

Edition: August 2017
NFPA Standard 1041 - 2012 Edition

MONTANA FIRE INSTRUCTOR I PROFESSIONAL QUALIFICATIONS

Certification Test Documentation Booklet

AUTHORITATIVE REFERENCE SOURCES FOR THIS EDITION:
NFPA 1041 - 2012 EDITION FIRE SERVICE INSTRUCTOR PROFESSIONAL
QUALIFICATIONS STANDARDS

MSUES FIRE SERVICES TRAINING SCHOOL
750 6TH STREET SW SUITE 205
GREAT FALLS, MT 59404
PHONE: (406) 761-7885
FAX: (406) 268-3735
WEBSITE: [HTTP://WWW.MONTANA.EDU/WWWFIRE](http://www.montana.edu/wwwfire)

This certification process is accredited by:



International Fire Accreditation Congress (IFAC)
and
National Board on Professional Qualifications (NPQS)

MSUES Fire Services Training School
INSTRUCTOR I
Certification Test Documentation Booklet

Candidate's Name _____
 First Middle Last

Candidate's Address _____

Candidates Phone: _____

Name and address of Fire Service Organization (FSO) of which you are a member

Please print the name of the Chief of your FSO _____

Phone number for your Chief _____

Instructor C Course ____/____/____ Instructor(s) _____

TEST INSTRUCTIONS (PLEASE READ CAREFULLY)

Completion of the FSTS course "Instructor C" is a prerequisite for the Instructor I candidate. The candidate has a 12 month period to complete this test. This period begins with the first, and ends with the last date a skill was demonstrated and recorded. All responses in this test booklet must be hand written by the candidate.

The Chief Officer of your Fire Service Organization must sign off in the signature block under "Fitness Requirements" before any testing begins. A FSTS authorized test administrator or a FSTS staff member must sign off each block and enter the date tested. Every block must be signed and dated. When testing is planned or scheduled, contact your local FSTS field trainer and give notice of the dates, times, and location of the testing. Occasionally, the FSTS field trainers is required to observe local testing to ensure compliance with accreditation and certification rules.

The reference sources for this test are:

- IFSTA Fire Service Instructor, Eighth Edition
- FSTS Montana Fire Service Professional Qualifications Certification System
- FSTS Overview of Training Methodologies for the Fire Service

It is not required that the test elements be demonstrated in the order they appear.

This test booklet remains in effect until the FSTS Advisory Council adopts a revised Instructor Standard. This test booklet must be completed within a 12 month period.
This test does not measure the level of skill and knowledge of the candidate in the subject matter to be taught.

Safety: The candidate is responsible for the safety of trainees during the test. The candidate shall ensure that safety behaviors are modeled. Candidates will be disqualified from the testing process for failing to maintain a safe training environment.

Fitness Requirements: The signature of the Chief of the FSO is evidence that the candidate has met local requirements with regard to good physical and mental condition and has a background indicating good moral character. The local Chief should ensure that the candidate has an appropriate background and physical and mental condition prior to beginning this test.

Chief Officer's Signature _____ Date _____

Facilities and equipment compliance: The signature of the Chief of the FSO is evidence to FSTS that the facilities and equipment used for testing are in compliance with applicable NFPA Standards.

Chief Officer's Signature _____ Date _____

If you have questions, contact FSTS at 406-771-7885 during office hours, or any of the following representatives:

Jon Campbell	406-407-1996	Kalispell
Craig Jeppson	406-498-5444	Missoula
Doug Lobaugh	406-750-6046	Great Falls
Terry Larson	406-868-0655	Billings
Jerry Prete	406-461-2274	Miles City
Brandon Brunelle	406-230-2472	Glasgow

Our address:
Montana Fire Services Training School
750 6th Street SW
Suite 205
Great Falls, MT 59404

Upon completion of this test, make a copy for yourself, then give the original to an FSTS staff member or send to FSTS via certified mail. A fee of \$95 must accompany the test booklet for certification submission.

