



COMMERCE AND INSURANCE
**TENNESSEE COMMISSION ON FIREFIGHTING
PERSONNEL STANDARDS AND EDUCATION**

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FIRE DEPARTMENT INSTRUCTOR I

PRACTICAL SKILLS CHECKLIST

JOB PERFORMANCE REQUIREMENTS

(NFPA 1041 STANDARD, 2012 EDITION)

NOTE: A copy of this form MUST be in Acadis, Faxed or Emailed to our office prior to applying for this level of testing submitted. Please utilize the Fire Department Instructor-I Grading Criteria as the basis to perform the grading of this practical examination.

Candidate: _____ Acadis PSID #: _____

Fire Department: _____

Date: _____ Time Started: _____ Time Stopped: _____

Subject Taught: _____

Standard: NFPA 1041, 2012 Edition, All Prerequisite Skills

TASK: The Candidate will schedule and 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 will incorporate the proper use of audiovisual equipment, teaching aids, demonstration devices, projectable and non-projectable instructional materials generally employed in training programs.

Conditions: Given a Calendar the applicant will schedule and then deliver to students a prepared lesson plan, using necessary training aids, in a teaching environment adequate to meet the provision of this objective.

APPROVED BY:	EVALUATOR:
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PROGRAM MANAGEMENT (PM)					
No.	Materials	TEST		RETEST	
		PASS	FAIL	PASS	FAIL
1.	Obtained and assembled course materials, resources, and equipment. Schedule and deliver program (4.2.2)(4.2.4) (4.3.2) (4.3.3)				
2.	Reviewed and adapted instructional materials and resources for topic, target audience, and learning environment (4.2.3,4.3.2,4.4.4)				
	Classroom management:				
3.	Organized classroom with consideration given to lighting, distractions, climate, noise seating, audiovisual, teaching aids, and safety. (4.4.2) (4.3.3)				
4.	Adjusted to differences in learning styles, abilities, and behaviors. Controlled disruptive behavior, maintained a safe learning environment, and accomplished objectives. (4.4.5)				
	Audiovisual:				
5.	Pre-inspect audiovisual equipment. (4.4.6) (4.4.2)				
6.	Demonstrate familiarity with equipment controls and aspects of projection. (4.4.6) (4.4.2)				
7.	Correctly use the type of audiovisual equipment provided. (4.4.6) (4.4.2)				

References used are from NFPA 1041, 2012 Edition, and are shown in parentheses.

PREPARATION (PP)					
No.	Preparation of Students	TEST		RETEST	
		PASS	FAIL	PASS	FAIL
1.	Introduce subject matter. (4.4.3)				
2.	Explain why material is important. (4.4.3)				
3.	Explain how material will be useful. (4.4.3)				
4.	Establish rapport with students. (4.4.3)				
5.	Explain objectives. (4.4.3)				

PRESENTATION (PS)					
No.	Classroom Presentation (PS-CP)	TEST		RETEST	
		PASS	FAIL	PASS	FAIL
1.	Present new skills, concepts, and /or procedures according to lesson plan. (4.4.3)				
2.	Guide Student toward meeting objectives. (4.4.3, 4.4.4)				
3.	Demonstrate new skills competently. (4.4.3)				
4.	Adjust presentation to changes in class environment. (4.4.5) For Example: demonstration, visual aids, explain procedures, emphasize key points, explain concepts, philosophies, principles, implications, proceed from known to unknown, simple to complex, use text books and other reference sources.				
Instructional Materials (PSIM)					
1.	Review content and organization of projectable and/or non-projectable instructional materials. (4.4.7)				
2.	Present projectable and/or non-projectable materials at the logical point in the lesson. (4.4.6)				
3.	Introduce projectable and/or non-projectable materials. (4.4.3, 4.4.6) (4.4.7)				
4.	Relate projectable and/or non-projectable materials into the lesson material. (4.4.3, 4.4.6) (4.4.7)				
Communication (PSC)					
1.	Voice is clear, effectively pitched, and well modulated. (4.4.3)				
2.	Speech is reasonably free of language errors. (4.4.3)				
3.	Style is reasonably free of mannerisms materially detracting to teaching effort. (4.4.3)				
Safety					
1.	Communicate safety responsibilities and/or considerations to students. (4.4.3, 4.5.2)				
2.	Demonstrate practices and procedures safely to students. (4.4.3, 4.5.2)				
3.	Include safety practices and procedures in the practical skills testing of students. (4.4.3, 4.5.2)				

APPLICATION (A)					
No.	Student Application of Learning and Feedback	TEST		RETEST	
		PASS	FAIL	PASS	FAIL
1.	Provide students an opportunity to perform under supervision. (4.4.3) (4.4.5)				
2.	Coach student. Check for and correct any errors. (4.5.2) (4.4.5)				
3.	Emphasize and review key procedures, sequences, and concepts. (4.4.3)				
4.	Encourage students with productive feedback. (4.5.2)				

EVALUATION STEP (E)					
No.	Testing and Evaluation	TEST		RETEST	
		PASS	FAIL	PASS	FAIL
1.	Orally quiz key points. (4.5.2)				
2.	Diagnose readiness for evaluation step. (4.5.5)				
3.	Administer and score written test. (4.5.2) (4.5.3)				
4.	Administer and score practical test. (4.5.2) (4.5.3)				
5.	Evaluate student performance. (4.5.5)				
6.	Determine cause(s) for student failure. (4.5.5)				
7.	Identify action to be taken to correct deficiencies. (4.5.5)				

ADMINISTRATION (ADM)					
No.	Record Keeping	TEST		RETEST	
		PASS	FAIL	PASS	FAIL
1.	Accurately complete all training documentation on provided forms. (4.2.3,4.2.5, 4.5.4)				
2.	Submit completed training documentation to evaluator. (4.2.5, 4.5.4)				

Evaluator Comments: _____

Candidate Comments: _____

Evaluator's Signature

Date

Evaluator's Commission FDI-1
Certification Number

Acadis PSID # _____

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

**Tennessee Commission on Firefighting Training Report
Fire Instructor I. NFPA 1041 2012, (4.2.3, 4.2.5)**

Sample Training Record

(The candidate must complete this training record after the practice teaching session and evaluation has ended. This training record must be attached to the skill sheet pamphlet.)

Subject Title: _____

Instructor Name: _____ **Time Start:** _____ **End:** _____

Training Location: _____ **Training Date:** _____

Number of Students: _____

Equipment/Training Aids Used:

Describe the Training Given: _____

Personnel in attendance: _____
