

**NORTH DAKOTA FIREFIGHTERS CERTIFICATION
SYSTEM**



**NORTH DAKOTA
FIRE SERVICE INSTRUCTOR I
STANDARD**

**NFPA 1041
2012 Edition**

North Dakota Firefighters Association



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EVERYONE GOES HOME
FIREFIGHTER LIFE SAFETY INITIATIVES

16 Firefighter Life Safety Initiatives

1. Define and advocate the need for a cultural change within the fire service relating to safety; incorporating leadership, management, supervision, accountability and personal responsibility. ***From top to bottom the culture of the fire service must change. You can change your behavior today. Lead by example and make a difference – be an agent of change.**
2. Enhance the personal and organizational accountability for health and safety throughout the fire service. *** Each fire service organization must promote safe practices; each individual must have the tools to be safe and adhere to safe practices at ALL TIMES.**
3. Focus greater attention on the integration of risk management with incident management at all levels, including strategic, tactical, and planning responsibilities. *** Learn the concept of "Risk Management," ensure everyone understands the difference between acceptable risk and an unacceptable risk. Develop and implement a system to pre-identify unacceptable risk. GO and NO GO.**
4. All firefighters must be empowered to stop unsafe practices. *** Firefighters must be allowed to identify and report unsafe practices. Be aware of safe practices and look for unsafe ones.**
5. Develop and implement national standards for training, qualifications, and certification (including regular recertification) that are equally applicable to all firefighters based on the duties they are expected to perform. *** Seek state and national certifications at all levels available to your department. Support refresher training, promote teaching new methods and improve skills which are used infrequently.**
6. Develop and implement national medical and physical fitness standards that are equally applicable to all firefighters, based on the duties they are expected to perform. ***Departments should establish and enforce SOP's which support wellness. Adopt a "heart healthy" life style.**
7. Create a national research agenda and data collection system that relates to the initiatives. *** Encourage your department to participate in WFIRS. Support data gathering at your department.**
8. ***Utilize available technology wherever it can produce higher levels of health and safety.**
9. Thoroughly investigate all firefighter fatalities, injuries, and near misses. ***Implement investigation without delay.**
10. *** Grant programs should support the implementation of safe practices and/or mandate safe practices as an eligibility requirement.**
11. National standards for emergency response policies and procedures should be developed and championed. *** National standard for emergency response policy and procedures should be developed. At the local level – help adopt safe driving rules and enforce them – "arrive alive."**
12. National protocols for response to violent incidents should be developed and championed. *** Fire and EMS workers deserve to have policies which will reduce their exposure to all threats of violence.**
13. Firefighters and their families must have access to counseling and psychological support. *** Firefighting is a high risk occupation, which can put firefighters and their families under extreme stress. They deserve access to mental health care.**
14. Public education must receive more resources and be championed as a critical fire and life safety program. *** Public education is a responsibility of all fire service personnel. It should not be reserved for one week in October. Make communicating the fire prevention message to the community a priority.**
15. Advocacy must be strengthened for the enforcement of fire code. *** Make sure all firefighters understand how sprinkler systems operate and the value they bring to reducing Line of Duty Death.**
16. Safety must be a primary consideration in the design of apparatus and equipment. **Encourage your department to make safety the highest priority in equipment and apparatus purchases – as high as design and price.**



16 Firefighter Life Safety Initiatives

The 16 initiatives, listed on the preceding page, address the 6 root causes of firefighter injuries, close calls, and Line of Duty Death.

1. Ineffective policies and procedures.
2. Ineffective decision making.
3. Lack of preparedness.
4. Ineffective leadership.
5. Lack of personal responsibility.
6. Extraordinary and unpredictable circumstances.

