



**Official Skill Sheets for Practical Skills  
Ontario, Canada**

# **FIRE SERVICE INSTRUCTOR I**

**NFPA 1041, Chapter 4, 2012 Edition**

**National Fire Protection Association Standard  
for Fire Service Instructor I Professional Qualifications**

**Enquiries regarding completion of this booklet  
should be directed to your Instructor, Fire Chief or Designate.**

**Upon successful mastery of all practical skills,  
completed and signed pages 4 of this document should be sent to:**

**Manager  
Academic Standards and Evaluation Unit  
Ministry of Community Safety and Correctional Services  
Office of the Fire Marshal and Emergency Management  
25 Morton Shulman Avenue, 2<sup>nd</sup> Floor  
Toronto, Ontario  
M3M 0B1**

**[OFMTestingandCertification@ontario.ca](mailto:OFMTestingandCertification@ontario.ca)**



## Overview

Successful completion of all practical skill sheets contained in this booklet is required for the certification of Fire Instructor I (NFPA 1041, level I –2012 Edition).

Each practical skill sheet has been created based on the Job Performance Requirements (JPRs) stated within the NFPA Standard. JPRs describe the performance required for a specific job. Completion of all practical skill sheets verifies that all Job Performance Requirements have been fulfilled to meet all Certification requirements.

Candidates should be prepared for any of the information contained in the practical skills, in this booklet, to be on a certification test.

The lead instructor will confirm that all skills have been successfully completed by verifying and signing off the page entitled, *Verification of Successful Completion of Practical Skills Course* (pages 4) and *Verification of Successful Completion of Practical Skills Evaluation for Candidate* (page 5) of the skills booklet. The evaluation for all practical skills is performed through a demonstration during the course.

**It is mandatory that the page entitled “Verification of Successful Completion of Practical Skills Course” (page 4 in most skill booklets) be submitted to the OFMEM once completing all the practical skills for this course, this includes post course assignment.** Failure to do so will result in failure of the skills portion of the Fire Service Instructor II Certification requirement. It will also make the candidate ineligible to receive certificate with IFSAC seal and Pro Board application. Candidates should contact their Instructor, Fire Chief or designate in the event of any difficulties in meeting this requirement.

Practical skills sheets, pages 5-27 should remain with candidate attending external training facilities, and placed in their personnel/training file; to show confirmation that training has been completed and been verified.

It is vital that both the course instructor and the OFMEM be able to read and understand all of the candidate's written documentation for each of the skills. Every effort must be taken to write or print legibly. If any documentation cannot be read, that skill will be marked fail.



## Suggested Readings

Information for meeting NFPA 1041, 2012 Edition Job Performance Requirements (JPRs) for FIRE SERVICE INSTRUCTOR I is found in the following suggested readings:

1. NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2012 Edition
  - Refer to NFPA 1041, 2012 Edition
2. IFSTA, *Fire and Emergency Services Company Officer*, 8th Edition
  - Refer to IFSTA FESI, 8<sup>th</sup> Edition

**OR**

3. Jones and Bartlett, *Fire Service Instructor: Principles and Practice*, 2nd Edition
  - Refer to J&B FSI P&P, 2<sup>nd</sup> Edition

**AND**

4. Government of Ontario, *Accessibility for Ontarians with Disabilities Act*, 2005
  - AODA, 2005
5. Government of Ontario, *Ontario Fire Service Health and Safety Advisory Committee & Ontario Ministry of Labour Guidance Notes under Section 21 of the Occupational Health and Safety Act*
  - OHS Act Section 21



## Verification of Successful Completion of Practical Skills Course

The candidate shall complete all the skill sheets in this booklet.

Once the course has been completed, the instructor must sign and submit this form to the Academic Standards and Evaluation Unit .

To be completed by the **candidate**:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Department/Agency: \_\_\_\_\_

[Course Name] Location: \_\_\_\_\_

[Course Name] Start Date: \_\_\_\_\_

[Course Name] End Date: \_\_\_\_\_

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To be completed by the **Lead Instructor**:

**As Lead Instructor for this course, I verify that the above candidate has been successfully introduced to all of the practical skills required for the level of:**

Fire Service Instructor I

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Verification of Successful Completion of Practical Skills Evaluation for Candidate

The candidate shall complete all the skill sheets in this booklet and be signed off by the candidate’s Lead Instructor or designate.

