

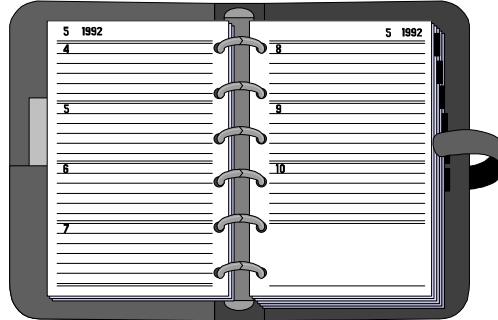
# ***National Certification Program Study Guide***

January 2010



**The University of Kansas**

## **Fire Service Instructor II**



**NFPA 1041,**

**Standard for Fire Service Instructor Professional Qualifications,**  
**2007 Edition**

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## Introduction to Fire Service 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.** Application forms may be downloaded at: <http://www.continuinged.ku.edu/fire/certification.php>.

A list of current fees may be obtained by calling 785-864-4790 or toll free 1-866-804-8841 or may be downloaded from <http://www.continuinged.ku.edu/fire/certification.php>. 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, skills, or oral 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 and skills 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 Instructor Professional Qualifications*, 2007 edition, during the practical exam. An exact list of specific skills is included in the study guide. **Candidates should be prepared to test on any skill listed in the standard.** The intent of this process is to insure that candidates are prepared to test on skills required by the NFPA 1041 – 2007 standard.

**Candidates will test one of two practical skills tracks. Both tracks will test Basic Skills (Skill Evaluation Items 1, 2, 5, and 6). In addition to these, Track 1 will also test Creating a Lesson Plan (Skill Evaluation Item 3) while Track 2 will instead test Modifying an Existing Lesson Plan (Skill Evaluation Item 4) in addition to the Basic Skills. The practical skills track will be assigned to the candidate at the test site with the issuance of the Instructor II Project Book.**

Practical skill exams are graded on a pass/fail basis. Candidates must successfully complete all skill stations at an exam site to receive a passing grade for the practical exam. Each candidate is allowed two (2) attempts at each station.

Candidates failing the practical exam are responsible for notifying Kansas Fire & Rescue Training Institute of their desire to retest by preregistering for another regularly scheduled exam. Candidates may not take the practical exam more than once per exam day.

**An official picture ID (e.g., driver’s license, military ID, etc.) must be shown for admittance to written and practical exams.**

## Certification Examination Instructions Instructor II NFPA 1041 – 2007

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### Prerequisites:

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

1. Residency and membership requirements as stated in Section 12, "Certification Policies" of the KFRTI National Certification Program Criteria and Procedures document published by Kansas Fire & Rescue Training Institute (available for download at <http://www.continuinged.ku.edu/fire/certification.php>.)
2. Candidate must be competent in all objectives listed in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2007 edition, Chapter 5.
3. Candidate must be previously nationally certified (IFSAC or NPQB) NFPA 1041 Fire Service Instructor I.
4. Successful completion of all parts of the Instructor II certification exam will result in national certification as Fire Service Instructor Level II.

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### Part I - Written Examination:

The Fire Service Instructor II written certification exam is based on **Requisite Knowledge** objectives listed in the NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2007 edition.

1. Candidates are required to score a minimum of 70%.
2. The certification exam contains one hundred (100) true/false and multiple choice questions covering Fire Service Instructor Level II knowledge requirements as stated in NFPA 1041-2007. The candidate will be allowed two (2) hours to complete this portion of the exam.

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### Part II - Practical Skills Examination:

The Fire Service Instructor II practical skills portion of the certification exam is based on **Requisite Knowledge** and **Requisite Skills** objectives listed in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2007 edition.

1. Candidates will be required to score 100% on all evaluated skills, which are graded on a Pass/Fail basis.
2. The skills evaluation forms are available as part of this study guide.