NDFFA Firefighters Certification Committee

The NDFFA Certification Committee is a 12 member committee, which consists of 9- members from the North Dakota fire service; the committee members function as liaison between the fire service and the North Dakota Firefighters Association Executive Board. Members of the committee are:

- NDFFA 1st Vice President
- State Fire Marshal
- A member from the North Dakota Fire Chief's Association that will serve a 2 year term.
- A member from the North Dakota Fire Prevention Association that will serve a 2 year term.
- A member from the North Dakota Rescue Society that will serve a 2 year term.
- (4) Four NDFFA members at large, one member elected from each of the 4 training regions: NW, SW, NE, and SE: (their terms will mirror the Trustee from their region).
- A member of the Fargo Fire Department (Delegated Authority).
- The NDFFA Executive Director represents as a non-voting member of the committee. □
- The NDFFA Training Director will serve as compliance officer and serve the Certification Committee as a non-voting member of the committee.

North Dakota Firefighter's Association

Please direct North Dakota Firefighter certification questions and comments to:

NDFFA, Training Director
Robert Knuth
PO Box 6127
6909 Aurora Loop
Bismarck, North Dakota 58506

PH: (701) 222-2799 CP: (701) 516-4457 FAX: (701) 222-2899

Please visit our Web site at: www.ndfa.net

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INTRODUCTION

The fire service in North Dakota, through a state certification program, can meet the needs of future growth and establish uniformity through certification. We will then have more effective and efficient utilization of resources to provide the best possible fire protection service for all the citizens throughout the state of North Dakota.

Through these national standards and certification, firefighters and fire departments have a tool to measure specific levels of skills, abilities and knowledge. The North Dakota Firefighters Certification Advisory Committee believe by participating in this certification program, firefighters and fire departments will be better prepared to provide quality life safety and fire protection for their communities.

FIRE SERVICE INSTRUCTOR I

A fire service instructor must demonstrate the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aides and evaluation instruments; adapt lesson plans to the unique requirements of the students and authority having jurisdiction; organize the learning environment so that learning and safety are maximized; and meet the record-keeping requirements of the authority having jurisdiction.

The fire service instructor shall maintain professional competency through professional development, continuing education, networking, instructional development and delivery, and membership in professional organizations.

Entrance Requirements

In order to certify within the North Dakota Fire Service Instructor I program, departments/firefighters must fulfill the following requirements:

- All participating agencies and their participants shall follow the established certification policies and procedures set forth in this manual.
- Each Authority Having Jurisdiction is responsible to ensure it meets the NFPA 1001 medical and physical fitness requirements.
- Candidates must be members of a North Dakota Fire Department, fire service organization, recruitment program, fire service affiliated organization or approved education program for a minimum duration of 2 years prior to certifying as a Fire Instructor 1.
- Candidates must be a minimum age required by the Authority Having Jurisdiction.
- Candidates applying for certification through their department or agency must have the approval of the Fire Chief/ Head of Department.

DEPARTMENT TRAINING

Participants in the North Dakota Fire Service Instructor I program must successfully complete one of the following training courses or requirements to qualify to take the state examination. Participants must complete one of the following methods to become eligible for examination:

1. Complete the, International Fire Service Training Association (IFSTA), *Fire and Emergency Services Instructor*, 8th Edition online course; or
2. Complete the, Jones and Bartlett, *Fire Service Instructor: Principles and Practices*, 2nd Edition online course; or
3. Department Based Training – Departments can create their own Fire Service Instructor I course which meets the requirements as outlined in NFPA 1041 Chapter 4. The Training Record in this certification task book must be completed for each person

RECIPROCITY

1. The North Dakota Firefighter's Association Certification program will recognize Pro Board and IFSAC certifications as certified when they are submitted within 5 years from the date they are earned and authenticity is verified by the NDFA Training Director.
2. Certifications from non Pro Board/IFSAC accredited entities will be reviewed on a case by case basis when they are submitted and authenticity is verified by the NDFA Training Director to ensure they meet the requirements as outlined in NFPA 1041 Chapter 4.

CHALLENGING TEST

Incumbents who have previously met the requirements for a certification that is recognized by NDFA will be eligible to test to the next highest level of certification offered by the NDFA. If they are currently holding the highest certification offered they may test for that level. Pro Board recognized certificates will not be awarded for any test taken prior to the date of accreditation.

The course material should be referenced to the following textbook to prepare the candidate to successfully pass the state certification examination.

