

**CDC 10412W**

**Fire Instructor II**

**Performance Test**



**Air Force Institute for Advanced Distributed Learning  
Air University  
Air Education and Training Command**

## **Acknowledgement**

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Preparation of this supplement was aided through the cooperation and courtesy of the International Fire Service Training Association (IFSTA). IFSTA furnished technical materials utilized to develop this training product. Permission to use the information from IFSTA is gratefully acknowledged.

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## Performance Test Instructions

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This performance test provides detailed performance checklist items for candidate testing. Performance tests should not be conducted until the candidate has successfully completed the academic portion of the CDC. However, it is strongly encouraged that this supplement and the checklist it contains be used during the normal course of study. Candidates may practice the performance tests at anytime during study and up until testing is conducted. Practice is highly encouraged.

This particular course uses four workstations. Within each workstation there are several tasks and objectives (NFPA line items). A “Performance Summary Sheet” precedes each workstation or group of evaluated tasks. This sheet lists the NFPA line items evaluated and the specific tasks that must be accomplished. Each performance test lists the setting and tools/equipment required for the listed tasks.

Remember, official performance test notifications must be made ten days prior to the actual performance test or the candidate’s performance test results will not be accepted by the DoD Administrative Center. For specific program guidance see DoD Manual 6055.6. Your performance test notifications must be made using the following web site.  
<http://www.dodffcert.com/performance/notify.cfm>

It is important also to understand the grading process used during the evaluation. For a full overview of the CDC process and performance testing please view the *Department of Defense Fire Fighter Certification Program Video* P/N # 612288. Additional information on grading criteria is provided on the next page.

## Grading Criteria

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The following criteria will be used to evaluate and determine the pass/fail status of a candidate.

Each task has an attainment standard. The attainment standards for each performance test item include an “x of x” factor as well as a time element. You will find the “x of x” factor will always equate to a **minimum** of 80%. You will also find the time allotted for completion of each task is intentionally structured to allow you ample time for success. Understand you must adhere to both elements of the attainment standard to successfully pass this evaluation.

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# 1. Program Management

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## SKILLS TEST 1 - Program Management

### Performance Test Summary Sheet

**Objectives:** NFPA Standard 1041, Chapter 5, Paragraphs 5.2.2, 5.2.3, 5.2.4, 5.2.5 and 5.2.6

- Tasks:**
1. The candidate shall schedule instructional sessions, given department scheduling policy, instructional resources, staff, facilities and timeline for delivery, so that specified sessions are delivered according to department policy.
  2. The candidate shall formulate budget needs, given training goals, agency budget policy, and current resources, so that resources required to meet training goals are identified and documented.
  3. The candidate shall acquire training resources, given an identified need, so that the resources are obtained within established timelines, budget constraints, and according to agency policy.
  4. The candidate shall coordinate training record keeping, given training forms, department policy, and training activity, so that all agency and legal requirements are met.
  5. The candidate shall evaluate instructors given an evaluation form, department policy, and job performance requirements, so that 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.

# 1. Program Management

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## Performance Test Item – Training Schedule

**Personnel  
Classification:** Fire Instructor II

**Objective:** NFPA Standard 1041, Chapter 5, Paragraph 5.2.2

**Task:** Schedule instructional sessions, given department scheduling policy, instructional resources, staff, facilities and timeline for delivery, so that specified sessions are delivered according to department policy.

**Setting:** Fire department training room or study area

**Tools  
Equipment:** Paper, writing instruments or computer, and reference materials such as the IFSTA Fire and Emergency Services Instructor Manual.

**Attainment  
Standard:** Completion of 4 out of 4 evaluation elements within 120 minutes.

# 1. Program Management

Elements/Steps	Standards	Yes	No
1. Given all department policies and procedures, a list of instructional resources, staff, required training, facilities and timeline for delivery, develop a training schedule for a three-month period.	1. Performed in accordance with <u>IFSTA Fire and Emergency Services Instructor</u>		
	A. Developed a training schedule that covers a three-month period	_____	_____
	B. Scheduled training to meet the needs of the department	_____	_____
	C. Scheduled instructors to the appropriate classes	_____	_____
	D. Scheduled classes met the delivery timelines according to the AHJ	_____	_____

# 1. Program Management

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## Performance Test Item – Training Goals

**Personnel  
Classification:** Fire Instructor II

**Objective:** NFPA Standard 1041, Chapter 5, Paragraphs 5.2.3 and 5.2.4

**Task:** Formulate budget needs, given training goals, agency budget policy, and current resources, so that resources required to meet training goals are identified and documented.

**Setting:** Fire department training room or study area.

**Tools  
Equipment:** Paper, writing instruments or computer, and reference materials such as the IFSTA Fire and Emergency Services Instructor Manual.

