



**FIRE SERVICE INSTRUCTOR LEVEL 2 - NFPA 1041
Program Management
Practical Skills Check Sheets**

Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1041-JPR-02

Standard: 5.2.3, 5.2.4(A,B) Fire Service Instructor Level 2 - NFPA 1041, 2012 Edition
Task: Formulate budget needs so the resources required to meet training goals are identified and documented.
Required Outcome: The candidate will demonstrate ability to analyze instructional resource requirements and complete the required documentation.
Condition: Given training goals, agency budget policy, and current resources.

Part 1 Program Management			
No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Identify training resources required and quantities, i.e. tools, equipment, support material and PPE		
2.	Research what resources need to be purchased and source a supplier and cost for each item		
3.	Document and complete the appropriate acquisition form as per departmental policy		
4.	Document and acquire the training resources required for course with the appropriate timeframe according to departmental policy		
6.	Document that resources are within established budget		

Evaluator/Candidate Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



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Candidate: _____ Successful
 Evaluator: _____ Unsuccessful
 Date: _____ 1041-JPR-03

Standard: 5.2.5(A,B) Fire Service Instructor Level 2 - NFPA 1041, 2012 Edition
Task: Coordinate training record keeping so all agency and legal requirements are met.
Required Outcome: The candidate will complete and record all required documentation for a training session.
Condition: Given training forms, department or model policy, and training activity.

Part 2 Program Management			
No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Training was properly documented according to department policies and procedures		
2.	Ensure all attendees receive credit for the training		
3.	Enter training information in the department database		
4	Document and record individuals that require make-up training		

Evaluator/Candidate Comments: _____

Candidate (print and sign) Date

Evaluator (print and sign) Date



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Candidate: _____ Successful
 Evaluator: _____ Unsuccessful
 Date: _____ 1041-JPR-04

Standard: 5.2.6(A,B) Fire Service Instructor Level 2 - NFPA 1041, 2012 Edition
Task: Evaluate instructors given an evaluation form so the evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style and communication methods, and provides opportunity for instructor feedback to the evaluator.
Required Outcome: The candidate will demonstrate coaching and observation techniques, and accurately complete the evaluation form.
Condition: Given an Instructor I evaluation form, department policy, and job performance requirements.

Part 3 Program Management			
No.	TASK STEPS	TEST	
		Successful	Unsuccessful
1.	Observe instructor and correctly complete instructor evaluation form		
2.	Properly identify the instructor's strengths and weaknesses on course delivery form		
3.	Make appropriate recommendations for instructional changes to style and/or communication method in "Comments" section		
4.	Attach instructor feedback to evaluation form		

Evaluator/Candidate Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date