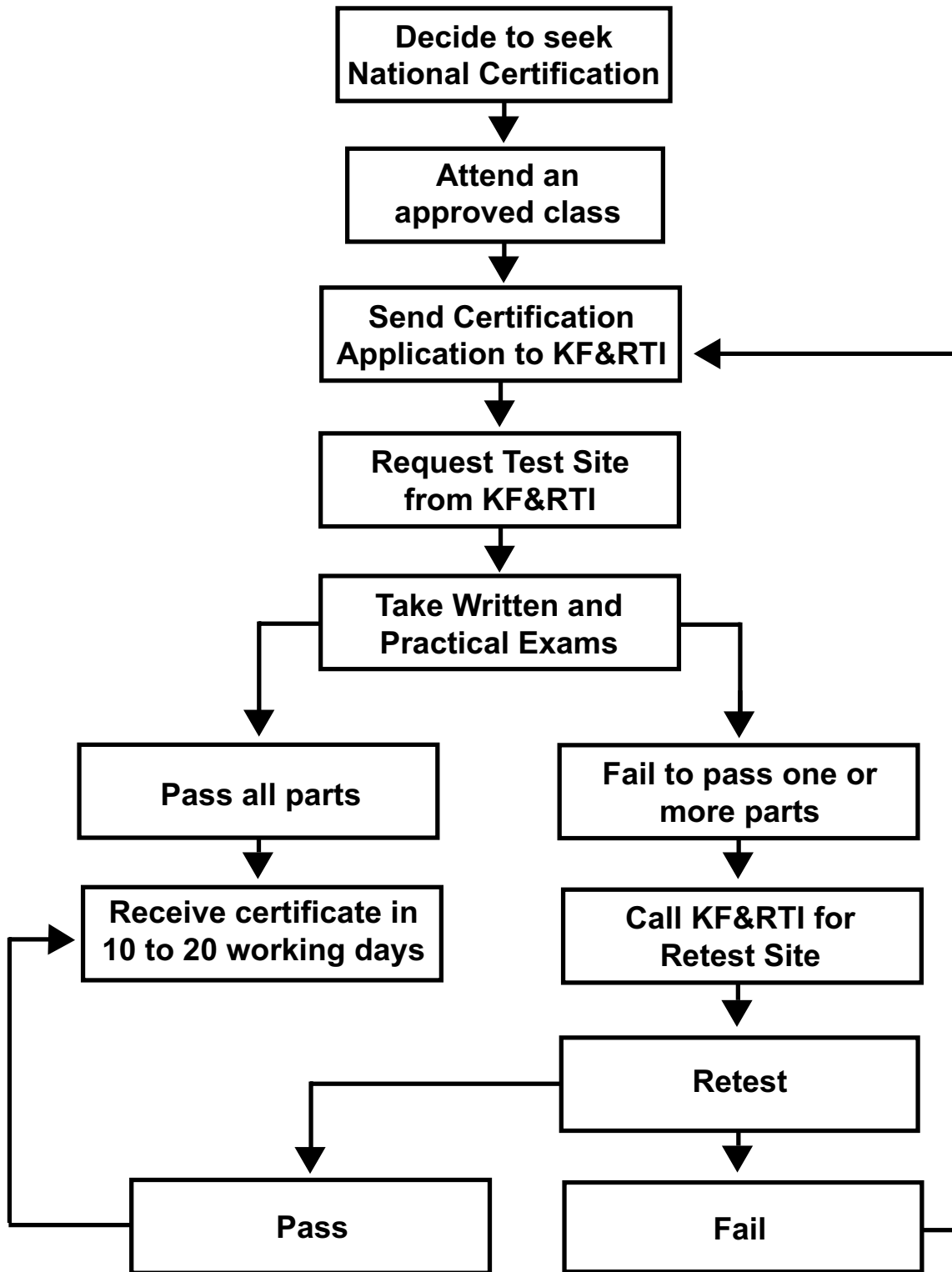
Candidates failing the written exam are responsible for notifying Kansas Fire & Rescue Training Institute of their desire to retest and enroll at the next scheduled exam that has available space. Candidates may not take the written exam more than once per day.

Candidates are responsible for **all of the skills** required by the applicable standard during the practical project. An exact list of specific skills is included in this study guide. The intent of this process is to insure that candidates are prepared to test on all skills required by the NFPA 1041-2002 standard.

The practical skill project is graded on a pass/fail basis. Candidates will be required to complete the development of an original lesson plan or modified lesson plan as randomly chosen then assigned by the certification program manager. The lesson plan subject/topic will be EMS or fire service related. The candidate will also be required to conduct a class within his/her local department using the assigned/created lesson plan. The practical project will also include completion of objectives from NFPA 1041, Chapter 5, as randomly chosen and assigned by the certification program manager. A list of these objectives is contained within this study guide. All components must be completed within one year of application for certification.

An official picture ID must be shown for admittance to a written or practical exam.

