

****FIRE INSTRUCTOR II****

CERTIFICATION TEST

DOCUMENTATION

BOOKLET

MSU Fire Services Training School
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Great Falls, MT 59404
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Website: <http://www.montana.edu/wwwfire>

This certification process is accredited by:



International Fire Service Accreditation Congress (IFSAC)
and
National Board on Fire Service Professional Qualifications (Pro Board)

MSU 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

Email _____

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 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, Equipment, and NFPA 1403 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:

Craig Jeppson	406-498-5444	Dillon
Rick Paulsen	406-381-2390	Stevensville
Troy Petersen	406-836-0086	Great Falls
Terry Larson	406-868-0655	Billings
Jerry Prete	406-461-2274	Miles City
Brandon Brunelle	406-230-2472	Glasgow
Jessica Kinzer	406-249-5590	Kalispell

Our address:
Montana Fire Services Training School
409 14th Street SW
Suite 1
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.

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.

5.2.1 Definition of Duty. The management of instructional resources, staff, facilities, records, and reports.

5.2.5 Manage training record-keeping, given training records, AHJ policy, and training activity, so that all AHJ and legal requirements are met.

(A) Requisite Knowledge. Record-keeping processes, AHJ policies, laws affecting records and disclosure of training information, professional standards applicable to training records, and systems 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.

AHJ signs off for agency policies, legal requirements, professional standards applicable to training records are met, and that a record keeping system was used.

Signed _____ **Date:** ____/____/____

(B) Requisite Skills. Records Management.

- Candidate has demonstrated requisite skills by coordination of training record management.
 - AHJ requirements are met
 - Legal requirements are met

Signed _____ **Date:** ____/____/____

5.2.6 Evaluate instructors, given an evaluation form, AHJ policy, and objectives, 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.

(A) Requisite Knowledge. Personnel evaluation methods, supervision techniques, AHJ policy, and effective instructional methods and techniques.

If applicable, candidate has provided here a written description (or attachment) of department policy as related to personnel evaluations.

Signed _____ **Date:** ____/____/____

5.3 Instructional Development

5.3.1 Definition of Duty. The development of instructional materials for specific topics.

5.3.2 Create a lesson plan, given a topic, learner characteristics, and a lesson plan format, so that the learning objectives, a lesson outline, course materials, instructional technology tools, and evaluation plan, and learning objectives for the topic are addressed.

(A) Requisite Knowledge. Elements of a lesson plan, components of learning objectives, instructional methodology, student-centered learning, methods for eliminating bias, types and application of instructional technology tools and techniques, copyright law, and references and materials.

Candidate has provided here a written description of copyright law, and references and materials.

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 one crew using the instructional package after the final package has been approved by FSTS. The crew must not have the skills being trained prior to the training.

The candidate must also evaluate one instructor.

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

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

(A) Requisite Knowledge. AHJ policy, scheduling processes, supervision techniques, and resource management.

Candidate has demonstrated requisite knowledge by scheduling a drill for Instructor 1 and/or Instructor 2, scheduled instructional resources, staff, facilities, and timeline for delivery, delivered in accordance with agency policy.

(B) Requisite Skills. Select resources, staff, facilities for specified instructional sessions.

Candidate has delivered FSTS approved drill utilizing selected resources, staff, and facilities for specified instructional sessions

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

(A) Requisite Knowledge. AHJ budget policy, resource management, needs analysis, sources of instructional materials, and equipment.

Candidate has demonstrated requisite knowledge by recommending budget needs to the AHJ including supplies, training materials, and certification costs and delivering a FSTS approved drill that meets AHJ needs and complies with AHJ policies. AHJ and FSTS sign off.

(B) Requisite Skills. Resource analysis and preparation of supporting documentation.

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

AHJ Signed (local) _____ **Date:** _____

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

(A) Requisite Knowledge. AHJ policies, purchasing procedures, and budget.

(B) Requisite Skills. Records completion.

Candidate has demonstrated requisite knowledge and skills by successfully completing a FSTS approved drill that meets an identified need, and requires obtaining resources that have a budgetary impact, and complying with agency policies and procedures. Signed off by AHJ (in compliance with policy and procedure and budget) and FSTS (approved drill meeting element(s) of a training need assessment).

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

AHJ Signed (local) _____ **Date:** _____

5.2.6 Evaluate instructors, given an evaluation form, AHJ policy, and objectives, 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.

(A) Requisite Knowledge. Personnel evaluation methods, supervision techniques, AHJ policy, and effective instructional methods and techniques.

- Candidate has demonstrated requisite knowledge by
 - Evaluating an instructor using the FSTS Coaching Evaluation, and, as applicable, AHJ personnel evaluations.