Signature Verification:

For the purpose of signature verification to sign off in this test booklet I certify my signature as:

Signed:

Printed Name:

Duration of Certification:

Accredited certifications issued by the Montana Fire Services Training School do not have an expiration date. However, for purposes of progression within the FSTS certification system, a certification is recognized for five years from the test completion date. The policy regarding this is part of the Montana Fire Service Professional Qualifications Certification System, which is adopted by the Fire Services Training School Advisory Council. The policy is shown below.

304 Duration of Certification

304.1 Certifications issued under this system are recognized for purposes of progression within the system from the test completion date to the date a revised testing process is implemented by FSTS, however, certification will be recognized for progression purposes for a minimum of 5 years from its date of issuance.

304.2 Individuals with certifications which have lapsed under 304.1, are treated as new to the level or system and must be re-tested to the current standard for a given level.

Definitions

Approved: Acceptable to the Fire Services Training School

Authority having jurisdiction: Fire Services Training School

Fire Service Organization: (FSO) The emergency response entity of which the candidate for certification is an active member.

Instructor I: A fire service instructor who has demonstrated the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aids 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

Instructor II: A fire service instructor who, in addition to meeting Instructor I qualifications, has demonstrated the knowledge and ability to develop individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments; schedule training sessions based on overall training plan of authority having jurisdiction; and supervise and coordinate the activities of other instructors.

Instructor III: A fire service instructor who, in addition to meeting Instructor II qualifications, has demonstrated the knowledge and ability to develop comprehensive training curricula and programs for use by single or multiple organizations; conduct organization needs analysis; design record keeping and scheduling systems; and develop training goals and implementation strategies.

Job Performance Requirements: A written statement that describes a specific job task, lists the items necessary to complete the task, and defines measurable or observable outcomes and evaluation areas for the specific task.

Shall: Indicates a mandatory requirement.

Task: A specific job behavior or activity.

Locally tested Portion
Administered by Candidate's Fire Chief

4.1 General.

4.1.1 The Fire Service Instructor I shall meet the JPRs defined in Sections 4.2 through 4.5 of this standard.

4.2 Program Management.

4.2.2 Assemble course materials, given a specific topic, so that the lesson plan and all materials, resources, and equipment needed to deliver the lesson are obtained.

Requisite Knowledge. Components of a lesson plan, policies and procedures for the procurement of materials and equipment, and resource availability.

Candidate has provided here a description of the components of a lesson plan.

Signed_____ Date:_____

Candidate has provided here a description of the policies and procedures for the procurement of materials and equipment.

Signed_____ Date:_____

Candidate has provided here a description of resource availability within the fire department.

Signed _____ Date: _____

4.2.3 Prepare requests for resources, given training goals and current resources, so that the resources required to meet training goals are identified and documented.

Requisite Knowledge. Resource management, sources of instructional resources and equipment.

Candidate has provided here a written request for training resources.

Signed _____ Date: _____

Candidate has provided here a list of sources for instructional resources and equipment.

Signed _____ Date: _____

4.2.4 Schedule single instructional sessions, given a training assignment, department scheduling procedures, instructional resources, facilities and timeline for delivery, so that the specified sessions are delivered according to department procedure.

Requisite Knowledge. Departmental scheduling procedures and resource management.

Candidate has provided here the departmental scheduling procedures and resources.

Signed _____ Date: _____

4.2.5 Complete training records and report forms, given policies and procedures and forms, so that required reports are accurate and submitted in accordance with the procedures.

Requisite Knowledge. Types of records and reports required, and policies and procedures for processing records and reports.

Candidate has provided here a description of the types of records and reports required.

Signed _____ Date: _____

Candidate has provided here a description of the policies and procedures for processing records and reports within the fire department.

Signed _____ Date: _____

4.3 Instructional Development

4.3.2 Review instructional materials, given the materials for a specific topic, target audience, and learning environment, so that elements of the lesson plan, learning environment, and resources that need adaptation are identified.

Requisite Knowledge. Recognition of student limitations and cultural diversity, methods of instruction, types of resource materials, organization of the learning environment, and policies and procedures.