Certification Flow Chart for Fire Service Instructor II



Fire Service Instructor II NFPA 1041-2002

Prerequisites:

Candidates seeking certification, for **Fire Service Instructor II**, within the Kansas Fire & Rescue Training Institute Certification System, 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 Kansas Fire & Rescue Training Institute.
2. Candidate must be competent in all the objectives listed in:
 - NFPA Standard for *Fire Service Instructor Professional Qualifications* 1041-2002, Chapter 5
3. Candidate must be nationally certified as *NFPA 1041-2002 Fire Service Instructor I*.
4. Candidate must have successfully completed KF&RTI course "Fire Service Instructor II" or an allied professional course that has been approved by KF&RTI.

Written Examination:

The **Fire Service Instructor II** written certification exam is based on knowledge objectives listed in *NFPA 1041-2002 Standard for Fire Service Instructor Professional Qualifications*, Chapter 5. Candidates will be required to score a minimum of 70%. The written test will consist of 50 (fifty) questions.

Practical Examination:

The **Instructor II** practical certification exam is based on skill objectives listed in *NFPA 1041-2002 Standard for Fire Service Instructor Professional Qualifications*. Candidates will be required to score a minimum of 70%.

References/Textbooks:

Fire and Emergency Services Instructor, IFSTA, 6th Edition

This page left blank

**Kansas Fire & Rescue Training Institute
The University of Kansas
National Certification Application Form**

Return Application to: **Kansas Fire & Rescue Training Institute
University of Kansas Continuing Education
1515 St. Andrews Dr.
Lawrence, KS 66047-1625
FAX: 785-864-5074**

Personal Information

First Name _____ MI _____ Last Name _____ Date of Birth _____

Home Address _____ Home City _____ State _____ Home Zip _____

Home Phone _____ Daytime Phone _____ E-mail Address _____ FAX _____

Fire Department/Organization _____ Fire Department Address _____

Payment Method

Each application must be accompanied by payment of appropriate certification fees. Approved methods of payment are listed below. Please indicate method of payment you will use. (Please do not send cash through the mail.)

Payment enclosed (check or money order) Bill my department/organization

MasterCard VISA Discover American Express

Account number: _____ Expiration Date: _____

Name as it appears on card: _____

Please circle the category/level of certification for which you are applying.
Please contact Kansas Fire & Rescue Training Institute for specific certification fee information (1-866-804-8841).

Levels:
 Fire Fighter I* (includes Haz Mat Awareness)
 Fire Fighter II* (includes Haz Mat Operations)
 Driver/Operator-Aerial
 Driver/Operator-ARFF
 Driver/Operator-Pumper
 Hazmat Awareness
 Hazmat Operations*
 Hazmat Technician*
 Inspector I
 Instructor I
 Instructor II
 Officer I
 Officer II
 Airport Fire Fighter*

***Level requires verification of SCBA Fit Testing. See statement below.**

Testing Site Registration (optional)

If you know the location and date of the test site that you wish to attend, please list that information below. A certification exam schedule can be obtained by contacting the Kansas Fire & Rescue Training Institute at 785-864-4790 (phone), 1-866-804-8841 (toll free) or e-mail to kufst@ku.edu or visit our web site ([address: http://www.kuce.org/fst/](http://www.kuce.org/fst/)).

I wish to register for the following test site: Location: _____ Test Date: _____

I verify that I have reviewed the certification guidelines as stated in the Kansas Fire & Rescue Training Institute Certification Criteria and Procedures document and agree to conform to those guidelines. I further verify that all information submitted on this form is accurate.

Applicant's Signature _____

I verify the person listed on this form has been fit tested as per OSHA 29 CFR Part 1910.134. This form must be signed by the person conducting the fit testing or the Fire Chief.

Signature of Verifying Authority _____

Special Accommodation: If you will need special accommodation, please check the box preceding this statement and you will be contacted by a staff member.

This page left blank

Written Exam Study Guidesheets for Instructor II

Standard: NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2002 Edition

References: The Reading/Study References listed below represent references from which certification exam questions are taken.

IFSTA, *Fire and Emergency Services Instructor*, 6th Edition

Section Subject & NFPA Objective Number	Reading/Study Reference
Scheduling	
5.2.2	pp. 3–4, pp. 18–20, pp. 65–68, pp. 106–109, pp. 258–259
Budget	
5.2.3	pp. 92–104, pp. 153–155, pp. 245–248 and pp. 261–264
Materials	
5.2.4	pp. 246–248 and pp. 262–264
Record Keeping	
5.2.5	pp. 39–49, pp. 133–142 and pp. 240–248
Evaluate Instructor	
5.2.6	pp. 18–19, pp. 48–49, pp. 98–99, pp. 165–166, pp. 257–258 and pp. 260–261
Create Lesson	
5.3.2	pp. 49–50, pp. 53–61, pp. 68–82, pp. 93–104, pp. 114–124, pp. 125–128, pp. 161–166, p. 194, pp. 226–229, pp. 238–239 and pp. 245–246
Modify Lesson	
5.3.3	pp. 81–83 and pp. 125–129
Conduct Class	
5.4.2	pp. 83–86, pp. 117–122, pp. 136–137, pp. 142–146 and pp. 159–166
Supervise Instruction	
5.4.3	pp. 25–30, pp. 32–37, pp. 44–45, pp. 145–146, pp. 152–153, pp. 163–166, pp. 171–180, pp. 181–186 and pp. 238–240

Written Exam Study Guidesheets for Instructor II Continued

Standard: NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2002 Edition

References: The Reading/Study References listed below represent references from which certification exam questions are taken.

