

# MONTANA FIRE INSTRUCTOR II 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 6<sup>TH</sup> 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 II  
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) \_\_\_\_\_  
(Instructor C class required only if Instructor I was not obtained from FSTS)

**TEST INSTRUCTIONS (PLEASE READ CAREFULLY)**

Current certification at the Instructor I level is prerequisite for the Instructor II 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 6<sup>th</sup> 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:

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**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.

Shall: Indicates a mandatory requirement.

Task: A specific job behavior or activity.

Locally tested Portion  
Administered by Candidate's Fire Chief

5.1 General. The Fire Service Instructor II shall meet the requirements for Fire Service Instructor I and the JPRs defined in Sections 5.2 through 5.5.

The candidate shall follow the procedures for certification as defined in the Montana Fire Service Professional Qualifications Certification System, Instructor 2.

**5.2 Program Management.**

5.2.2 Schedule instructional sessions, given department scheduling policy, instructional resources, staff, facilities, and timeline for delivery, so that the specified sessions are delivered according to department policy.

Requisite Knowledge. Departmental policy, scheduling processes, supervision techniques, and resource management.

Candidate has provided here a description of departmental policy and scheduling process for instructional sessions.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

5.2.3 Formulate budget needs, given training goals, agency budget policy, and current resources, so that the resources required to meet training goals are identified and documented.

Requisite Knowledge. Agency budget policy, resource management, needs analysis, sources of instructional materials, and equipment.

Candidate has provided here a description of agency policies applicable to acquiring resources for training needs, instructional material, and equipment.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

Candidate has provided here a description identifying and documenting the sources of instructional materials required to meet training goals.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

5.2.4 Acquire training resources, given an identified need, so that the resources are obtained within established timelines, budget constraints, and according to agency policy.

Requisite Knowledge. Agency policies, purchasing procedures, and budget management.

Candidate has provided here a written description of training resources required, given an identified need.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

Candidate has provided here a written description of how resources are obtained within established timelines, budget constraints and according to agency policy.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

5.2.5 Coordinate training record-keeping, given training forms, department policy, and training activity, so that all agency and legal requirements are met.

**Requisite Knowledge.** Record-keeping processes, departmental policies, laws affecting records and disclosure of training information, professional standards applicable to training records, and databases used for record-keeping.

Candidate has provided here a written description of agency requirements for coordinating training record keeping to ensure agency policies, legal requirements, professional standards applicable to training records are met, and data bases used for records.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_



5.2.6 Evaluate instructors, given an evaluation form, department policy, and JPRs, so that the evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style and communication methods, and provides opportunity for instructor feedback to the evaluator.

Requisite Knowledge. Personnel evaluation methods, supervision techniques, department policy, and effective instructional methods and techniques.

Candidate has provided here a written description of personnel evaluation methods.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

Candidate has provided here a written description of supervision techniques.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

Candidate has provided here a written description (or attachment) of department policy as related to personnel evaluations.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

Candidate has provided here a written description of effective instructional methods and techniques.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

### **5.3 Instructional Development**

5.3.2 Create a lesson plan, given a topic, audience characteristics, and a standard lesson plan format, so that the JPRs or learning objectives for the topic are addressed, and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan.

Requisite Knowledge. Elements of a lesson plan, components of learning objectives, methods and techniques of instruction, principles of adult learning, techniques for eliminating bias in instructional materials, types and application of instructional media, evaluation techniques, and sources of references and materials.

Candidate has provided here a written description of the elements of a lesson plan.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

Candidate has provided here a written description of the components of learning objectives.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

Candidate has provided here a written description of the characteristics of adult learners.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

Candidate has provided here a written description of the techniques for eliminating bias in instructional materials.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

Candidate has provided here a written description of the types and application of instructional media.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

Candidate has provided here a written description of evaluation techniques.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

Candidate has provided here a written description of the sources of references and materials.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

## 5.4 Instructional Delivery

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, given a topic and a target audience, so that the lesson objectives are achieved.

Requisite Knowledge. Use and limitations of teaching methods and techniques.

Candidate has provided here a written description of the use and limitations of teaching methods.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

5.4.3 Supervise other instructors and students during training, given a training scenario with increased hazard exposure, so that applicable safety standards and practices are followed, and instructional goals are met.

Requisite Knowledge. Safety rules, regulations, and practices, the incident command system used by the agency; and leadership techniques.

Candidate has provided here a written description of the agency's safety rules, regulations and practices as they pertain to training exercises.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

Candidate has provided here a written description of the incident command system used by the agency.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

Candidate has provided here a written description of leadership techniques.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

### 5.5 Evaluation and Testing

5.5.2 Develop student evaluation instruments, given learning objectives, audience characteristics, and training goals, so that the evaluation instrument determines if the student has achieved the learning objectives; the instrument evaluates relevant performance in an objective, reliable, and verifiable manner; and the evaluation instrument is bias-free to any audience or group.

Requisite Knowledge. Evaluation methods, development of forms, effective instructional methods, and techniques.

Candidate has provided here a written description of how to develop evaluation forms, or attach and describe a form currently being used by the FSO.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_

5.5.3 Develop a class evaluation instrument, given agency policy and evaluation goals, so that students have the ability to provide feedback to the instructor on instructional methods, communication techniques, learning environment, course content, and student materials.

Requisite Knowledge. Evaluation methods and test validity.

Candidate has provided here a written description of how the evaluation methods can be tested for validity.