Candidate has provided here a description of methods of instruction and resources that could address student limitations and cultural diversity.

Signed _____ Date: _____

4.3.3 Adapt a prepared lesson plan, given course materials and an assignment, so that the needs of the student and the objectives of the lesson plan are achieved.

Requisite Knowledge. Elements of a lesson plan, selection of instructional aids and methods, and organization of the learning environment.

Candidate has provided here a description of the process for the selection of instructional aids.

Signed _____ Date: _____

4.4 Instructional Delivery

4.4.2 Organize the classroom, laboratory, or outdoor learning environment, given a facility and an assignment, so that lighting, distractions, climate control or weather, noise control, seating, audiovisual equipment, teaching aids, and safety are considered.

Requisite Knowledge. Classroom management and safety, advantages and limitations of audiovisual equipment and teaching aids, classroom arrangement, and methods and techniques of instruction.

Candidate has provided here a description of classroom arrangement, management and safety considerations.

Signed _____ Date: _____

Candidate has provided here a description of the advantages and limitations of audiovisual equipment and teaching aids.

Signed _____ Date: _____

4.4.3 Present prepared lessons, given a prepared lesson plan that specifies the presentation method(s), so that the method(s) indicated in the plan are used and the stated objectives or learning outcomes are achieved, applicable safety standards and practices are followed, and risks are addressed.

Requisite Knowledge. The laws and principles of learning, methods and techniques of instruction, lesson plan components and elements of the communication process, and lesson plan terminology and definitions; the impact of cultural differences on instructional delivery; safety rules, regulations, and practices; identification of training hazards; elements and limitations of distance learning; distance learning delivery methods; and the instructor's role in distance learning.

Candidate has provided here a description of lesson plan terminology and definitions.

Signed _____ Date: _____

Candidate has provided here a description of training hazards and applicable safety rules, regulations, and practices that must be followed during training.

Signed _____ Date: _____

Candidate has provided here a description of the elements and limitations of distance learning.

Signed _____ Date: _____

Candidate has provided here a description distance learning delivery methods and the instructor's role in distance learning.

Signed _____ Date: _____

4.4.4 Adjust presentation, given a lesson plan and changing circumstances in the class environment, so that class continuity and the objectives or learning outcomes are achieved.

Requisite Knowledge. Methods of dealing with changing circumstances.

Candidate has provided a description of the methods for dealing with changing circumstances during training.

Signed _____ Date: _____

4.4.5 Adjust to differences in learning styles, abilities, cultures, and behaviors, given the instructional environment, so that lesson objectives are accomplished, disruptive behavior is addressed, and a safe and positive learning environment is maintained.

Requisite Knowledge. Motivation techniques, learning styles, types of learning disabilities and methods for dealing with them, and methods of dealing with disruptive and unsafe behavior.

Candidate has provided a description of motivation techniques.

Signed _____ Date: _____

Candidate has provided a description of learning styles,

Signed _____ Date: _____

Candidate has provided a description of types of learning disabilities and methods for dealing with them.

Signed _____ Date: _____

Candidate has provided a description of methods of dealing with disruptive and unsafe behavior.

Signed _____ Date: _____

4.4.6 Operate audiovisual equipment and demonstration devices, given a learning environment and equipment, so that the equipment functions properly.

Requisite Knowledge. Components of audiovisual equipment.

Candidate has provided a description of audiovisual equipment used in fire service instruction.

Signed _____ Date: _____

4.4.7 Utilize audiovisual materials, given prepared topical media and equipment, so that the intended objectives are clearly presented, transitions between media and other parts of the presentation are smooth, and media are returned to storage.

Requisite Knowledge. Media types, limitations, and selection criteria.

Candidate has provided a description of media types and their limitations, and selection criteria.

Signed _____ Date: _____

4.5 Evaluation and Testing

4.5.2 Administer oral, written, and performance tests, given the lesson plan, evaluation instruments, and evaluation procedures of the agency, so that bias or discrimination is eliminated, the testing is conducted according to procedures, and the security of the materials is maintained.