IFSTA, *Fire and Emergency Services Instructor*, 6th Edition

Section Subject & NFPA Objective Number	Reading/Study Reference
Student Evaluations 5.5.2	pp. 38–39, pp. 101–102, pp. 121–122, pp. 146–148, pp. 191–201, pp. 203–208 and pp. 216–219
Class Evaluation 5.5.3	pp. 102–106 and pp. 215–218
Test Analysis 5.5.4	p. 106, pp. 192–199, pp. 213–215

Practical Exam Study Guidesheets for Instructor II

Standard: NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2002 Edition

NFPA Objective: 5.2.2

Given instructional resources, staff and facilities available to you at your fire department, you will be required to schedule and oversee the delivery of several courses taught within your own department. Courses must be scheduled and conducted in accordance with your department's policies. You must document course subject matter, location, date, number of students and the name of the instructor. You are not required to be the instructor for all of the courses.

NFPA Objective: 5.2.3

Given training goals, your department's budget policy and current resources you must prepare a budget that identifies and documents resources required to meet training goals.

NFPA Objective: 5.2.4

Given identified training needs, list where you would obtain training resources. State delivery dates so that the resources are obtained within timelines. Be sure the resources are within the budget constraints and in accordance to your department's policies.

NFPA Objective: 5.2.5

Given your department's policies, training forms and training activity, state how you would coordinate training record keeping so that all agency and legal requirements are met.

NFPA Objective: 5.2.6

You must evaluate two or more instructors using an evaluation form approved/provided by your department. This evaluation form must identify the instructor's areas of strengths and weaknesses, recommended changes in instructional style and/or communication methods. This evaluation form must also provide an opportunity for the instructors to provide you, the evaluator, with feedback.

NFPA Objective: 5.3.2

This portion of your test includes creating a lesson plan and conducting a class with the lesson plan you have created. You must state the topic and a list of audience characteristics. Be sure that the job performance requirements are achieved within the lesson plan you have created. The lesson plan must include learning objectives, course material, a lesson plan outline, instructional aids required and an evaluation plan. You must include a copy of the lesson plan.

NFPA Objective: 5.3.3

For this project you must modify an existing lesson plan. You must state the topic and a list of audience characteristics. Be sure that the job performance requirements are achieved within the modified lesson plan. The modified lesson plan must include learning objectives, course material, a lesson plan outline, instructional aids required and an evaluation plan. Please include a copy of the existing lesson plan you worked from along with a copy of the modified lesson plan that includes all of the requirements listed.

Practical Exam Study Guidesheets for Instructor II

Standard: NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2002 Edition

NFPA Objective: 5.4.2

You will be required to instruct a class using the lesson plan you have prepared. You must utilize more than one teaching method and technique so the lesson plan objectives are achieved. You must demonstrate a transition between teaching methods, exhibit conference and discussion leadership styles while teaching.

NFPA Objective: 5.4.3

For this project you will supervise another instructor and his/her students while increased hazard training is being conducted. You will be responsible to see that all applicable safety standards and practices are being followed and that the instructional goals are being met. Your fire department's incident command system must be utilized during the training session. Documentation of supervision must include training subject, location, date, time, number of students attending and the name of the instructor. Your supervision of this high hazard training must be verified by a chief officer from your department.

NFPA Objective: 5.5.2

Use evaluation instruments you have developed to determine if the student has achieved the objectives. The evaluation instrument must evaluate performance in an objective, reliable and verifiable manner. It must also be bias free to any group. You are required to test all students in the class.

NFPA Objective: 5.5.3

You will be required to develop a class evaluation instrument so that students can provide feedback to you the instructor on instructional techniques, communication techniques, the learning environment, course content and student hand out materials.

NFPA Objective: 5.5.4

You must obtain test data and course objectives from a course your department has conducted. Utilizing your department's policies, analyze the test data obtained from the course using item analysis techniques to determine if the test is valid. A valid test must evaluate the objectives outlined in the lesson plan. For example, if the objectives state the student must learn to tie appropriate knots for rescue, the test utilized for the course would be invalid if it contained questions asking the student to list steps in raising a ladder. If the test you analyze is determined to be invalid you must make any necessary changes and document that they have been accomplished.