



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,
4.5.5

IFSTA 9th 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

SCHEDULE SINGLE INSTRUCTIONAL SESSION

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

30	Report writing and record completion						
31	Complete training records						
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.

Renumbered, Aligned to 9th Edition of 1041, and Approved NJ SME Committee 12/13/2019

Revised 04/27/2022