Written Objectives

The written objectives for Fire Service Instructor are covered in the following text:

International Fire Service Training Association (IFSTA), *Fire and Emergency Services Instructor, 8th Edition; and*

Jones and Bartlett, *Fire Service Instructor: Principles and Practices, 2nd Edition*

These text books can be ordered at a discounted price by calling the North Dakota Firefighter's Association at 701-222-2799.

The North Dakota Fire Service Library catalog is available at www.ndfa.net

Considering the high level of skill and knowledge required for Fire Service Instructor I, the NDFA recommends the candidate participate in a comprehensive class and receive instruction on both manipulative and written requirements.

Manipulative Objectives

Each candidate must be trained and evaluated in the performance of all manipulative skills objectives listed on pages 9-14 of this task book. Each of the manipulative skills and evolution objectives shall be completed swiftly, safely and with competence.

Department Training Records

Each candidate shall have a training record on file with the department, which indicates whether he/she has trained on all manipulative skill objectives. This record shall be signed off or initialed by a department training officer. Training records must indicate the date, instructor, and total

number of hours trained for each manipulative skill objective. Departments shall use the form provided in Appendix B, Page 17 (In-House Training Record).

Department “In House” Comprehensive Examination

At the completion of the department’s manipulative skills training, the department is **required** to hold an “in-house” comprehensive examination for the level being trained. For the Fire Instructor I level this would be a 20 minute presentation. This test is to ensure that skill mastery has been obtained from the beginning to the end of the training process, and to prepare participants for the state examination. Training officers or designees may utilize other personnel to assist in administering the exam; however, all personnel assisting with the testing should be certified at the level they are “in-house” testing.

In-House test instructions for the examination are located in Appendix B. It is recommended candidates be given two attempts at any skill. **If they fail on the second try, then they have failed the evaluation and are required to go through additional training by the department trainer.** No training, teaching, or coaching is allowed during the test. After the evaluation, using the test to teach and train is recommended.

If skill weaknesses are evident, the department shall conduct additional training and hold a new department “in-house” comprehensive examination. Only those candidates who successfully pass the department’s skills and “in-house” comprehensive test will be allowed to participate in the state certification exam. Department training records must show all candidates have successfully passed the “in-house” comprehensive examination.

CERTIFICATION EXAMINATIONS

After completion of the training process, the Fire Chief/Head of Department can request testing for the department. Using the “Request Examination” form in Appendix C. The Fire Chief/Head of Department or designee may request a written examination and manipulative test for certification. A testing fee *may* be charged at the time of certification. A separate application must be sent to the NDFA for each attempt. Request forms must reach the NDFA no later than **30 days prior** to the examination date. The entire examination process must be completed within **1 year** of the **first** written exam date.

Written Examinations

The written examination is a randomly generated **50-question** test covering the written objectives of the Fire Service Instructor I standard. A minimum score of 70% is required to pass the certification examination. Firefighters failing the first attempt of the written exam will be permitted to retest no sooner than **30 days** from the date of the last exam.

SAMPLE WRITTEN EXAMINATION QUESTIONS:

A good instructor is a sincere person with:

- a. a desire to teach.
- b. in-depth knowledge of the student.
- c. a sense of empathy.
- d. all of the above.**

Performance standards for the fire instructors are identified in:

- a. NFPA 1001
- b. NFPA 1041**
- c. NFPA 1403
- d. NFPA 1000

“Spot Check” Skills Examination

This is a two-step examination. The first step is a department records check and the second step is a “spot check” skills examination. Certification testers appointed by the NDFA conduct the examination.

Training records are checked. If records are inadequate, corrective action must be taken before proceeding to the next step. The records must meet minimum requirements and are checked for the following:

1. Candidate has been trained in each manipulative skill for the level being evaluated.
2. A department training officer or designee has signed off each manipulative skill.
3. The total number of hours trained on each manipulative skill.
4. Each participant has passed a department “in-house” comprehensive examination.