- Provided feedback on strengths and challenges, made recommendations for changes in instructional style and communications methods using the FSTS Coaching Evaluation,
- Demonstrated their ability to meet the expectations/criteria from the FSTS Coaching Evaluation, both for themselves, and in their supervision and evaluation of another Coach.

(B) Requisite Skills. Coaching, observation techniques, and completion of evaluation records.

- Evaluate an instructor
 - Completion of evaluation forms (FSTS Coaching Evaluation)
 - 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

5.3.2 Create a lesson plan, given a topic, learner characteristics, and a lesson plan format, so that the learning objectives, a lesson outline, course materials, instructional technology tools, and evaluation plan, and learning objectives for the topic are addressed.

(A) Requisite Knowledge. Elements of a lesson plan, components of learning objectives, instructional methodology, student-centered learning, methods for eliminating bias, types and application of instructional technology tools and techniques, copyright law, and references and materials.

(B) Requisite Skills. Conduct research, develop behavioral objectives, assess student needs, and develop instructional technology tools; lesson outline techniques, evaluation techniques, and resource need analysis.

Candidate has demonstrated requisite knowledge and skills by preparing a FSTS approved Job Task Analysis based on legitimate job expectations (basis for the drill) and drill training delivery plan, and met the expectations of the FSTS Coaching Evaluation. This process also demonstrates the candidate is capable of delivering training in a manner that eliminates bias.

- Created a lesson plan
 - Job performance requirements/legitimate job expectations for the topic are achieved
 - Includes learning objectives
 - Includes a lesson outline
 - Includes course materials
 - Includes instructional aids
 - Includes an evaluation plan

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 is delivered in a safe and effective manner and objectives are achieved.

(A) Requisite Knowledge. Student-centered learning methods, discussion methods, facilitation methods, problem solving techniques, methods of eliminating bias, types and applications of instructional technology tools, and evaluation tools and techniques.

Candidate has demonstrated requisite knowledge by preparing and delivering an FSTS approved training drill, implementing the methods presented in the FSTS course Instructor C, and meets the criteria in the FSTS Coaching Evaluation. Candidate has demonstrated requisite knowledge by delivering the lesson plan described in 5.3.2.

(B) Requisite Skills. Facilitate instructional session, apply student-centered learning, evaluate instructional delivery; use and evaluate instructional technology tools, evaluation techniques and resources.

Conduct a training session using an FSTS approved training plan, that meets the criteria on the FSTS Coaching Evaluation

- Lesson plan used that the candidate has prepared in 5.3.2
- Utilization of multiple teaching methods and techniques
- Lesson objectives are achieved

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

(A) Requisite Knowledge. Safety rules, regulations, and practices; the incident management system; and leadership techniques.

Candidate demonstrated requisite knowledge by preparing and supervising the delivery of a FSTS approved training drill(including meeting safety rules, regulations, and practices in applicable FF1, FF2, HMOPs and other related FSTS curriculum, including actions of members of a crew, Crew Leading actions, and an immediate supervision within an incident command system), and meets the criteria in the FSTS Coaching Evaluation.

(B) Requisite Skills. Conduct a safety briefing, ability to communicate, and implement an incident management system.

Supervise other instructors and students during training

- Applicable safety standards and practices are followed, including a safety briefing that reviews the JTA

- Nobody is injured due to instructional methods including equipment, facilities, and techniques
- Instructional goals are met
- There are no near misses
- Incident management system implemented

5.5.2 Develop student evaluation instruments, given learning objectives, learner characteristics, and training goals, so that the evaluation instrument measures whether the student has achieved the learning objectives.

(A) Requisite Knowledge. Evaluation methods, evaluation instrument development, and assessment of validity and reliability.

Candidate demonstrated requisite knowledge by preparing and supervising the delivery of a FSTS approved training drill (based on a FSTS approved Job Task Analysis developed in 5.3.2) and meets the criteria in the FSTS Coaching Evaluation.

(B) Requisite Skills. Evaluation item construction and assembly of evaluation instruments.

Develop a student evaluation item, and assemble an evaluation instrument (based on a FSTS approved JTA developed in 5.3.2) including demonstrating the ability to meet the criteria on the FSTS Coaching Evaluation.

- 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

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

(A) Requisite Knowledge. Training evaluation methods.

Candidate demonstrated requisite knowledge by developing a class evaluation instrument, based on a FSTS approved training, and meets the criteria in the FSTS Coaching Evaluation (including, specifically, the Feedback Coaching process).

(B) Requisite Skills. Development of training evaluation instruments.

Develop a class evaluation instrument based on FSTS approved drill plan and the criteria on the FSTS Coaching Evaluation.

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

FSTS Staff Signed _____ **Date:** _____

FSTS Staff member print name _____

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: ____/____/____