Requisite Knowledge. Test administration, agency policies, laws and policies pertaining to discrimination during training and testing, methods for eliminating testing bias, laws affecting records and disclosure of training information, purposes of evaluation and testing, and performance skills evaluation.

Candidate has provided a description of laws and policies (agency if available) pertaining to discrimination in the workplace, to include training and testing.

Signed _____ Date: _____

Candidate has provided a description of methods for eliminating testing bias.

Signed _____ Date: _____

Candidate has provided a description of laws affecting records and disclosure of training information.

Signed _____ Date: _____

Candidate has provided a description of the purposes of evaluation and testing, and performance skills evaluation.

Signed _____ Date: _____

4.5.3 Grade student oral, written, or performance tests, given class answer sheets or skills checklists and appropriate answer keys, so the examinations are accurately graded and properly secured.

Requisite Knowledge. Grading methods, methods for eliminating bias during grading, and maintaining confidentiality of scores.

Candidate has provided a description of grading method (s)

Signed _____ Date: _____

Candidate has provided a description of methods for eliminating bias during grading.

Signed _____ Date: _____

Candidate has provided a description of maintaining confidentiality of scores.

Signed _____ Date: _____

4.5.4 Report test results, given a set of test answer sheets or skills checklists, a report form, and policies and procedures for reporting, so that the results are accurately recorded, the forms are forwarded according to procedure, and unusual circumstances are reported.

and

4.5.5 Provide evaluation feedback to students, given evaluation data, so that the feedback is timely; specific enough for the student to make efforts to modify behavior; and objective, clear, and relevant; also include suggestions based on the data.

Requisite Knowledge. Reporting procedures and the interpretation of test results.

Candidate has provided a description of procedures for reporting test results.

Signed _____ Date: _____

Candidate has provided a description of how the interpretation of test results is used to make decisions and/or suggestions.

Signed _____ Date: _____

FSTS TAFF ADMINISTERED PORTION

To demonstrate the skills required for certification, the candidate will coach two different crews using prepared materials. The crews must not have the skills being trained prior to the training. The prepared materials will include a minimum of one tactic from the FSTS Fire Fighter 1 or 2 program or, with FSTS approval, from other systems. The fire fighters on the crews will meet the performance standards for the tactic in which they are being instructed.

The candidate must successfully demonstrate the skills listed below during the planning, preparation, instruction, and evaluation of the tactic being instructed.

4.2.3 Prepare requests for resources, given training goals and current resources, so that the resources required to meet training goals are identified and documented.

Skill

- Oral and written communication
- Complete forms

Test #1 Signed _____ Date: _____

Test #2 Signed _____ Date: _____

4.2.4 Schedule single instructional sessions, given a training assignment, department scheduling procedures, instructional resources, facilities and timeline for delivery, so that the specified sessions are delivered according to department procedure.

Skill

- Training schedule completion

Test #1 Signed _____ Date: _____

Test #2 Signed _____ Date: _____

4.2.5 Complete training records and report forms, given policies and procedures and forms, so that required reports are accurate and submitted in accordance with the procedures.

Skill

- Training records and forms complete
 - Accurate
 - Complete
 - According to local procedures
 - According to FSTS procedures

Test #1 Signed _____ Date: _____

Test #2 Signed _____ Date: _____

4.3.2 Review instructional materials, given the materials for a specific topic, target audience, and learning environment, so that elements of the lesson plan, learning environment, and resources that need adaptation are identified.

Skill

- Review instructional materials and adapt
 - Learning environment adapted
 - Resources adapted
 - Elements of lesson plan adapted

Test #1 Signed _____ Date: _____

Test #2 Signed _____ Date: _____

4.3.3 Adapt a prepared lesson plan, given course materials and an assignment, so that the needs of the student and the objectives of the lesson plan are achieved.

Skill

- Adapt a prepared lesson plan
 - Student needs met
 - Objectives met

Test #1 Signed _____ Date: _____

Test #2 Signed _____ Date: _____

4.4.2 Organize the classroom, laboratory, or outdoor learning environment, given a facility and an assignment, so that lighting, distractions, climate control or weather, noise control, seating, audiovisual equipment, teaching aids, and safety are considered.