The “SPOT Check” skills examination is a presentation, given a lesson plan, target audience, classroom audiovisual equipment, non – projectable media, evaluation material and a training record. This skill assessment is graded on a 100% pass/fail basis. During this presentation the manipulative skill objectives (skill # 2, 3, 4, 5, 6, 7) shall be demonstrated simultaneously while giving the presentation. These skills shall be completed swiftly, safely, and with competence as defined below:

- **Swiftly** – The assessment must be completed within 20-minutes.
- **Safely** – During the presentation, all activities shall be conducted in a safe manner. When using equipment or audiovisual aids, conduct that could injure and individual or damage equipment is unacceptable. Equipment should be checked prior to skills testing or training to see that it is safe and functional.
- **Competence** – The manipulative skill objectives shall be performed during the 15- minute presentation in accordance with the North Dakota Standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the NDFA manipulative skills objectives.

Candidates are required to give a presentation following the Checklist on page 19. The assessment must be completed within 20-minutes. Candidates are given two attempts if necessary to perform the presentation. If they fail on the second try, then they have failed the examination. Candidates must wait **30 days** before the third and final attempt. **No training, teaching, or coaching is allowed during this state test.**

Candidates who have failed the third attempt of the written examination or the manipulative skills examination have failed the certification process and must wait **1 year** from the date of the failed third attempt to re-enter state testing. The candidate will begin testing with a new 1st attempt of the written examination.

FIRE SERVICE INSTRUCTOR I CERTIFICATION

When all requirements for certification have been met, candidates are eligible to be certified. The Fire Chief/Head of Department or designee may apply to the NDFA for certification for those candidates who have successfully completed the certification training/testing process. Request for state certification will be submitted to the NDFA using the “**Request for Certification**” form provided in Appendix D. The names are then checked against the official state records to ensure each individual listed has met all requirements.

Those candidates who have met the requirements are issued a certificate and patch. These are sent to the Fire Chief/Head of the Department for disbursement.

RECERTIFICATION

It is the policy of the North Dakota Firefighters Association Certification program to not require recertification at this time. Individual agencies may require that their members recertify and the program will support these agencies as necessary. It is **recommended** that individuals currently holding certification maintain their proficiency by continuing to instruct once certification is achieved.

North Dakota Firefighter’s Association **MAY** require record of continuing education (CE) and documentation of instructional hours prior to having individuals instruct under contract.

For more information on North Dakota Fire Service Instructor I certification contact the:

NDFA, Training Director
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Bismarck, North Dakota 58506
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FIRE SERVICE INSTRUCTOR I CERTIFICATION CHECKLIST

REQUIREMENTS:

- Each candidate has met entrance requirements.

DEPARTMENT TRAINING RECORDS:

- Each participant has a training record on file with the department that shows:
 1. Dates of training.
 2. Initials of instructors.
 3. Total number of hours trained in each manipulative skill objective.

DEPARTMENT “IN HOUSE” COMPREHENSIVE EXAMINATION:

- Each participant has successfully completed an “In House Presentation”.
- Results of presentation are documented in department training records.

CERTIFICATION EXAMINATIONS:

- Pass the written examination.
- Completion of required Training Record/In-House skills evaluation – request state non-accredited certification.
- Complete of required Training Record and In-House skills evaluation, and a “Spot Check” skills evaluation. (Demonstrate the ability to present a lesson plan – a maximum 20 minute skills test to include a 10 minute presentation), conducted by NDFA Certification Testers – request state accredited certificate.

FIRE SERVICE INSTRUCTOR I CERTIFICATION:

- Fire Chief/Head of Department request certification for participants using the “Request for Certification” form.

FIRE SERVICE INSTRUCTOR I**MANIPULATIVE SKILL
OBJECTIVES**

PROGRAM MANAGEMENT

(The management of basic resources and the records and reports essential to the instructional process.)

NFPA 1041, 4.2.3,

Skill 1: Prepare requests for resources to meet training goals.

CONDITION: Given training goals and current resources, prepare a request for the resources required to meet those goals.

TIME: This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

		1st Att.		2nd Att.	
		Y	N	Y	N
1	Identify resources needed for instructional purposes.				
2	Identify equipment need to meet training goals.				
3	Complete the necessary forms to request resources.				

