



## FIRE INSTRUCTOR 1 COMPETENCY EVALUATION

JPR Task(s): **Schedule Course, Assemble Course  
Materials and Classroom Lab**

Candidate Name: \_\_\_\_\_  
Candidate Date of Birth: \_\_\_\_\_

**Skill No. 1-1**

### PERFORMANCE CRITERIA AND INSTRUCTIONS

#### INSTRUCTIONS TO THE CANDIDATE

The Candidate, given a specific topic, shall schedule the class location/time and assemble course materials so that the lesson plan, all materials, resources, and equipment needed to deliver the lesson are obtained. The classroom/lab shall be so arranged that climate, lighting, noise are taken into consideration to maximize learning.

#### PERFORMANCE

	Yes	No
1. Prepares a class schedule		
2. Required equipment to teach the lesson is assembled. <ul style="list-style-type: none"> <li>a. No necessary teaching equipment is left out.</li> <li>b. Audio / video equipment used is appropriate and set up prior class start.</li> </ul>		
3. The classroom/lab is arranged appropriately for the topic taught. <ul style="list-style-type: none"> <li>a. Seating is arranged to insure adequate vision and hearing for all students.</li> <li>b. Temperature, weather, lighting, noise is addressed by the candidate (verbal).</li> </ul>		
4. Student materials <ul style="list-style-type: none"> <li>a. Handouts used are appropriate and in sufficient quantities.</li> <li>b. If equipment is needed for class, students are required in advance to have available (verbal).</li> </ul>		
5. Safety concerns <ul style="list-style-type: none"> <li>a. The Candidate shall ensure classroom safety.</li> <li>b. The Candidate shall check all equipment to ensure safe operation (verbal).</li> </ul>		
<b>Total:</b>		

Notes: \_\_\_\_\_

**Passing criteria: Candidate must successfully complete all the above tasks.** **Pass**  **Fail**

Test Date: \_\_\_\_\_

Evaluator Name (Print): \_\_\_\_\_

Test Location: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

The word verbal at the end of a performance evaluation item indicates it must be addressed at least verbally.

**Text Reference: IFSTA Fire and Emergency Services Instructor 8th Ed  
Instructor 1 Course Form 1-1A**

NFPA 1041:2012, Standard for Fire Service Instructor Professional Qualifications®, requires all Fire Instructor I candidates to be competent in requisite skills and procedures as outlined by job performance requirements contained within Chapter 4 of the standard, toward eligibility for certification.  
Objective(s): 4.2.3, 4.2.4, 4.3.2, 4.3.3  
Revised 11/2015



# FIRE INSTRUCTOR 1 COMPETENCY EVALUATION

JPR Task(s): Prepare Records and Reports

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

Candidate Date of Birth: \_\_\_\_\_

Skill No. **1-2**

## PERFORMANCE CRITERIA AND INSTRUCTIONS

### INSTRUCTIONS TO THE CANDIDATE

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

Using the Handbook for Kentucky Fire Instructors, demonstrate completion of a Kentucky KFS-1 roster, using form 1-2A.

### PERFORMANCE

	Yes	No
1. Candidate picks the appropriate course category and code for the class taught.		
2. The KFC In-House training roster form is filled out fully and accurate.		
3. Form is legible and correct.		
4. Class time is divided into appropriate course categories as required.		
5. Form is submitted for recording to the department (verbal).		
<b>Total:</b>		

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pass**  **Fail**

**Passing criteria:** Candidate must successfully complete all the above tasks.

Test Date: \_\_\_\_\_

Evaluator Name (Print): \_\_\_\_\_

Test Location: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

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**Text Reference:** IFSTA Fire and Emergency Services Instructor 8th Ed  
Instructor 1 Course Form 1-2a  
Kentucky Fire Instructor Handbook

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Objective(s): 4.2.5

Revised 11/2015



COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION  
COMMONWEALTH OF KENTUCKY



**FIRE INSTRUCTOR 1 COMPETENCY EVALUATION**

JPR Task(s): **Operate and Maintain  
Audio-Visual Equipment**

Candidate Name: \_\_\_\_\_  
Candidate Date of Birth: \_\_\_\_\_

**Skill No. 1-3**

**PERFORMANCE CRITERIA AND INSTRUCTIONS**

**INSTRUCTIONS TO THE CANDIDATE**

Given various pieces of audio/visual equipment, the candidate will demonstrate the operation and proper setup of each piece of equipment. The candidate shall perform field maintenance and return equipment to storage properly.