Skill

- Use of instructional media and teaching aids
 - Safety maximized
 - Environmental conditions considered
 - Functional
 - Distractions minimized
 - Appropriate teaching aids

Test #1 Signed _____ Date: _____

Test #2 Signed _____ Date: _____

4.4.3 Present prepared lessons, given a prepared lesson plan that specifies the presentation method(s), so that the method(s) indicated in the plan are used and the stated objectives or learning outcomes are achieved, applicable safety standards and practices are followed, and risks are addressed.

Skill

- Oral communication techniques
- Teaching methods and techniques of instruction
- Utilization of a lesson plan in an instructional setting
 - Specified method used
 - Objectives achieved

Test #1 Signed _____ Date: _____

Test #2 Signed _____ Date: _____

4.4.5 Adjust to differences in learning styles, abilities, cultures, and behaviors, given the instructional environment, so that lesson objectives are accomplished, disruptive behavior is addressed, and a safe and positive learning environment is maintained.

Skill

- Basic coaching and motivational techniques
- Correction of disruptive behaviors if needed
- Adaption to specific instructional situations

Test #1 Signed _____ Date: _____

Test #2 Signed _____ Date: _____

4.4.6 Operate audiovisual equipment and demonstration devices, given a learning environment and equipment, so that the equipment functions properly.

Skill

- Use and field level maintenance of audiovisual equipment
 - Demonstrate devices
 - Equipment functions properly
 - Contingency plan exists

Test #1 Signed _____ Date: _____

Test #2 Signed _____ Date: _____

4.4.7 Utilize audiovisual materials, given prepared topical media and equipment, so that the intended objectives are clearly presented, transitions between media and other parts of the presentation are smooth, and media are returned to storage.

Skill

- Transition techniques within and between media
 - Transitions smooth

Test #1 Signed _____ Date: _____

Test #2 Signed _____ Date: _____

4.5.2 Administer oral, written, and performance tests, given the lesson plan, evaluation instruments, and evaluation procedures of the agency, so that bias or discrimination is eliminated, the testing is conducted according to procedures, and the security of the materials is maintained.

Skill

- Use of skills checklists and oral question techniques
 - According to procedures
 - Security maintained
 - Conducted in a positive manner

Test #1 Signed _____ Date: _____

Test #2 Signed _____ Date: _____

4.5.4 Report test results, given a set of test answer sheets or skills checklists, a report form, and policies and procedures for reporting, so that the results are accurately recorded, the forms are forwarded according to procedure, and unusual circumstances are reported.

Skill

- Communication skill and basic coaching
 - Report test results
 - Forms forwarded appropriately
 - Unusual circumstances reported

Test #1 Signed _____ Date: _____

Test #2 Signed _____ Date: _____

4.5.5 Provide evaluation feedback to students, given evaluation data, so that the feedback is timely; specific enough for the student to make efforts to modify behavior; and objective, clear, and relevant; also include suggestions based on the data.

Skill

- Communication skill and basic coaching
 - Provides feedback
 - Timely
 - Specific
 - Objective
 - Clear
 - Relevant
 - Includes suggestions

Test #1 Signed _____ Date: _____

Test #2 Signed _____ Date: _____

PROCTOR'S AFFIDAVIT

Note: This form may be duplicated so each proctor has one to file.

Date: _____

Proctor's Name _____

By my signature, I hereby agree to administer testing for Montana State University - Fire Services Training School in a professional manner, with integrity, and in compliance with the letter and spirit of the regulations governing the operation of the Montana Professional Qualifications Certification System. I also certify that I have not been involved in the training of the candidate(s) for the skills which I am testing. I understand that any breach of this commitment will result in my immediate dismissal and possible legal action against me.

Proctor's Signature

Witness

****** PROCTOR IN-SERVICE TRAINING ******

Location of Training: _____

Lead Instructor: _____

Date of Training: ____/____/____