



State of Connecticut

COMMISSION ON FIRE PREVENTION AND CONTROL



## Fire Service Instructor I Skill Sheet Index

<b>SS#</b>	<b>Skill Sheet Title</b>	<b>NFPA 1001 2012 Edition</b>
4.2.3A	Resource Request	4.2.3, 4.2.3(A)(B)
4.2.4A	Schedule Training	4.2.4, 4.2.4(A)(B)
4.2.5A	Training Records and Report Forms	4.2.5, 4.2.5(A)(B)
4.3.2A	Review and Adapt Prepared Instructional Material	4.3.2, 4.3.2(A)(B), 4.3.3, 4.3.3(A)(B), 4.4.2, 4.4.2(A)(B)
4.4.3A	Present Lesson	4.4.3, 4.4.3(A)(B)
4.4.5A	Manage Disruptive Behavior	4.4.5, 4.4.5(A)(B)
4.4.6A	Projectable Equipment: Operate Computer / Projector	4.4.6, 4.4.6(A)(B)
4.4.6B	Non-Projectable Equipment: Use of Chalk / Dry Erase Board	4.4.6, 4.4.6(A)(B)
4.4.6C	Non-Projectable Equipment: Use of Easel Pad	4.4.6, 4.4.6(A)(B)
4.4.7A	Transitions from Audio Visual Materials	4.4.7, 4.4.7(A)(B)
4.5.2A	Administer and Grade Tests	4.5.2, 4.5.2(A)(B), 4.5.3, 4.5.3(A)(B)
4.5.4A	Report Test Results	4.5.4, 4.5.4(A)(B)
4.5.5A	Evaluate Student Performance to Provide Feedback	4.5.5, 4.5.5(A)(B)

10/30/2013



State of Connecticut  
**COMMISSION ON FIRE PREVENTION AND CONTROL**  
**Fire Service Instructor I**



<b>Skill Sheet #:</b> 4.2.3A	<b>Primary Task:</b> Resource Request		
Objective(s) : 4.2.3, 4.2.3(A)(B)	NFPA Standard: 1041, 2012 Edition	<b>Candidate #:</b>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1st	2nd
1	Analyzes training goal(s) and current resources		
2	Identifies additional resources required to attain training goal(s)		
3	Documents need for additional resources		
4	*Submits in resource request in accordance with SOPs, guidelines, requirements		
* Critical Task      Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
Total number tasks candidate must complete to pass			<b>3</b>

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State of Connecticut  
**COMMISSION ON FIRE PREVENTION AND CONTROL**  
**Fire Service Instructor I**



<b>Skill Sheet #:</b> 4.2.4A	<b>Primary Task:</b> Schedule Training		
Objective(s) : 4.2.4, 4.2.4(A)(B)	NFPA Standard: 1041 2012 Edition	<b>Candidate #:</b>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1st	2nd
1	Analyzes training assignment and goal(s)		
2	Analyzes department scheduling procedures, instructional resources and facilities		
3	Identifies timeline for training session completion		
4	*Schedules training session(s) according to department procedures		
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>3</b>

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State of Connecticut  
**COMMISSION ON FIRE PREVENTION AND CONTROL**  
**Fire Service Instructor I**



<b>Skill Sheet #:</b> 4.2.5A	<b>Primary Task:</b> Training Records and Report Forms		
Objective(s) : 4.2.5, 4.2.5(A)(B)	NFPA Standard: 1041 2012 Edition	<b>Candidate #:</b>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1st	2nd
1	Provides an accurate and legible report		
2	Includes format as appropriate for subject matter or report		
3	Assures content is correct, concise, and objective		
4	*Includes all pertinent dates, times, places, and required data		
5	Uses proper form, sentence structure, grammar, spelling, and syntax		
6	Ensures report(s) is/are complete		
7	Submits in accordance with SOPs, guidelines, requirements		
* Critical Task      Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
		Total number tasks candidate must complete to pass <b>5</b>	

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**COMMISSION ON FIRE PREVENTION AND CONTROL**  
**Fire Service Instructor I**



<b>Skill Sheet #:</b> 4.3.2A	<b>Primary Task:</b> Review and Adapt Prepared Instructional Material		
<b>Objective(s) :</b> 4.3.2, 4.3.2(A)(B), 4.3.3, 4.3.3(A)(B), 4.4.2, 4.4.2(A)(B)	NFPA Standard: 1041 2012 Edition	<b>Candidate #:</b>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1st	2nd
1	Considers target audience objectives and learning environment		
2	Analyzes and adapts elements of the lesson plan		
3	Analyzes and adapts learning environment		
4	Analyzes and adapts instructional materials		
5	Delivers or describes delivery of revised program		
* Critical Task Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
		Total number tasks candidate must complete to pass <b>4</b>	

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**Fire Service Instructor I**



<b>Skill Sheet #:</b> 4.4.3A	<b>Primary Task:</b> Present Lesson		
Objective(s) : 4.4.3, 4.4.3(A)(B)	NFPA Standard: 1041 2012 Edition	<b>Candidate #:</b>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1st	2nd
1	*Includes Preparation/Motivation elements		
2	Communicates objectives		
3	Utilizes effective presentation delivery methods		
4	*Delivers Presentation step accurately to reflect content and objectives		
5	Elicits student participation and feedback		
6	*Includes Application step		
7	*Includes Evaluation step		
8	Presents lesson within specified time limit		
* Critical Task      Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
		Total number tasks candidate must complete to pass	
		<b>6</b>	

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**COMMISSION ON FIRE PREVENTION AND CONTROL**  
**Fire Service Instructor I**



