MONTANA
FIRE INSTRUCTOR II
PROFESSIONAL
QUALIFICATIONS
Certification Test Documentation Booklet
2014 Edition

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

MSUES Fire Services Training School
750 6th Street Southwest - Suite 205
Great Falls, MT 59404-3297
Phone: 406.761.7885
Fax: 406.268.3735
Website: http://www.montana.edu/wwwfire

This certification process is accredited by:

International Fire Accreditation Congress (IFSAC)
and
National Board on Professional Qualifications (NPQS)
Candidate’s Name ___________________________ First ___________ Middle ___________ Last ___________

Candidate’s Address ____________________________________________________________

Candidate's Evening & Weekend Phone ___________________ Day Phone____________________

Driver’s License Number _____________ Issuing State _________________ Date of Birth _____________

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

Address of the FSO of which you are a member.

Please print the name of the chief of your FSO.

Daytime phone number for your chief ___________________________

Expiration Date Fire Instructor 1: ___/___/____

TEST INSTRUCTIONS (PLEASE READ CAREFULLY!)

Current Certification at the Fire Instructor 1 Level is a pre-requisite for the Instructor 2 Candidate. The Instructor 2 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.

The chief 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 FSTS staff member must sign off each block and enter the date tested. Every block must be signed and dated.

Notification: 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 Trainer is required to observe local testing to ensure compliance with accreditation and certification rules.

The authoritative reference sources for this test are:

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

This Test Booklet remains in effect until the Fire Services Training School 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 fire service instructor in the subject matter to be taught.
**Safety** - The Candidate is responsible for the safety of trainees during this 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 to FSTS 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’s Signature ___________________________________ Date __________________________

**Facilities and Equipment Compliance:**
The signature of the chief of the Fire Service Organization is evidence to FSTS that the facilities and equipment used for testing are in compliance with applicable NFPA Standards.

Chief’s Signature ___________________________________ Date __________________________

If you have questions, contact FSTS at 406.761.7885 or 800-556-8858, during office hours, or any of the following representatives:

- Ed Burlingame 406.249.0745 Columbia Falls
- Doug Lobaugh 406.750.6046 Great Falls
- Steve Harada 406.868.1178 Wolf Point
- Craig Jeppson 406.498-5444 Missoula
- Dave Mason 406.461-0570 Helena

**FSTS Address:**
Fire Services Training School - Certification Program
750 6th Street Southwest - Suite 205
Great Falls, Montana 59404-3297

**Upon completion of the test, give to an FSTS Staff Member OR send to FSTS via certified mail. A fee of $95.00 must accompany the test book for certification submission.**
Definitions.

Approved. Acceptable to the Fire Services Training School.

Authority having jurisdiction. Fire Services Training School (FSTS)

Duty. A major subdivision of the work performed by one individual.

Fire Service Organization. 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 is maximized; and meet the record-keeping requirements of 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 curriculum and programs for use by single or multiple organizations; conduct organization needs analysis; and develop training goals and implementation strategies.

Job Performance Requirement. A 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.
Chapter 5  Instructor II  
5-1   General.

5.1.1 For certification at Level II, the Fire Instructor I shall demonstrate the job performance requirements, in two differing training settings, defined in Sections 5.2 through 5.5 of the Montana Fire Service Instructor II Professional Qualifications, 2014 edition.

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 written description of departmental policy for scheduling instructional sessions.

________________________________________________________

Chief’s Signature ____________________________ Date Tested ___/___/____

Candidate has provided here a written description of department scheduling policy.

________________________________________________________

Chief’s Signature ____________________________ Date Tested ___/___/____

Candidate has provided here a written description of instructional resources, staff and facilities available.

________________________________________________________

Chief’s Signature ____________________________ Date Tested ___/___/____

Candidate has provided here a written description a timeline for delivery, so that the specified sessions are delivered according to department policy.

________________________________________________________

Chief’s Signature ____________________________ Date Tested ___/___/____
5.2.3 Formulate budget needs, given training goals, agency budget policy and current resources, so that the resources required to meet the 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 written description of agency policies necessary to formulate budget needs, given training goals, agency budget policy and current resources.

________________________________________________________________________

Chief’s Signature ___________________________________________ Date Tested ___/___/____

Candidate has provided here a written description identifying and documenting resources required to meet training goals.

________________________________________________________________________

Chief’s Signature ___________________________________________ Date Tested ___/___/____

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, budget management.