**PERFORMANCE**

	Yes	No
1. The candidate is able to identify and operate various pieces of audio/visual equipment: a. Computer/Tablet b. Digital/LCD/Projection unit.		
2. The candidate is able to utilize the equipment in conjunction with class instruction.		
3. Candidate demonstrates cleaning and minor field maintenance to equipment.		
4. Upon completion of the presentation the candidate returns the equipment to storage.		
<b>Total:</b>		

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pass**  **Fail**

**Test Date:** \_\_\_\_\_

**Evaluator Name (Print):** \_\_\_\_\_

**Test Location:** \_\_\_\_\_

**Evaluator Signature:** \_\_\_\_\_

**Text Reference: IFSTA Fire and Emergency Services Instructor 8th Ed  
Job Sheet 1-3a**

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Objective(s): 4.4.6, 4.4.7



# FIRE INSTRUCTOR 1 COMPETENCY EVALUATION

JPR Task(s): Administer Oral, Written and  
Performance Tests

Candidate Name: \_\_\_\_\_  
Candidate Date of Birth: \_\_\_\_\_

Skill No. **1-4**

## PERFORMANCE CRITERIA AND INSTRUCTIONS

### INSTRUCTIONS TO THE CANDIDATE

Given a lesson of instruction, the candidate shall administer oral, written, and performance tests. The tests shall be graded and results recorded without bias or discrimination. Testing documents shall be secured and student privacy maintained.

### PERFORMANCE

	Yes	No
1. Able to verbalize various techniques of oral and written testing.		
2. Administers a test to a group of students.		
3. The instructions to students prior to the test is clear and appropriate for the type of test.		
4. Tests are graded with no errors from answer key to tests without bias during grading.		
5. Grades are recorded accurately and student privacy is maintained.		
6. The candidate shall demonstrate evaluating students with skill sheets/checklist.		
7. Shall provide coaching and counseling based on student performance.		
8. Shall record and report test results to the AHJ according to policy.		
<b>Total:</b>		

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pass**       **Fail**

Test Date: \_\_\_\_\_

Evaluator Name (Print): \_\_\_\_\_

Test Location: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

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**Text Reference: IFSTA Fire and Emergency Services Instructor 8th Ed  
Job Sheet 1-4a, 1-4b**

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Objective(s): 4.5.2, 4.5.4  
Revised 11/2015



COMMISSION ON FIRE PROTECTION PERSONNEL STANDARDS AND EDUCATION  
COMMONWEALTH OF KENTUCKY



### FIRE INSTRUCTOR 1 COMPETENCY EVALUATION

JPR Task(s): Provide Evaluation Feedback

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

Candidate Date of Birth: \_\_\_\_\_

Skill No. **1-5**

#### PERFORMANCE CRITERIA AND INSTRUCTIONS

##### INSTRUCTIONS TO THE CANDIDATE

Given evaluation data, the candidate shall provide timely, relevant, clear and objective evaluation feedback for student behavior modification based on suggested data results.

##### PERFORMANCE

	Yes	No
1. Demonstrates feedback to a specific student that is objective.		
2. The feedback is timely.		
3. The feedback is specific enough to allow student to modify behavior. (coaching)		
4. Suggestions to the student are based on test data.		
5. Demonstrates the ability to compile evaluations and summarizes the information.		
<b>Total:</b>		

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pass  Fail

Test Date: \_\_\_\_\_

Evaluator Name (Print): \_\_\_\_\_

Test Location: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

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**Text Reference: IFSTA Fire and Emergency Services Instructor 8th Ed  
Job Sheet 1-5a**

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Objective(s): 4.5.4, 4.5.5  
Revised 11/2015



## FIRE INSTRUCTOR 1 COMPETENCY EVALUATION

JPR Task(s): Classroom Presentation

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

Candidate Date of Birth: \_\_\_\_\_

Skill No. **1-6**

### PERFORMANCE CRITERIA AND INSTRUCTIONS

#### INSTRUCTIONS TO THE CANDIDATE

Given a prepared lesson plan that specifies the presentation method, give the lesson so that stated objectives and learning outcomes are achieved, individual learning needs of students are met, and discipline is maintained.

#### PERFORMANCE

	Pts Possible	Points Awarded
A. Opening/Introduction/Appearance/Management	26	
B. Course Presentation	50	
C. Closure	24	
<b>Total:</b>	<b>100</b>	

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Test Date: \_\_\_\_\_

Pass Fail

Test Location: \_\_\_\_\_

Evaluator Name (Print):  
 Lead: \_\_\_\_\_ 1st: \_\_\_\_\_ 2nd: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Text Reference: IFSTA Fire and Emergency Services Instructor 8th Ed

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 Objective(s): 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  
 Revised 11/2015