PERFORMANCE RATING ON THIS SKILL:

PASS
FAIL

First Attempt
 Second Attempt

NFPA 1041, 4.2.4,

Skill 2: Schedule single instructional session.

CONDITION: Given a training assignment, department scheduling procedures, instructional resources, facilities and timeline for delivery, schedule a course delivery to meet the departments training date(s), time(s) and location(s).

TIME: This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.

		1st Att.		2nd Att.	
		Y	N	Y	N
1	Topic(s) to be instructed during session.				
2	Hours of instruction				
3	Schedule facility(s) needed.				
4	Schedule date, time and location of course.				
5	Provide instructional resources.				
6	Notify all applicable personnel of course and timeline of delivery.				

PERFORMANCE RATING ON THIS SKILL:

PASS
FAIL

First Attempt
 Second Attempt

NFPA 1041, 4.2.5

Skill 3: Complete training records and report forms.

CONDITION: Given department policies and procedures and forms, accurately complete training records and report forms associated with a training session.

TIME: This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

		1st Att.		2nd Att.	
		Y	N	Y	N
1	Date of training recorded.				
2	Name(s) of instructors for training session.				
3	Participant(s) attending instruction.				
4	Topic taught during training session.				
5	Hours of instruction.				

PERFORMANCE RATING ON THIS SKILL:

First Attempt
Second Attempt

PASS **FAIL**

INSTRUCTIONAL DEVELOPMENT

(The review and adaptation of prepared instructional materials.)

NFPA 1041, 4.3.2

Skill 4: Review instructional materials.

CONDITION: Given the materials for a specific topic, target audience, and learning environment, review the instructor lesson plan, identify the needed resources, and adapt the learning environment to meet the student needs.

TIME: This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

		1st Att.		2nd Att.	
		Y	N	Y	N
1	Recognize student limitations.				
2	Recognize cultural diversity.				
3	Identify methods of instruction.				
4	Identify types of resources needed.				
5	Organize the learning environment.				
6	Follow all applicable department policy and procedures				

PERFORMANCE RATING ON THIS SKILL:

PASS

FAIL

First Attempt
Second Attempt

NFPA 1041, 4.3.3

Skill 5: Adapt a prepared lesson plan.

CONDITION: Given course materials and an assignment, adapt/modify a prepared lesson plan so that the needs of the student are met and the objectives of the lesson plan are achieved.

TIME: This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

		1st Att.		2nd Att.	
		Y	N	Y	N
1	Adapt/modify the lesson to meet the needs of the students				
2	Select instructional methods and aides				
3	Organize the learning environment.				
4	Avoid distracting mannerisms that will disrupt learning				

PERFORMANCE RATING ON THIS SKILL:

PASS

FAIL

First Attempt
Second Attempt

INSTRUCTIONAL DELIVERY

(The delivery of instructional sessions utilizing prepared course materials.)

NFPA 1041, 4.4.2

Skill 6: **Organize the classroom, or outdoor learning environment.**

CONDITION: Given a facility and an assignment, organize and arrange the classroom or outdoor environment to meet the needs and safety requirements of the course. Be aware of the following: lighting distractions, classroom temperature or outside weather, noise control, seating, AV equipment, teaching aids and safety considerations.

TIME: This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

		1st Att.		2nd Att.	
		Y	N	Y	N
1	Identify learning environment distractions and safety issues.				
2	Identify advantages and limitations of audiovisual equipment.				
3	Identify advantages and limitations of teaching aids.				
4	Organize and arrange learning environment.				

PERFORMANCE RATING ON THIS SKILL:

PASS

FAIL

First Attempt
Second Attempt

NFPA 1041, 4.4.3

Skill 7: **Present prepared lesson plan.**

CONDITION: Given a prepared lesson plan that identifies the presentation method to be used, and following safety practices, present a prepared lesson plan so that learning objectives are achieved,

TIME: This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

		1st Att.		2nd Att.	
		Y	N	Y	N
1	Identify presentation methods to be used.				
2	Identify methods to be used to achieve the learning objectives.				
3	Identify the instructional methods to be used to achieve the learning objectives.				
4	Identify safety hazards and risks.				
5	Follow safety standards and practices.				