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

________________________________________________________________________

Chief’s Signature ___________________________________________ Date Tested ___/___/____

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

________________________________________________________________________

Chief’s Signature ___________________________________________ Date Tested ___/___/____

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

**Requisite Knowledge.** Record-keeping processes, departmental policies, laws affecting records and disclosure of training information, professional standards applicable to training records, databases used for record-keeping.
Candidate has provided here a written description of agency requirements for coordinating training record keeping to ensure agency and legal requirements are met.

5.2.6 Evaluate instructors, given an evaluation form, department policy and JPRs, so that the evaluation identifies area 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, effective instructional methods and techniques.

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

Candidate has provided here a written description of supervision techniques.

Candidate has provided here a written description of department personnel policy.

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

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 aides and an evaluation plan.
Requisite Knowledge. Elements of a lesson plan, components of learning objectives, instructional methods and techniques, characteristics of adult learners, 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.

________________________________________________________

Chief’s Signature ___________________________ Date Tested __/__/____

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

________________________________________________________

Chief’s Signature ___________________________ Date Tested __/__/____

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

________________________________________________________

Chief’s Signature ___________________________ Date Tested __/__/____

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

________________________________________________________

Chief’s Signature ___________________________ Date Tested __/__/____

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

________________________________________________________

Chief’s Signature ___________________________ Date Tested __/__/____

Candidate has provided here a written description of evaluation techniques.

________________________________________________________

Chief’s Signature ___________________________ Date Tested __/__/____
5.3.3 Modify 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 aides and an evaluation plan.

**Requisite Knowledge.** Elements of a lesson plan, components of learning objectives, instructional methods and techniques, characteristics of adult learners, 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.

Chief’s Signature ____________________________ Date Tested ___/___/_____

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

Chief’s Signature ____________________________ Date Tested ___/___/_____

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

Chief’s Signature ____________________________ Date Tested ___/___/_____

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

Chief’s Signature ____________________________ Date Tested ___/___/_____

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

Chief’s Signature ____________________________ Date Tested ___/___/_____

2014 Edition  8
Candidate has provided here a written description of evaluation techniques.

Chief’s Signature ___________________________________________ Date Tested __/__/____

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

Chief’s Signature ___________________________________________ Date Tested __/__/____

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.

Chief’s Signature ___________________________________________ Date Tested __/__/____

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

Chief’s Signature ___________________________________________ Date Tested __/__/____

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.

Chief’s Signature ___________________________________________ Date Tested __/__/____

2014 Edition
Candidate has provided here a written description of the incident command system used by the agency.

__________________________________________________________  Date Tested  __/__/____

Candidate has provided here a written description of leadership techniques.

__________________________________________________________  Date Tested  __/__/____

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 in the student has achieved the learning objectives; the instrument evaluates relevant performance in an objective, reliable and verifiable manner; and the evaluation instrument in a 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 evaluation methods.

__________________________________________________________  Date Tested  __/__/____

Candidate has provided here a written description of how to develop evaluation forms.

__________________________________________________________  Date Tested  __/__/____

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

__________________________________________________________  Date Tested  __/__/____

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 environments, course content and student materials.

Requisite Knowledge. Evaluation methods, test validity.
Candidate has provided here a written description of evaluation methods.

________________________________________________________________________

________________________________________________________________________

Chief’s Signature _____________________________ Date Tested ___/___/_____  

Candidate has provided here a written description of how evaluation methods were tested for validity.

________________________________________________________________________

________________________________________________________________________

Chief’s Signature _____________________________ Date Tested ___/___/_____
FSTS STAFF ADMINISTERED PORTION

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.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Formulate budget needs</th>
<th>Test #1</th>
<th>Test #2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>√ resources required to meet training goals are identified</td>
<td><strong><strong>/</strong></strong>/____</td>
<td><strong><strong>/</strong></strong>/____</td>
</tr>
<tr>
<td></td>
<td>√ resources required to meet training goals are documented</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Evaluator Comments:

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.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Acquire training resources</th>
<th>Test #1</th>
<th>Test #2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>√ resources are obtained within established timelines</td>
<td><strong><strong>/</strong></strong>/____</td>
<td><strong><strong>/</strong></strong>/____</td>
</tr>
<tr>
<td></td>
<td>√ resources are obtained within budget constraints</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>√ resources are obtained according to agency policy met</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Skill</th>
<th>Test #1</th>
<th>Test #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinate training record keeping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ agency requirements are met</td>
<td><em><strong>/</strong></em>/___</td>
<td><em><strong>/</strong></em>/___</td>
</tr>
<tr>
<td>√ legal requirements are met</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Evaluator