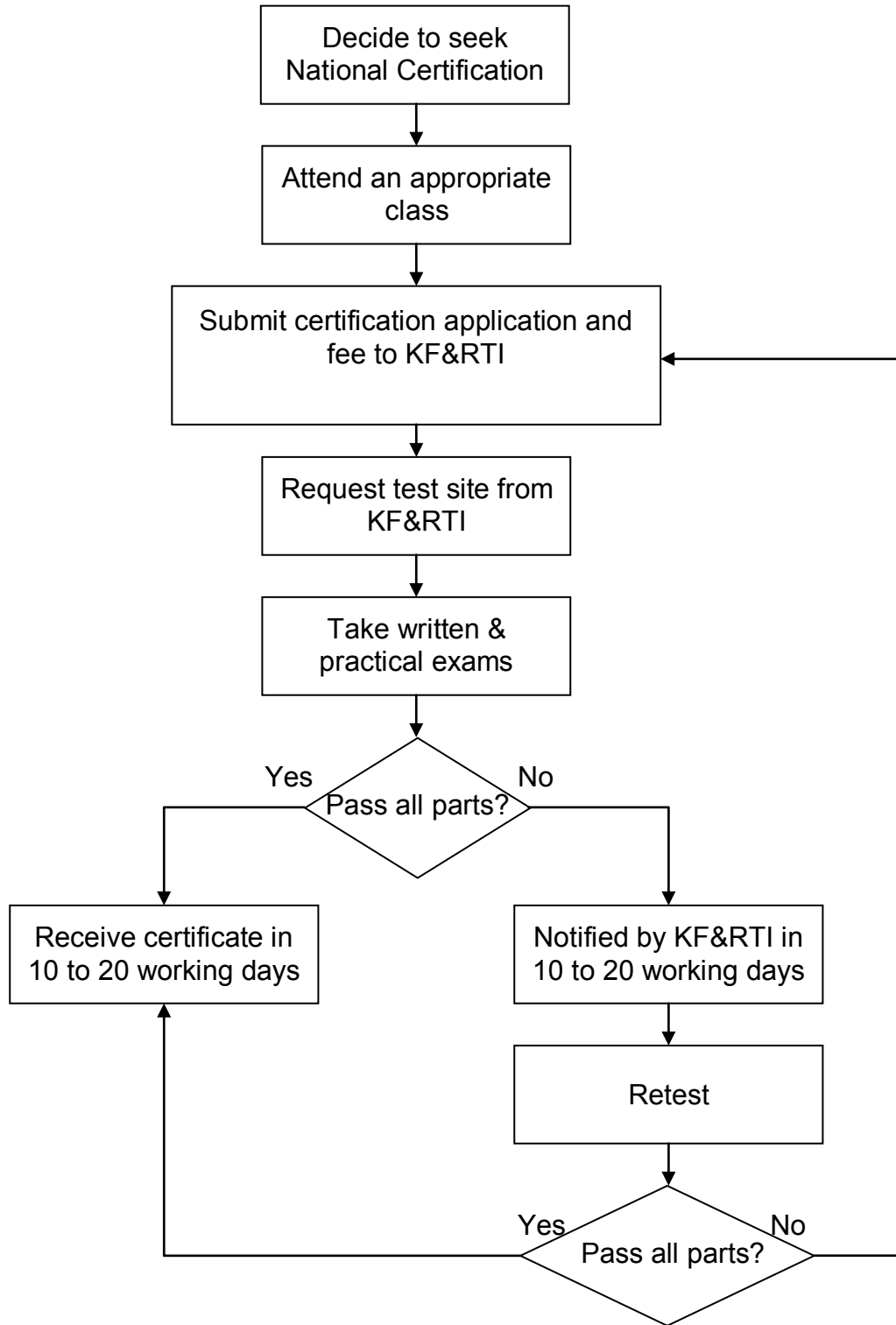
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### References & Textbooks:

IFSTA, *Fire and Emergency Services Instructor*, 7th edition, © 2006.  
NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2007 edition.

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### Certification Flow Chart for Instructor II



## Fire Service Instructor II Written Exam Study Guidesheet

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

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

The reading and study references listed below represent published references from which certification exam questions are taken.