<b>Skill Sheet #:</b> 4.4.5A	<b>Primary Task:</b> Managing Disruptive Behavior		
Objective(s) : 4.4.5, 4.4.5(A)(B)	NFPA Standard: 1041 2012 Edition	<b>Candidate #:</b>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1st	2nd
1	Identify disruptive behavior		
2	Formulate plan to address problem		
3	Engage student for corrective action		
4	Monitor student for plan compliance		
* Critical Task      Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
		Total number tasks candidate must complete to pass <b>3</b>	

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**COMMISSION ON FIRE PREVENTION AND CONTROL**  
**Fire Service Instructor I**



<b>Skill Sheet #:</b>	<b>4.4.6A</b>	<b>Primary Task:</b>	<b>Projectable Equipment: Operate Computer/Projector</b>	
<b>Objective(s) :</b>	4.4.6, 4.4.6(A)(B)	NFPA Standard:	1041	<b>Candidate #:</b>
			2012 Edition	
<b>Performance Evaluation Sheet</b>				
<b>Tasks:</b>				
			1st	2nd
1	Assembles equipment properly			
2	Positions unit for adequate viewing by entire audience			
3	Loads projectable materials into computer			
4	Configures projector to computer			
5	*Projects clear, focused image, corrected for keystoneing			
6	Projects requested image on demand			
7	Turns unit off properly			
8	Describes how to troubleshoot			
9	Returns equipment as found to original location			
* Critical Task		Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	
			Total number tasks candidate must complete to pass	<b>6</b>

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**COMMISSION ON FIRE PREVENTION AND CONTROL**  
**Fire Service Instructor I**



<b>Skill Sheet #:</b> 4.4.6B	<b>Primary Task:</b> Non-Projectable Equipment: Use of Chalk/ Dry Erase Board		
<b>Objective(s) :</b> 4.4.6, 4.4.6(A)(B)	NFPA Standard: 1041 2012 Edition	<b>Candidate #:</b>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1st	2nd
1	*Selects appropriate writing utensils		
2	Assures surface is clean/clear before beginning		
3	Positions for audience viewing		
4	*Writes and verifies legibility		
5	Erases word(s)/image(s)		
6	Cleans/clears surfaces for next instructor		
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>4</b>

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**Fire Service Instructor I**



<b>Skill Sheet #:</b>	<b>4.4.6C</b>	<b>Primary Task:</b>	<b>Non-Projectable Equipment: Use of Easel Pad</b>	
<b>Objective(s) :</b>	4.4.6, 4.4.6(A)(B)		NFPA Standard: 1041 2012 Edition	<b>Candidate #:</b>
<b>Performance Evaluation Sheet</b>				
<b>Tasks:</b>				
			1st	2nd
1	*Selects appropriate writing utensils			
2	Assures surface is clean/clear before beginning			
3	Positions for audience viewing			
4	*Writes and verifies legibility			
5	Introduces different message			
6	Readies for next instructor			
* Critical Task		Failure of this task mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	
			Total number tasks candidate must complete to pass	<b>4</b>

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**Fire Service Instructor I**



<b>Skill Sheet #:</b> 4.4.7A	<b>Primary Task:</b> Transitions from Audiovisual Materials		
Objective(s) : 4.4.7, 4.4.7(A)(B)	NFPA Standard: 1041 2012 Edition	<b>Candidate #:</b>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1st	2nd
1	Selects media appropriate to material, audience, and environment		
2	*Uses effective presentation techniques to transition among media		
3	Demonstrates proper use of at least one Projectable and one Non-Projectable medium		
4	Verbalizes considerations for cleaning and maintenance of equipment		
* Critical Task      Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
		Total number tasks candidate must complete to pass <b>3</b>	

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<b>Skill Sheet #:</b> 4.5.2A	<b>Primary Task:</b> Administer and Grade Tests		
Objective(s) : 4.5.2, 4.5.2(A)(B), 4.5.3, 4.5.3(A)(B)	NFPA Standard: 1041 2012 Edition	<b>Candidate #:</b>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1st	2nd
1	Selects appropriate testing and evaluation instrument		
2	Describes process for administering written test		
3	Describes process for administering skills checklist		
4	*Verbalizes steps to maintain security of examination material and results		
5	Demonstrates correct scoring of test instrument		
* Critical Task Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	Total number tasks candidate must complete to pass <b>4</b>

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<b>Skill Sheet #:</b> 4.5.4A	<b>Primary Task:</b> Report Test Results		
<b>Objective(s) :</b> 4.5.4, 4.5.4(A)(B)	NFPA Standard: 1041 2012 Edition	<b>Candidate #:</b>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1st	2nd
1	Locates report forms and test results		
2	Records the results on appropriate form		
3	Forwards forms according to SOPs		
4	*Reports unusual circumstances		
5	Recommends corrective action as necessary		
* Critical Task Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
		Total number tasks candidate must complete to pass <b>4</b>	

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**Fire Service Instructor I**



<b>Skill Sheet #:</b> 4.5.5A	<b>Primary Task:</b> Evaluate Student Performance to Provide Feedback		
<b>Objective(s) :</b> 4.5.5, 4.5.5(A)(B)	NFPA Standard: 1041 2012 Edition	<b>Candidate #:</b>	
<b>Performance Evaluation Sheet</b>			
<b>Tasks:</b>			
		1st	2nd
1	Reviews evaluation measurable instrument		
2	Indicates intention to set timely meeting		
3	*Provides objective, clear and relevant comments on student's performance		
4	Provides comments specific enough for student make efforts to modify behavior		
5	*Offers suggestions based on objective data		
* Critical Task      Failure of this task mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	
Total number tasks candidate must complete to pass			<b>4</b>

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