To be completed for each of the practical skills for FIRE SERVICE INSTRUCTOR I once all skills are passed:

Student Name: \_\_\_\_\_

Department/Agency: \_\_\_\_\_

Course Dates: \_\_\_\_\_ Location: \_\_\_\_\_

Fire Chief Or Designate: \_\_\_\_\_ Date: \_\_\_\_\_

Skill	Pass/Fail
<p><b>NFPA 1041-2012, 4.2.2, 4.3.2, 4.3.3, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.4.6, 4.4.7, 4.5.2, 4.5.3, 4.5.4, 4.5.5: 10 to 12 Minute Prepared Presentation</b></p> <p><i>Evaluator signature:</i> _____ <i>Date:</i> _____</p>	
<p><b>NFPA 1041-2012, 4.2.5: Complete Training Records</b></p> <p><i>Evaluator signature:</i> _____ <i>Date:</i> _____</p>	
<p><b>NFPA 1041-2012, 4.2.3, 4.2.4: Prepare Requests for Resources and Schedule a Training Session</b></p> <p><i>Evaluator signature:</i> _____ <i>Date:</i> _____</p>	



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## First Skill: 10 to 12 Minute Prepared Presentation

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1041-2012:

### Fire Service Instructor I Standard

#### 4.2.2.

Assemble course materials, given a specific topic, so that the lesson plan and all materials, resources, and equipment needed to deliver the lesson are obtained.

#### 4.3.2.\*

Review instructional materials, given the materials for a specific topic, target audience, and learning environment, so that elements of the lesson plan, learning environment, resources that need adaptation are identified.

#### 4.3.3.\*

Adapt a prepared lesson plan, given course materials and an assignments, so that the needs of the student and the objectives of the lesson plan are achieved.

#### 4.4.2.\*

Organize the classroom, laboratory, or outdoor learning environment, given a facility and an assignment, so that lighting, distractions, climate control or weather, noise control, seating, audiovisual equipment, teaching aids, and safety are considered.

#### 4.4.3

Present prepared lessons, given a prepared lesson plan that specifies the presentation method(s), so that the method(s) indicated in the plan are used and the stated objectives or learning outcomes are achieved, applicable safety standards and practices are followed, and risks are addressed.

#### 4.4.4\*

Adjust presentation, given a lesson plan and changing circumstances in the class environment, so that class continuity and the objectives or learning outcomes are achieved.



**4.4.5\***

Adjust to differences in learning styles, abilities, cultures, and behaviors, given the instructional environment, so that lesson objectives are accomplished, disruptive behavior is addressed, and a safe and positive learning environment is maintained.

**4.4.6**

Operate audiovisual equipment and demonstration devices, given a learning environment and equipment, so that the equipment functions properly.

**4.4.7**

Utilize audiovisual materials, given prepared topical media and equipment, so that the intended objectives are clearly presented, transitions between media and other parts of the presentation are smooth, and media are returned to storage.

**4.5.2**

Administer oral, written, and performance tests, given the lesson plan, evaluation instruments, and evaluation procedures of the agency, so that bias or discrimination is eliminated, the testing is conducted according to procedures, and the security of the materials is maintained.

**4.5.3**

Grade student oral, written, or performance tests, given class answer sheets or skills checklists and appropriate answer keys, so that examinations are accurately graded and properly secured.

**4.5.4**

Report test results, given a set of test answer sheets or skills checklists, a report form, and policies and procedures for reporting, so that the results are accurately recorded, the forms are forwarded according to procedure, and unusual circumstances are reported.

**4.5.5\***

Provide evaluation feedback to students, given evaluation data, so that the feedback is timely; specific enough for the student to make efforts to modify behavior; and objective, clear, and relevant; also include suggestions based on the data.