Comments:

5.2.6 Evaluate instructors, given an evaluation form, department policy, and job performance requirements, 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.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Test #1</th>
<th>Test #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluate instructors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ evaluation identifies areas of strengths</td>
<td><em><strong>/</strong></em>/___</td>
<td><em><strong>/</strong></em>/___</td>
</tr>
<tr>
<td>√ evaluation identifies areas of weakness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ recommends changes in instructional style</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ recommends changes in communication methods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ provides opportunity for instructor feedback to the evaluator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Evaluator

Comments:

Evaluator

Comments:
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.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Test #1</th>
<th>Test #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a lesson plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ job performance requirements for the topic are achieved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ plan includes learning objectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ plan includes a lesson outline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ plan includes course materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ plan includes instructional aids</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ plan includes an evaluation plan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.3.3 Modify an existing lesson plan, given a topic, audience characteristics, and a lesson plan, 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.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Test #1</th>
<th>Test #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify an existing lesson plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ job performance requirements for the topic are achieved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ plan includes learning objectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ plan includes a lesson outline</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ plan includes course materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ plan includes instructional aids</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ plan includes an evaluation plan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Test #1</th>
<th>Test #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct a class using a lesson plan that the instructor has prepared</td>
<td>/ / /</td>
<td>/ / /</td>
</tr>
<tr>
<td>involves the utilization of multiple teaching methods and techniques</td>
<td>Evaluator</td>
<td>Evaluator</td>
</tr>
<tr>
<td>lesson objectives are achieved</td>
<td>Comments:</td>
<td>Comments:</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Test #1</th>
<th>Test #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervise other instructors and students during high hazard training</td>
<td>/ / /</td>
<td>/ / /</td>
</tr>
<tr>
<td>applicable safety standards and practices are followed</td>
<td>Evaluator</td>
<td>Evaluator</td>
</tr>
<tr>
<td>instructional goals are met</td>
<td>Comments:</td>
<td>Comments:</td>
</tr>
<tr>
<td>no one is injured</td>
<td></td>
<td></td>
</tr>
<tr>
<td>there are no near misses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 performance in an objective, reliable, and verifiable manner, and the evaluation instrument is bias-free to any audience or group.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Test #1</th>
<th>Test #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop student evaluation instruments</td>
<td>✔ evaluation instrument determines if the student has achieved the learning objectives</td>
<td>✔/✔/✔</td>
</tr>
<tr>
<td>✔ instrument evaluates performance in an objective manner</td>
<td>✔ instrument evaluates performance in a reliable manner</td>
<td>✔/✔/✔</td>
</tr>
<tr>
<td>✔ instrument evaluates performance in a verifiable manner</td>
<td>✔ evaluation instrument is bias free to any audience or group</td>
<td>✔/✔/✔</td>
</tr>
</tbody>
</table>

Evaluator: __/__/____  Comments: 

Evaluator: __/__/____  Comments:
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.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Test #1</th>
<th>Test #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop a class evaluation instrument</td>
<td><strong><strong>/</strong></strong>/____</td>
<td><strong><strong>/</strong></strong>/____</td>
</tr>
<tr>
<td>√ students have the ability to provide feedback on instructional methods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ students have the ability to provide feedback</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ students have the ability to provide feedback on communication techniques</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ students have the ability to provide feedback on learning environment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ students have the ability to provide feedback on course content</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ students have the ability to provide feedback on student materials</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Evaluator Comments: ________________________________

Evaluator Comments: ________________________________
Analyze student evaluation instruments, given test data, objectives and agency policies, so that validity is determined and necessary changes are accomplished.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Test #1</th>
<th>Test #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyze student evaluation instruments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>√  validity is determined</td>
<td><em><strong>/</strong></em>/___</td>
<td><em><strong>/</strong></em>/___</td>
</tr>
<tr>
<td>√  necessary changes are accomplished</td>
<td>Evaluator</td>
<td>Evaluator</td>
</tr>
</tbody>
</table>

Evaluator Comments:

Evaluator Comments:
PROCTOR'S AFFIDAVIT

Date:_____________

Proctor's Name______________________________________________

By my signature, I hereby agree to administer testing for the 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 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:_____ / _____ / _____