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Signed \_\_\_\_\_ Date: \_\_\_\_\_



## FSTS STAFF ADMINISTERED PORTION

To demonstrate the skills required for certification, the candidate will prepare an original instructional package, including at least one tactic with evaluation instrument. The method of instruction shall be in context, using the coaching methodology. The candidate will provide to FSTS a plan for the instructional package, which shall be approved by FSTS prior to development work on the package. The candidate will coach two different crews using the instructional package after the final package has been approved by FSTS. The crews must not have the skills being trained prior to the training.

The candidate must also evaluate two instructors, either both coaching the same tactic, or one instructor coaching two different tactics.

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

5.2.3 Formulate budget needs, given training goals, agency budget policy, and current resources, so that the resources required to meet training goals are identified and documented.

### Skill

- Formulate budget needs
  - Resources required to meet training resources are identified
  - Resources required to meet training goals are documented

Test #1 Signed \_\_\_\_\_ Date: \_\_\_\_\_

Test #2 Signed \_\_\_\_\_ Date: \_\_\_\_\_

5.2.4 Acquire training resources, given an identified need, so that the resources are obtained within established timelines, budget constraints, and according to agency policy.

### Skill

- Acquire training resources
  - Resources are obtained within established timelines
  - Resources are obtained within budget constraints
  - Resources are obtained according to agency policy

Test #1 Signed \_\_\_\_\_ Date: \_\_\_\_\_

Test #2 Signed \_\_\_\_\_ Date: \_\_\_\_\_

5.2.5 Coordinate training record keeping, given training forms, department policy, and training activity, so that all agency and legal requirements are met.

Skill

- Coordinate training record keeping
  - Agency requirements are met
  - Legal requirements are met

Test #1 Signed \_\_\_\_\_ Date: \_\_\_\_\_

Test #2 Signed \_\_\_\_\_ Date: \_\_\_\_\_

5.2.6 Evaluate instructors, given an evaluation form, department policy, and JPRs, so that the evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style and communication methods, and provides opportunity for instructor feedback to the evaluator.

Skill

- Evaluate instructors
  - Completion of evaluation forms
  - Evaluation identifies areas of:
    - Strengths
    - Weaknesses
    - Recommendation for change in instruction style
    - Recommendation for changes in communication methods
    - Provides opportunity for instructor feedback to the evaluator

Test #1 Signed \_\_\_\_\_ Date: \_\_\_\_\_

Test #2 Signed \_\_\_\_\_ Date: \_\_\_\_\_

5.3.2 Create a lesson plan, given a topic, audience characteristics, and a standard lesson plan format, so that the job performance requirements for the topic are achieved, and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan.

Skill

- Create a lesson plan
  - Job performance requirements for the topic are achieved
  - Includes learning objectives
  - Includes a lesson outline
  - Includes course materials
  - Includes instructional aids
  - Includes an evaluation plan

Test #1 Signed \_\_\_\_\_ Date: \_\_\_\_\_

Test #2 Not required

5.3.3 Modify an existing lesson plan, given a topic, audience characteristics, and a lesson plan, so that the JPRs or learning objectives for the topic are addressed and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan.

Skill

- Modify an existing lesson plan
  - Job performance requirements for the topic are achieved
  - Includes learning objectives
  - Includes a lesson outline
  - Includes course materials
  - Includes instructional aids
  - Includes an evaluation plan

Test #1 Signed \_\_\_\_\_ Date: \_\_\_\_\_

Test #2 Not required

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, given a topic and a target audience, so that the lesson objectives are achieved.

Skill

- Conduct a training session
  - Lesson plan used that the candidate has prepared
  - Utilization of multiple teaching methods and techniques
  - Lesson objectives are achieved

Test #1 Signed \_\_\_\_\_ Date: \_\_\_\_\_

Test #2 Signed \_\_\_\_\_ Date: \_\_\_\_\_

5.4.3 Supervise other instructors and students during training, given a training scenario with increased hazard exposure, so that applicable safety standards and practices are followed, and instructional goals are met.

Skill

- Supervise other instructors and students during a training with increased hazard exposure
  - Applicable safety standards and practices are followed
  - Nobody is injured
  - Instructional goals are met
  - There are no near misses
  - Incident management system implemented

Test #1 Signed \_\_\_\_\_ Date: \_\_\_\_\_

Test #2 Signed \_\_\_\_\_ Date: \_\_\_\_\_

5.5.2 Develop student evaluation instruments, given learning objectives, audience characteristics, and training goals, so that the evaluation instrument determines if the student has achieved the learning objectives; the instrument evaluates relevant performance in an objective, reliable, and verifiable manner; and the evaluation instrument is bias-free to any audience or group.

Skill

- Develop student evaluation instruments
  - Evaluation instrument determines if the student achieved the learning objectives
  - Instrument evaluates performance in an objective manner
  - Instrument evaluates performance in a reliable manner
  - Instrument evaluates performance in a verifiable manner
  - Instrument is bias free to any audience or group

Test #1 Signed \_\_\_\_\_ Date: \_\_\_\_\_

Test #2 Not required

5.5.3 Develop a class evaluation instrument, given agency policy and evaluation goals, so that students have the ability to provide feedback to the instructor on instructional methods, communication techniques, learning environment, course content, and student materials.

Skill

- Develop a class evaluation instrument
  - Students have the ability to provide feedback to the instructor on:
    - Instructional methods
    - Communication techniques
    - Learning environment
    - Course content
    - Student materials

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:** \_\_\_\_/\_\_\_\_/\_\_\_\_