## Presentation Instructions

### Assignment:

1. The candidate shall assemble, review and adapt course materials, given a prepared lesson from the Office of the Fire Marshal and Emergency Management Basic Fire Fighter curriculum or Fire Fighter I and II curriculum and the necessary instructional resources, so that the needs of the student and the objectives of the course are achieved.
2. The candidate shall organize the classroom, given a facility so that lighting, distractions, climate control, noise control, seating, audiovisual equipment, and teaching aids are considered.
3. The candidate shall present a 10 to 12 minute presentation, given a prepared lesson plan from the Office of the Fire Marshal and Emergency Management Fire Fighter I and II curriculum, so that the stated objectives or learning outcomes are achieved. Students may give a presentation on a Hazardous Materials or EMS topic with prior approval of the instructor; an alternative topic must be in the form of a prepared lesson plan, media, and test.
4. The candidate shall operate audiovisual equipment and utilize audiovisual materials so that the intended objectives are clearly presented, and transitions are smooth.
5. The candidate shall adjust the presentation and adjust to differences in learning styles, so that class continuity and the objectives are accomplished, disruptive behavior is addressed, and a safe learning environment is maintained.
6. The candidate shall administer written tests, given a prepared lesson plan from the Office of the Fire Marshal and Emergency Management Fire Fighter I and II curriculum, so that the testing is conducted according to procedures.
7. The candidate shall grade written tests so the examinations are accurately graded.
8. The candidate shall report test results and prepare training records and report forms, so that required reports are accurately completed.
9. The candidate shall provide evaluation feedback to students so that the feedback is timely and specific enough for the student to make improvements.



Criteria to be Evaluated:

Points	Learning Environment (NFPA 1041: 4.2.2, 4.3.2, 4.3.3, 4.4.2, 4.4.4)	Possible Points	Total
0	Did not prepare or organize learning environment (resources, facilities, and materials)	10 (minimum score of 7 is required to pass this element)	
2	Did limited preparation and organization of instructional resources and materials, but no preparation and organization of the physical environment/facilities		
5	Did no preparation or organization of instructional resources and materials, and limited preparation and organization of the physical environment/facilities		
7	Did limited preparation and organization of instructional resources and materials and physical environment/facilities		
8	Prepared and organized most aspects of the instructional resources and materials and physical environment/facilities		
10	Thoroughly prepared and organized the learning environment (resources, facilities, and materials)		



Points	Learning Environment (NFPA 1041: 4.2.2, 4.3.2, 4.3.3)	Possible Points	Total
0	Did not state, nor provide in written form, lesson objectives	10 (minimum score of 7 is required to pass this element)	
2	Stated lesson objectives after the lesson delivery, and did not provide them in written form		
5	Stated some lesson objectives prior to lesson delivery, but not ALL of them, and did not provide them in written form		
7	Stated ALL lesson objectives prior to the lesson delivery, but did not provide them in written form until the conclusion		
8	Provided ALL objectives prior to the lesson delivery, but did not state them		
10	Stated ALL objectives and provided them in written form prior to the lesson delivery		



Points	Learning Environment (NFPA 1041: 4.4.3, 4.4.5)	Possible Points	Total
0	Did not make any introductory remarks or attempt to coach and motivate students	10 (minimum score of 7 is required to pass this element)	
2	Made limited introductory remarks, but did not attempt to coach and motivate students		
5	Made limited introductory remarks and a limited attempt to coach and motivate students		
7	Thoroughly introduced the lesson topic, but made only limited attempt to coach and motivate students		
8	Thoroughly attempted to coach and motivate students, but only made limited introductory remarks		
10	Made thorough introductory remarks and thoroughly attempted to coach and motivate students		



Points	Learning Environment (NFPA 1041: 4.4.3, 4.4.4, 4.4.5)	Possible Points	Total
0	Did not use the lesson plan or materials and the lesson delivery was totally ineffective; did not correct disruptive behaviors	10 (minimum score of 7 is required to pass this element)	
2	Used the lesson plan or materials on a limited basis, but the lesson delivery was not effective; did not correct disruptive behaviors		
5	Used the lesson plan or materials on a limited basis, but the lesson delivery was partially effective; occasionally corrected disruptive behaviors		
7	Adapted the lesson plan or materials to maximize the lesson delivery, but the lesson delivery was not effective; did not correct disruptive behaviors		
8	Did not adapt the lesson plan or materials, but the lesson delivery was effective; corrected disruptive behaviors		
10	Adapted the lesson plan or materials to maximize the lesson delivery and the lesson delivery was very effective; corrected disruptive behaviors		