PERFORMANCE RATING ON THIS SKILL:

PASS

FAIL

First Attempt
Second Attempt

NFPA 1041, 4.4.5

Skill 8: Adjust to differences in learning styles, abilities, cultures, and behaviors.

CONDITION: Given the teaching environment, adjust your instruction technique to reflect the differences in students learning styles, abilities, and behaviors.

TIME: This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

		1st Att.		2nd Att.	
		Y	N	Y	N
1	Identify and use motivational techniques such as coaching.				
2	Identify and use methods to correct disruptive behavior.				
3	Adapt lesson plans or materials to adjust the learning environment.				
4	Maintain a safe and positive learning environment.				

PERFORMANCE RATING ON THIS SKILL:

PASS

FAIL

First Attempt
Second Attempt

NFPA 1041, 4.4.6

Skill 9: Operate audiovisual equipment and demonstration devices to make sure they function properly.

CONDITION: Given a classroom and equipment, operate audiovisual equipment and demonstration devices so that the equipment functions properly.

TIME: This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

		1st Att.		2nd Att.	
		Y	N	Y	N
1	Demonstrate the operation of the audiovisual equipment.				
2	Demonstrate the cleaning and maintenance of the equipment.				

PERFORMANCE RATING ON THIS SKILL:

PASS

FAIL

First Attempt
Second Attempt

NFPA 1041, 4.4.7**Skill 10:** Utilize audiovisual materials.**CONDITION:** Given a prepared topic and media equipment, utilize audiovisual materials to transition between media equipment and other parts of the presentation.**TIME:** This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

		1st Att.		2nd Att.	
		Y	N	Y	N
1	Use media at appropriate point in lesson.				
2	Demonstrate proper use of tools, props, and equipment.				
3	Demonstrate proper use of projectable/non-projectable media.				
4	Avoid leaving media on when not in use.				
5	Smooth transition between media and other parts of the presentation.				
6	Properly store equipment.				

PERFORMANCE RATING ON THIS SKILL:

First Attempt
Second Attempt

PASS**FAIL**

EVALUATION AND TESTING

(The administration and grading of student evaluation instruments.)

NFPA 1041, 4.5.2 and 4.5.3

Skill 11: **Administer oral, written, and performance tests.**

CONDITION: Given the lesson plan, administer a written exam or skills test so that bias or discrimination is eliminated, the testing is conducted according to procedures, and the security of the materials is maintained.

TIME: This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

		1st Att.		2nd Att.	
		Y	N	Y	N
1	Students understand the type of test to be administered.				
2	Instructions are given in a clear and consistent manner.				
3	Questions from the student about the test are answered before testing occurs.				
4	Classroom environment is arranged for testing.				
5	Test is administered in accordance to testing policies.				
6	Testing material is maintained and secured during use.				
7	Tests are evaluated based on a skills checklist or answer key.				
8	Maintain test results in secure manner.				
9	Report any unusual circumstances and document them based on policy.				

PERFORMANCE RATING ON THIS SKILL:

PASS

FAIL

First Attempt
Second Attempt

NFPA 1041, 4.5.4 and 4.5.5**Skill 12: Report test results.****CONDITION:** Given a set of test answer sheets or skills checklists and a report form, accurately record and report test results, following department policy and procedures.**TIME:** This is not a timed event; however, you should complete this event within a reasonable time. The final evaluation will incorporate several of these individual skills and you must complete the evaluation within 20 minutes.**APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:**

		1st Att.		2nd Att.	
		Y	N	Y	N
1	Feedback to students is timely and specific.				
2	Tests are evaluated based on a skills checklist or answer key.				
3	Results and feedback are given to each student following policies on releasing test results.				
4	Assist student in correcting performance behavior based on test results.				
5	Accurately record results.				
6	Maintain test results in secure manner.				