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Section Subject & NFPA Objective Number	Reading/Study Reference
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**Schedule Instructional Sessions.**

5.2.2 pp. 461 – 472, 484 – 493

**Formulate Budget Needs.**

5.2.3 pp. 431 – 439, 442 – 458

**Acquire Training Resources.**

5.2.4 pp. 442 – 458

**Coordinate Training Record-Keeping.**

5.2.5 pp. 125 – 134, 479 – 493

**Evaluate Instructors.**

5.2.6 pp. 219 – 232, 357 – 362

**Create a Lesson Plan.**

5.3.2 pp. 163 – 169, 219 – 237, 258 – 272, 329 – 331, 338 – 339, 363 – 371

**Modify an Existing Lesson Plan.**

5.3.3 pp. 163 – 169, 219 – 237, 258 – 272, 329 – 331, 338 – 339, 363 – 371, 431 – 439

**Conduct a Class Using a Lesson Plan That the Instructor Has Prepared and That Involves the Utilization of Multiple Teaching Methods and Techniques.**

5.4.2 pp. 219 – 232

**Supervise Other Instructors and Students During Training.**

5.4.3 pp. 421 – 428, 469 – 471

**Develop Student Evaluation Instruments.**

5.5.2 pp. 219 – 232, 387 – 411

**Develop a Class Evaluation Instrument.**

5.5.3 pp. 363 – 371

**Analyze Student Evaluation Instruments.**

5.5.4 pp. 408 – 411

**Cumulative reading pages:**

125 – 134, 163 – 169, 219 – 237, 258 – 272, 329 – 331, 338 – 339, 357 – 371, 387 – 411, 421 – 428, 431 – 439, 442 – 458, 461 – 472, 479 – 493

## Fire Service Instructor II Practical Skills Exam Study Guidesheet

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

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

The reading and study references listed below represent published references from which certification exam skill sheets are derived.

Section Subject & NFPA Objective Number	Referenced Skill Sheets
<b>Formulate Budget Needs.</b>	
5.2.3 Resource analysis. Forms completion.	KFRTI 1 KFRTI 1
<b>Acquire Training Resources.</b>	
5.2.4 Forms completion.	KFRTI 1
<b>Coordinate Training Record-Keeping.</b>	
5.2.5 Record auditing procedures.	KFRTI 1
<b>Evaluate Instructors.</b>	
5.2.6 Coaching. Observation techniques. Completion of evaluation forms.	KFRTI 2 KFRTI 2 KFRTI 2
<b>Create a Lesson Plan.</b>	
5.3.2 Basic research, using JPRs to develop behavioral objectives. Student needs assessment. Development of instructional media. Outlining techniques. Evaluation techniques. Resource needs analysis.	KFRTI 3 KFRTI 3 KFRTI 3 KFRTI 3 KFRTI 3 KFRTI 3
<b>Modify an Existing Lesson Plan.</b>	
5.3.3 Basic research, using JPRs to develop behavioral objectives. Student needs assessment. Development of instructional media. Outlining techniques. Evaluation techniques. Resource needs analysis.	KFRTI 4 KFRTI 4 KFRTI 4 KFRTI 4 KFRTI 4 KFRTI 4
<b>Conduct a Class Using a Lesson Plan That the Instructor Has Prepared and That Involves the Utilization of Multiple Teaching Methods and Techniques.</b>	
5.4.2 Transition between different teaching methods.	KFRTI 3 & 4
<b>Supervise Other Instructors and Students During Training.</b>	
5.4.3 Implementation of an incident management system used by the agency.	KFRTI 2

**Develop Student Evaluation Instruments.**

- 5.5.2 Evaluation item construction.  
Assembly of evaluation instruments.

KFRTI 5  
KFRTI 5

**Develop a Class Evaluation Instrument.**

- 5.5.3 Development of evaluation forms.

KFRTI 6

**Analyze Student Evaluation Instruments.**

- 5.5.4 Item analysis techniques.

KFRTI 5

## Skill Set: Administrative Support Functions

**OBJECTIVE:** NFPA 1041-2007, Chapter 5, Sections 5.2.3, 5.2.4, & 5.2.5

**REFERENCE:** IFSTA, *Fire and Emergency Services Instructor*, 7th edition, © 2006.  
KNOWLEDGE: pp. 125 – 134, 442 – 458, 461 – 472 & 479 – 493

**Candidate Equipment Required:** Station uniform, writing instruments.

**Evaluator Equipment Required:** None.

### Read To Candidate

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At this station, you will be required to complete various Administrative Support Functions normally associated with training and instruction such as formulating budgets, acquiring training resources, and auditing training records.

You may use the worksheets, SOPs/SOGs and other forms provided by your department. You will use your department's training records for the audit. If your department does not use such items, or you are denied access to actual training records due to privacy policies, they are downloadable from the KFRTI web site.