Points	Learning Environment (NFPA 1041: 4.4.2, 4.4.6, 4.4.7)	Possible Points	Total
0	Did not use any form of media and was not able to properly operate, clean, and field maintain audiovisual equipment	10 (minimum score of 7 is required to pass this element)	
2	Limited use of spontaneous media, but no planned form of media and not able to properly operate, clean, and field maintain audiovisual equipment		
5	Used spontaneous media to help clarify the lesson delivery, but no planned form of media and properly operated, cleaned, and field maintained audiovisual equipment		
7	Limited use of planned media and properly operated, cleaned, and field maintained audiovisual equipment, but was not effective in making the lesson delivery clear		
8	Extensive use of planned media and properly operated, cleaned, and field maintained audiovisual equipment, but did not transition well		
10	Effective use of all media, properly operated, cleaned, and field maintained audiovisual equipment, and all transition techniques were good		



Points	Learning Environment (NFPA 1041: 4.4.3, 4.4.4, 4.4.5)	Possible Points	Total
0	Did not ask any questions	10 (minimum score of 7 is required to pass this element)	
2	Did not ask any questions during the lesson delivery, but asked one question during the conclusion		
5	Asked a question during the lesson delivery and asked one question during the conclusion		
7	Asked a question during the lesson delivery and a couple of questions during the conclusion in an attempt to gain student feedback		
8	Asked a couple of questions during the lesson delivery and a couple of questions during the conclusion in an attempt to gain student feedback		
10	Asked several questions during the lesson delivery and several questions during the conclusion		



Points	Learning Environment (NFPA 1041: 4.4.3) Conclusion	Possible Points	Total
0	Did not do a conclusion/summary	10 (minimum score of 7 is required to pass this element)	
2	Very brief conclusion/summary		
5	Brief conclusion/summary		
7	Brief conclusion/summary covered approximately half of the objectives		
8	Conclusion/summary; covered most of the objective(s)		
10	Conclusion/summary; covered all of the objective(s)		

Points	Learning Environment (NFPA 1041: 4.5.2) Administer Tests	Possible Points	Total
0	Did not administer written test	10 (minimum score of 7 is required to pass this element)	
2	Distributed written test but did not provide test instructions		
5	Distributed written test but did not provide thorough test instructions		
7	Distributed written test and provided test instructions, but did not choose appropriate test questions for compliance with lesson given		
8	Administered written test and chose appropriate test questions for compliance with lesson given, but did not provide thorough test instructions		
10	Administered written test with appropriate test questions for compliance with lesson given, and provided thorough test instructions		





Points	Learning Environment (NFPA 1041: 4.5.3, 4.5.4) Grade Tests and Complete Training Records	Possible Points	Total
0	Did not score the tests or complete training records	10 (minimum score of 7 is required to pass this element)	
2	Inaccurately scored the tests and did not complete any training records		
5	Inaccurately scored the tests and did not thoroughly complete training records		
7	Inaccurately scored the tests, but completed training records		
8	Accurately scored the tests and did not thoroughly complete training records		
10	Accurately scored the tests and thoroughly completed training records		

Points	Learning Environment (NFPA 1041: 4.5.4, 4.5.5) Report Test Results and Provide Evaluation Feedback to Students	Possible Points	Total
0	Did not return scored tests or provide feedback and basic coaching to students on test results	10 (minimum score of 7 is required to pass this element)	
2	Returned scored tests, but did not provide feedback and basic coaching to students on test results		
5	Returned scored tests, but provided only limited feedback and basic coaching to students on test results		
7	Did not return scored tests, but provided feedback and basic coaching to students on test results		



Points	Learning Environment (NFPA 1041: 4.5.4, 4.5.5) Report Test Results and Provide Evaluation Feedback to Students	Possible Points	Total
8	Returned accurately scored tests and provided timely feedback and basic coaching to students on test results, but did not explain where improvements could be made		
10	Returned accurately scored tests and provided timely feedback and basic coaching to students on test results, and explained where improvements could be made		

Points	Time Requirements – maximum of 6 deficiency points	Possible Points	Total
-2	Minus 2 points for each full minute less than 10 minutes		
-2	Minus 2 points for each full minute over 12 minutes		
<b>Total Points Possible (Require 70 out of 100 or better to pass)</b>		<b>100</b>	

**Instructor Comments:**

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**Candidate MUST successfully master each step listed to pass this skill.**

Candidate's Grade:             Pass                                     Fail

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Second Skill: 4.2.5. Complete Training Records**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1041-2012:

### **Fire Service Instructor I Standard**

#### **4.2.5.**

Complete training records and report forms, given policies and procedures and forms, so that required reports are accurate and submitted in accordance with the procedures.