PERFORMANCE RATING ON THIS SKILL:**PASS****FAIL**First Attempt
Second Attempt

APPENDIX A TRAINING RECORD

FIRE SERVICE INSTRUCTOR I – TRAINING RECORD /ASSIGNMENT COMPLETION SHEET (2012 edition)

NAME: _ _____ SSN _ _ _ _
 (Last 4 digits only)

DEPARTMENT: _ _ _ _ _

SECTION	TRAINING RECORD			IN-HOUSE REVIEW			DEMONSTRATE
	DATE	INST	HRS	DATE	INST	P/F	
Pre-Requisite							Complete approved course of instruction. (See page 2, under Department Training.) Active within the fire service training program.
Program Management							1. Given training goals and current resources prepare request for training aids.
							2. Given a training assignment schedule single instructional sessions.
							3. Complete training records and report forms.
Instructional Development							4. Review resources, facilities, and materials.
							5. Adapt a prepared lesson plan.
Instructional Delivery							6. Organize the classroom, laboratory, or outdoor learning environment for teaching.
							7. Present prepared lessons.
							8. Adjust presentation to differences in learning styles, abilities & behaviors.
							9. Operate audiovisual equipment and demonstration devices so that the equipment functions properly.
Evaluation & Testing							10. Utilize audiovisual materials.
							11. Administer oral, written, & performance tests.
							12. Report test results/ provide evaluation feedback to students.

APPENDIX B
PRESENTATION CHECKLIST

FIRE SERVICE INSTRUCTOR I PRESENTATION CHECKLIST

(This Checklist must be used as the evaluation skill sheet)

Skill: **Demonstrate the ability to present a lesson plan.**

CONDITION: Given a lesson plan, target audience, classroom audiovisual equipment, non – projectable media, evaluation material and a training record.

TIME: This evaluation skill sheet must be completed within 20 minutes following the selected lesson plan.

APPLICANT PERFORMED THE FOLLOWING COMPETENCIES:

		<u>1st Att.</u>		<u>2nd Att.</u>	
		Yes	No	Yes	No
1	Prepare classroom for presentation.				
2	Determine that audiovisual equipment is ready.				
3	Present lesson plan to audience as outlined.				
4	Use AV equipment during presentation. May include the following types of AV equipment – electronic, flip charts, hands-on.				
5	Transition between AV and lesson plan.				
6	Administer an evaluation during presentation.				
7	Provide feedback to students of evaluation.				
8	Complete Training Record for presentation.				
9	Completed skill in allotted time.				

PERFORMANCE RATING ON THIS SKILL:

PASS **FAIL**
 First Attempt
 Second Attempt

**APPENDIX C IN-HOUSE PROCTOR
INSTRUCTIONS**

Tester Instructions for “In-House” Comprehensive Examination

As the training officers for your department you are authorized by NDFA to conduct the 100% skills test for this level of certification. You must be certified to the level you are testing, i.e., if you’re FFII you can test FFI and FFII, Awareness and HM Operations.

***PRIOR TO CONDUCTING TEST, REVIEW TRAINING RECORDS**

It is important that before doing this “In-House” exam that the candidate has completed training in all areas for the level being tested.

***SAFETY OFFICER SELECTED AND BRIEFED**

Select a Safety Officer to assist you during the test. This person, if possible, should not be taking the same test that is being given. The Safety Officer will not assist with the testing process. The Safety Officer is there to protect the CANDIDATES from injury during the testing process. The Safety Officer shall be in a position to observe all students and ensure their safety at all times during the testing procedure.

By using the following instructions you will be able to evaluate the skill being tested and determine the candidate’s readiness for the State “Spot Check” exam.

1. Keep in mind this is a **test** and there should be **no coaching or training** during the testing process. If a candidate fails to perform a skill, it will count as a first attempt failure and they will be given a second attempt. If they fail a second time they need to be retrained on that skill and tested again. Only candidates that have completed and passed their **In-House Comprehensive Exam** will be allowed to take the State SPOT CHECK exam.
2. Before beginning the testing process meet with all candidates and review the testing process. Explain that this is a **test** and that the same process being used for the “In-House” will be used during the state exam.
3. Designate a secure location for the candidates to remain in while the “In-House” exam is conducted. This location should be away from the area where the exam is being conducted.
4. If possible, separate your testing stations so candidates cannot observe each other during the test.
5. To evaluate a candidate’s performance, use the following as a guide.
 - a. the skill is completed in the allotted time,
 - b. competence is shown by completing all performance criteria,
 - c. safety is shown while completing the skill.

