



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

**FI 1-1**

Certification title

**Fire Instructor 1**  
**Cognitive Presentation**

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

#### Standard:

**NFPA 1041-2019 Edition**  
**4.2.2, 4.2.3, 4.2.4, 4.2.5,**  
**4.3.2, 4.3.3, 4.4.2, 4.4.3,**  
**4.4.4, 4.4.5, 4.5.2, 4.5.3,**  
**4.5.4, 4.5.5**

**IFSTA 9<sup>th</sup> Ed.**  
**Skill Sheet 6-1**

#### 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 20 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	Introduce him or herself to students						
9	Introduce subject matter.						
10	Introduce lesson objectives						
11	Explain why classroom material is important to students						
12	Explain how material will be useful						
13	Establish rapport with students						

**Instructor I Skill Sheet**

**Page 1**

<b>PRESENTATION</b>							
	<b><i>Classroom Presentation</i></b>						
<b>14</b>	Present new concepts, and /or procedures according to lesson plan.						
<b>15</b>	Uses audiovisual equipment to aid in meeting learning objectives						
<b>16</b>	Guide Student toward meeting objectives						
<b>17</b>	Adjust presentation to changes in class environment						
	<b><i>Instructional Materials</i></b>						
<b>18</b>	Present projectable and/or non-projectable materials at the logical point in the lesson						
<b>19</b>	Relate projectable and/or non-projectable materials into the lesson material.						
	<b><i>Communication</i></b>						
<b>20</b>	Voice is clear, effectively pitched, and well-modulated.						
<b>21</b>	Speech is reasonably free of language errors						
<b>22</b>	Style is reasonably free of mannerisms materially detracting to teaching effort.						
	<b><i>Safety:</i></b>						
<b>23</b>	Communicate safety responsibilities and/or considerations to students.						
<b>APPLICATION.</b>							
<b>24</b>	Ensures participants have an opportunity to apply learned concepts through discussions, exercises, or demonstrations individually or as groups.						
<b>25</b>	Coach student and provide motivational techniques. Check for and correct any errors						
<b>26</b>	Emphasize and review key procedures, sequences, and concepts.						
<b>27</b>	Encourage students with productive feedback						
<b>EVALUATION STEP</b>							
<b>28</b>	Test key points using oral questioning techniques.						
<b>29</b>	Administer written test						
<b>SUMMARY OF SCORES</b>							
<b>Final Test Result for Entire Task</b>							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
<b>Candidate signature &amp; acknowledgement, Test #1</b>		<b>Candidate signature &amp; acknowledgement, Retest #1</b>		<b>Candidate signature &amp; acknowledgement, Retest #2</b>	
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