### 4.2.5. Complete Training Records

**Skill Procedure:**

The candidate will complete the training record form on the following page for the 10-12 minute prepared presentation given during the course.

<b>FIRE DEPARTMENT TRAINING DRILL RECORD</b>		
Date: _____ Time: _____ To: _____		
<b>Description of Drill:</b>		
<b>Names of Personnel Attending</b>	<b>Quiz Score</b>	<b>Skills: Pass/Fail</b>
<b>Remarks or Suggestions:</b>		
<b>Equipment Used:</b>		
<b>Signature of Instructor:</b> _____	<b>Date:</b> _____	



Items to be checked

#	If the candidate:	Pass/Fail
1.	Completes basic report by inserting information in correct areas of the "Fire Department Training Drill Record"	
2.	Thoroughly completes the training record	
3.	Writes legibly	

**Candidate MUST successfully master each step listed to pass this skill.**

Candidate's Grade:  Pass  Fail

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Third Skill: 4.2.3 & 4.2.4 Prepare Requests for Resources and Schedule a Training Session**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1041-2012:

### **Fire Service Instructor I Standard**

#### **4.2.3.**

Prepare requests for resources, given training goals and current resources, so that the resources required meet training goals that are identified and documented.

#### **4.2.4.**

Schedule single instructional sessions, given a training assignment, department scheduling procedures, instructional resources, facilities and timeline for delivery, so that the specified sessions are delivered according to department procedure.



### **4.2.3. & 4.2.4 Prepare Requests for Resources and Schedule a Training Sessions**

#### **Skill Procedure:**

The candidate, given the following scenario and information, will prepare the memorandum to a supervisor on the following page requesting the necessary resources and needed facilities for the selected training session. Establishing the schedule for the training session will also be performed so the specified session can be delivered in an appropriate time frame.

Students are allowed two chances at each skill for successful completion. Students are not allowed to miss any of the following steps to pass this skill

#### **Scenario:**

The Chief has assigned you to make the arrangements for the department to host a 12-hour "Vehicle Rescue: Technician" class for 16 recruits. The total cost of the class for instructors and instructional aids is \$2,300. To complete the practical evolutions, one vehicle will be needed for every four students. Acme Towing will bring vehicles and remove the vehicles from the department's training site at a cost of \$300 each. The training session must be scheduled within three weeks of the current date.





**Memorandum**

**Date:**

**To:**

**From:**

**RE:**



Request for Training Resources - Budget

Training Activity: \_\_\_\_\_ Training Date(s): \_\_\_\_\_

Table with 4 columns: Item, Quantity, Unit Cost, Total Cost. Rows include Instructor Fees, O/T Cost, Student Manuals, Hand-outs or Printing Cost, Purchase Lesson Plan(s), A/V Equipment Rental, Training Room/Site Rental, Food/Hydration Expenses, Site Preparation Cost, Roof Vent cutouts, Drywall Panels, Smoke Fluid, Class 'A' Foam, Class 'B' Foam, Other, Fire Extinguishers, Fuel, Straw, Pallets, LP Gas, Vehicle Cost, Engine, Ladder, Other, Vehicles for Extraction Training.

Budget Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_



Items to be checked

#	If the candidate:	Pass/Fail
1.	Determines the resources and costs needed for the training session with the Chief/Senior Training Officer, both orally and in writing	
2.	Determines the schedule for the training session with the Chief/Senior Training Officer, both orally and in writing	
3.	Properly prepares the memorandum and completes attached "Request for Training Resources - Budget" form requesting the needed resources and scheduling of the training session	
4.	Writes legibly	

**Candidate MUST successfully master each step listed to pass this skill.**

Candidate's Grade:             Pass                                     Fail

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_