The answers you submit must be your own work. You will be graded on your assignment of tasks and/or responsibilities, clarity of expression, and completeness of answers.

Ensure that you complete **all portions** of this station.

To pass this station, you must **successfully complete 100% of the steps**.

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1<sup>st</sup> Attempt 2<sup>nd</sup> Attempt  
P F P F

### Skill Steps

#### Section 5.2.3 – Formulate budget needs.

\_\_\_ \_\_\_ \_\_\_ \_\_\_ 1. Conduct a resource analysis.

\_\_\_ \_\_\_ \_\_\_ \_\_\_ 2. Complete necessary forms.

#### Section 5.2.4 – Acquire training resources.

\_\_\_ \_\_\_ \_\_\_ \_\_\_ 3. Complete all required forms and documentation.

#### Section 5.2.5 – Coordinate training record-keeping.

\_\_\_ \_\_\_ \_\_\_ \_\_\_ 4. Complete an audit of training records.

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

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

## Skill Set: Supervise & Evaluate Instructors & Students

**OBJECTIVE:** NFPA 1041-2007, Chapter 5, Sections 5.2.6 & 5.4.3

**REFERENCE:** IFSTA, *Fire and Emergency Services Instructor*, 7th edition, © 2006.  
KNOWLEDGE: pp. 219 – 232, 357 – 362, 421 – 428, & 469 – 471

**Candidate Equipment Required:** Station uniform, writing instruments.

**Evaluator Equipment Required:** None.

### Read To Candidate

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At this station, you will be required to supervise and evaluate instructors and students.

You will be required to observe an instructor delivering training and/or instruction. You will evaluate the instructor's performance, complete an evaluation form, and develop an improvement plan that addresses any deficiencies.

In the course of the training/instruction, you will implement an incident management system used by your department that ensures the accountability and safety of all the students.

The answers you submit must be your own work. You will be graded on your assignment of tasks and/or responsibilities, clarity of expression, and completeness of answer.

Ensure that you complete **all portions** of this station.

To pass this station, you must **successfully complete 100% of the steps**.

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1<sup>st</sup> Attempt 2<sup>nd</sup> Attempt  
P F P F

### Skill Steps

#### Section 5.2.6 – Evaluate instructors.

- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 1. Coach other instructors.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 2. Use observation techniques.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 3. Complete evaluation forms.

#### Section 5.4.3 – Supervise other instructors and students during training.

- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 4. Implement an incident management system used by the department.

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

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

## Skill Set: Create a Lesson Plan

**OBJECTIVE:** NFPA 1041-2007, Chapter 5, Sections 5.3.2 & 5.4.2

**REFERENCE:** IFSTA, *Fire and Emergency Services Instructor*, 7th edition, © 2006.  
**KNOWLEDGE:** pp. 163 – 169, 219 – 237, 258 – 272, 32 – 331, 338 – 339, & 363 – 371

**Candidate Equipment Required:** Station uniform, writing instruments.

**Evaluator Equipment Required:** None.

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### Read To Candidate

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At this station, you will be required to create a lesson plan.

Prior to beginning work on your lesson plan, you must have your Statement of Work that identifies the training need approved by the KFRTI Program Manager or Coordinator.

The answers you submit must be your own work. You will be graded on your assessment of the issue, interpretation of human resource policies, clarity of expression, and completeness of answer.

Ensure that you complete **all portions** of this station.

To pass this station, you must **successfully complete 100% of the steps**.

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1<sup>st</sup> Attempt 2<sup>nd</sup> Attempt  
P F P F

### Skill Steps

#### Section 5.3.2 – Create a lesson plan.

- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 1. Conduct basic research, using JPRs to develop behavioral objectives.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 2. Conduct a student needs assessment.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 3. Develop instructional media.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 4. Demonstrate outlining techniques.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 5. Demonstrate evaluation techniques.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 6. Conduct a needs analysis of instructional resources.

