



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #
FI1-1

Certification title

Fire Instructor I
All Skills

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1041-2012 Edition
All skills

Task

Present a 15-20 minute block of instruction to include the preparation, presentation, application, and evaluation steps of the Four Step Method of Instruction.

Conditions and Outcome

Given a prepared lesson plan, necessary training aids, students, and an adequate teaching environment the candidate shall present a 15-20 minute block of instruction to include the preparation, presentation, application, and evaluation steps of the Four Step Method of Instruction. The candidate shall incorporate the proper use of audiovisual equipment, teaching aids, demonstration devices, projectable and non-projectable instructional materials generally employed in training programs. **The candidate will complete this task with a minimum of 31 items answered correctly.**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail

PROGRAM MANAGEMENT

Materials

1	Obtained and assembled course materials, resources, and equipment.						
2	Reviewed and adapted instructional materials and resources for topic, target audience, and learning environment						

Classroom Management

3	Organized classroom with consideration given to lighting, distractions, climate, noise seating, audiovisual, teaching aids, and safety.						
4	Adjusted to differences in learning styles, abilities, and behaviors. Controlled disruptive behavior, maintained a safe learning environment, and accomplished objectives						

Audio-visual

5	Pre-inspect audiovisual equipment.						
6	Demonstrate familiarity with equipment controls and aspects of projection.						
7	Correctly use the type of audiovisual equipment provided.						

PREPARATION

8	Student preparation						
9	Introduce subject matter.						
10	Explain why material is important						
11	Explain how material will be useful						
12	Establish rapport with students						
13	Explain objectives						

PRESENTATION							
	<i>Classroom Presentation</i>						
14	Present new skills, concepts, and /or procedures according to lesson plan.						
15	Guide Student toward meeting objectives						
16	Demonstrate new skills competently						
17	Adjust presentation to changes in class environment						
	<i>Instructional Materials</i>						
18	Review content and organization of projectable and/or non-projectable instructional materials.						
19	Present projectable and/or non-projectable materials at the logical point in the lesson						
20	Introduce projectable and/or non-projectable materials						
21	Relate projectable and/or non-projectable materials into the lesson material.						
	<i>Communication</i>						
22	Voice is clear, effectively pitched, and well-modulated.						
23	Speech is reasonably free of language errors						
24	Style is reasonably free of mannerisms materially detracting to teaching effort. (4.4.3)						
	<i>Safety:</i>						
25	Communicate safety responsibilities and/or considerations to students.						
26	Demonstrate practices/ procedures safely to students						
27	Include safety practices and procedures in the practical skills testing of students. (4.4.2, 4.4.5)						
APPLICATION							
28	Student application of learning and feedback						
29	Provide students an opportunity to perform under supervision.						
30	Coach student. Check for and correct any errors						
31	Emphasize and review key procedures, sequences, and concepts. (4.4.3)						
32	Encourage students with productive feedback						
EVALUATION STEP							
33	Testing and evaluation						
34	Test key points using oral questioning techniques.						
35	Administer written test						
36	Administer practical test						
37	Evaluate student performance and provide timely, objective, clear, and relevant feedback to student. Provide suggestions based on data received from exams or evaluations.(4.5.5)						
38	Maintain the security of test and evaluation materials						
ADMINISTRATION							
	Record Keeping						
39	Complete training records, report forms, and accurately record test results in accordance with department procedures, and appropriately report unusual circumstances.						

SUMMARY OF SCORES

Final Test Result for Entire Task

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #2	
By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments	
Candidate signature	Date	Candidate signature	Date	Candidate signature	Date

Form DFS-SS-1 10/12

Approved by NJ SME Committee 12/3/2013.