At each test station the tester will read the **SKILL** to be demonstrated, the **CONDITIONS** to be met and the **TIME** limit to complete each skill. This information is contained in the skill section of each standards packet. Do this with each student as they come to each testing station. Ask for any questions. As each skill is tested and completed sign it off in the section provided on the candidates training record. By conducting the “In-House” test in this manner, you will prepare your candidates to successfully pass the state “spot check” exam. This will also assure training records are current and that only those who are truly prepared take the state certification examination.

**APPENDIX D CERTIFICATION
FORMS**

North Dakota Firefighter's Association

EXAMINATION REQUEST / CERTIFICATION REQUEST FORM

Please complete all information on BOTH sides of this form and return to the NDFA at least **30 days prior** to the requested examination date. A separate request **MUST** be made for each level of certification exam desired and for each exam date. Phone Number: 701-222-2799. FAX: 701-222-2899

Department Information

Department Name: _____

Examination Request for Written / Skills – Circle the appropriate level
--

- WRITTEN Examination: FF I FF II HMA HMO Fire Instructor I
- MANIPULATIVE Examination: FF I FF II HMO Fire Instructor I

Requested Date and Time: _____

Number taking Written Examination: _____ Number taking Manipulative exam: _____

Examination Location: _____

Street Address: _____ City/State: _____ Zip: _____

By your signature below we acknowledge that training records exist to support that each individual who will attend the exam has received a learning experience in each subject area required for testing and has met all other requirements for the level being examined for as specified in the Certification Policy and Procedures. Department requesting the above exam, will have appropriate space and safe accommodations and equipment for all written and manipulative skills.

Fire Chief/Head of Department (Signature)

Training Officer (Signature)

Fire Chief/Head of Department (typed/printed)

Training Officer (type/printed)

Department Mailing Address

Daytime Phone Number

Second contact number

Certification Request

The following department or agency requests that the Department of Fire Prevention & Electrical Safety certify the individuals listed on reverse side of this form. **NOTE: The original "Training Record" of the individuals must be sent with this form - if the "Training Record" has not been presented to the NDFA during a "Spot Check Skills" testing event. Please keep a copy of the "Training Record" for your files.**

Department Name _____

By my signature below, I attest that the individuals listed on the reverse side of this form have completed all requirements for certification as defined in the North Dakota Firefighters Policy and Procedures Manual.

Fire Chief/Head of Department (Signature)

Fire Chief/Head of Department (typed/Printed)

Department Mailing Address

Daytime Phone Number

Second contact number

Department Name: _____ Date: _____

Type or print names of participants who will be taking the examination.

	Candidates Printed Name	Last Four of SSN	
1.		XXX-XX-_____	
2.		XXX-XX-_____	
3.		XXX-XX-_____	
4.		XXX-XX-_____	
5.		XXX-XX-_____	
6.		XXX-XX-_____	
7.		XXX-XX-_____	
8.		XXX-XX-_____	
9.		XXX-XX-_____	
10.		XXX-XX-_____	
11.		XXX-XX-_____	
12.		XXX-XX-_____	
13.		XXX-XX-_____	
14.		XXX-XX-_____	
15.		XXX-XX-_____	
16.		XXX-XX-_____	
17.		XXX-XX-_____	
18.		XXX-XX-_____	
19.		XXX-XX-_____	
20.		XXX-XX-_____	
21.		XXX-XX-_____	
22.		XXX-XX-_____	
23.		XXX-XX-_____	
24.		XXX-XX-_____	

Send Request form to:
 North Dakota Firefighter's Association
 PO Box 6127; 6909 Aurora Loop Bismarck, ND 58506
 FAX: (701) 222-2899