#### Section 5.4.2 – Conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques.

- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 7. Transition between different teaching methods.
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**Candidate's Name:** \_\_\_\_\_ **Station:** P \_\_\_ F \_\_\_

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

## Skill Set: Modify an Existing Lesson Plan

**OBJECTIVE:** NFPA 1041-2007, Chapter 5, Sections 5.3.3 & 5.4.2

**REFERENCE:** IFSTA, *Fire and Emergency Services Instructor*, 7th edition, © 2006.

**KNOWLEDGE:** pp. 163 – 169, 219 – 237, 258 – 272, 32 – 331, 338 – 339, 363 – 371, & 431 – 439

**Candidate Equipment Required:** Station uniform, writing instruments.

**Evaluator Equipment Required:** None.

### Read To Candidate

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At this station, you will be required to modify an existing lesson plan.

You will be provided with an original lesson plan by the KFRTI Program Manager or Coordinator.

The answers you submit must be your own work. You will be graded on your assessment of the issue, interpretation of human resource policies, clarity of expression, and completeness of answer.

Ensure that you complete **all portions** of this station.

To pass this station, you must **successfully complete 100% of the steps**.

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1<sup>st</sup> Attempt 2<sup>nd</sup> Attempt  
P F P F

### Skill Steps

#### Section 5.3.3 – Modify an existing lesson plan.

- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 1. Conduct basic research, using JPRs to develop behavioral objectives.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 2. Conduct a student needs assessment.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 3. Develop instructional media.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 4. Demonstrate outlining techniques.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 5. Demonstrate evaluation techniques.
- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 6. Conduct a needs analysis of instructional resources.

#### Section 5.4.2 – Conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques.

- \_\_\_ \_\_\_ \_\_\_ \_\_\_ 7. Transition between different teaching methods.

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

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

## Skill Set: Student Evaluation Instruments

**OBJECTIVE:** NFPA 1041-2007, Chapter 5, Sections 5.5.2 & 5.5.4

**REFERENCE:** IFSTA, *Fire and Emergency Services Instructor*, 7th edition, © 2006.

**KNOWLEDGE:** pp. 219 – 232 & 387 – 411

**Candidate Equipment Required:** Station uniform, writing instruments.

**Evaluator Equipment Required:** None.

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### Read To Candidate

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At this station, you will be required to develop both knowledge-based and skills-based student evaluation instruments. You must then administer those instruments to a group or groups of students and analyze the results. Finally, based on that analysis, you must determine the validity and reliability of the instruments and make appropriate modifications, if any.

You will be graded on your completeness of response; using a positive attitude when making or implementing recommendations; the clarity of expression in framing your response; and correct spelling, grammar, and punctuation.

Ensure that you complete **all portions** of this station. You must complete this station in **60 minutes**.

To pass this station, you must **successfully complete 100% of the steps**.

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1<sup>st</sup> Attempt 2<sup>nd</sup> Attempt  
P F P F

### Skill Steps

#### Section 5.5.2 – Develop student evaluation instruments.

\_\_\_ \_\_\_ \_\_\_ \_\_\_ 1. Demonstrate evaluation item construction.

\_\_\_ \_\_\_ \_\_\_ \_\_\_ 2. Demonstrate assembly of evaluation instruments.

#### Section 5.5.4 – Analyze student evaluation instruments.

\_\_\_ \_\_\_ \_\_\_ \_\_\_ 3. Demonstrate item analysis techniques.

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

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

## Skill Set: Develop a Class Evaluation Instrument

**OBJECTIVE:** NFPA 1041-2007, Chapter 5, Section 5.5.3

**REFERENCE:** IFSTA, Fire and Emergency Services Instructor, 7th edition, © 2006.  
KNOWLEDGE: pp. 363 – 371

**Candidate Equipment Required:** Station uniform, writing instruments.

**Evaluator Equipment Required:** None.

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### Read To Candidate

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At this station, you will be required to develop a class evaluation instrument. This instrument will then be used by students in a class taught by an instructor you supervised. Upon receipt of the completed instruments, you will analyze the results and summarize them in a memo to the instructor.

You will be graded on your completeness of response; using a positive attitude when presenting results and making recommendations; the clarity of expression in framing your response; and correct spelling, grammar, and punctuation.

Ensure that you complete **all portions** of this station.

To pass this station, you must **successfully complete 100% of the steps**.

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1<sup>st</sup> Attempt 2<sup>nd</sup> Attempt  
P F P F

### Skill Steps

\_\_\_ \_\_\_ \_\_\_ \_\_\_ 1. Develop class evaluation forms.

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

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