**Attainment  
Standard:** Completion of 4 out of 5 evaluation elements within 120 minutes.

# 1. Program Management

Elements/Steps	Standards	Yes	No
1. Given agency policies and procedures, training program goals, and current resources, develop a training budget for a three-month period that meets the training program goals according to the AHJ.	1. Performed in accordance with <u>IFSTA Fire and Emergency Services Instructor</u>		
	A. Used the proper memo format for the budget according to the AHJ guidelines	_____	_____
	B. Ensured the budget is accurate	_____	_____
	C. Met training goals	_____	_____
	D. Covered a three month period	_____	_____
	E. Identified training resources and their cost for each month (line-item format)	_____	_____

# 1. Program Management

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## Performance Test Item – Training Documentation

**Personnel  
Classification:** Fire Instructor II

**Objective:** NFPA Standard 1041, Chapter 5, Paragraph 5.2.5

**Task:** Coordinate training record keeping, given training forms, department policy, and training activity, so that all agency and legal requirements are met.

**Setting:** Fire department training room or study area.

**Tools  
Equipment:** Paper, writing instruments or computer, and reference materials such as the IFSTA Fire and Emergency Services Instructor Manual.

**Attainment  
Standard:** Completion of 4 out of 5 evaluation elements within 60 minutes.

# 1. Program Management

Elements/Steps	Standards	Yes	No
1. Given department policies and procedures document a training session and properly file the report in the training record system according to the AHJ.	1. Performed in accordance with <u>IFSTA Fire and Emergency Services Instructor</u>		
	A. Training was properly documented according to department policies and procedures	_____	_____
	B. Ensured all attendees received credit for training	_____	_____
	C. Imparted information into training database	_____	_____
	D. Annotated personnel requiring make-up training	_____	_____
	E. Filed training report in accordance with department policies and procedures	_____	_____

# 1. Program Management

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## Performance Test Item – Instruction Evaluation

**Personnel  
Classification:** Fire Instructor II

**Objective:** NFPA Standard 1041, Chapter 5, Paragraph 5.2.6

**Task:** Evaluate instructors given an evaluation form, department policy, and job performance requirements, so that 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.

**Setting:** Fire department training room or study area.

**Tools  
Equipment:** Paper, writing instruments or computer, and reference materials such as the IFSTA Fire and Emergency Services Instructor Manual.

**Attainment  
Standard:** Completion of 3 out of 4 evaluation elements within 60 minutes.

# 1. Program Management

Elements/Steps	Standards	Yes	No
1. Given an instructor evaluation form provided by the AHJ, conduct an instructor evaluation IAW departmental policies and procedures.	1. Performed in accordance with <u>IFSTA Fire and Emergency Services Instructor</u>		
	A. Properly filled out the instructor evaluation form	_____	_____
	B. Identified strengths and weaknesses of the evaluated instructor	_____	_____
	C. Recommended changes in instructional style and communication methods	_____	_____
	D. Provided an opportunity for feedback from the evaluated instructor	_____	_____

## 2. Instructional Development

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### SKILLS TEST 2 - Instructional Development

#### Performance Test Summary Sheet

**Objectives:** NFPA Standard 1041, Chapter 5, Paragraphs 5.3.2 and 5.3.3

- Tasks:**
1. The candidate shall create a lesson plan, given a topic, audience characteristics, and a standard lesson plan format, so that the job performance requirements for the topic are achieved, and the plan, includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan.
  2. The candidate shall modify an existing lesson plan, given a topic, audience characteristic, and a lesson plan, so that the job performance requirements for the topic are achieved, and the plan includes learning objectives, a lesson outline, course materials, instructional aids and an evaluation plan.

## 2. Instructional Development

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### Performance Test Item – Create a Lesson Plan

**Personnel  
Classification:** Fire Instructor II

**Objective:** NFPA Standard 1041, Chapter 5, Paragraph 5.3.2

**Task:** Create a lesson plan, given a topic, audience characteristics, and a standard lesson plan format, so that the job performance requirements for the topic are achieved, and the plan, includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan.

**Setting:** Fire department training room or study area.

**Tools  
Equipment:** Paper, writing instruments or computer, and reference materials such as the IFSTA Fire and Emergency Services Instructor Manual.

**Attainment  
Standard:** Completion of 9 out of 11 evaluation elements within 4 hours.

## 2. Instructional Development

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Elements/Steps	Standards	Yes	No
1. Given a topic chosen by the organizations training officer, lesson plan format for the AHJ, the candidate shall develop a lesson plan using the Five-Step Planning Process.	1. Performed in accordance with <u>IFSTA Fire and Emergency Services Instructor</u>		
	A. Developed the lesson plan in accordance with <u>IFSTA Fire and Emergency Services Instructor</u> , and local policies/procedures	_____	_____
	B. Designed the curriculum using the five-step planning process	_____	_____
	C. Identified the training need	_____	_____
	D. Selected performance objectives	_____	_____
	E. Designed training to meet organizational and training needs	_____	_____
	F. Identified the implementation phase	_____	_____
	G. Lesson plan contained:		
	1. Learning objectives 2. A lesson outline 3. Course materials 4. Instructional aids	_____ _____ _____ _____	_____ _____ _____ _____
	H. Developed an evaluation plan for the new course	_____	_____

## 2. Instructional Development

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### Performance Test Item – Modify a Lesson Plan

**Personnel  
Classification:** Fire Instructor II

**Objective:** NFPA Standard 1041, Chapter 5, Paragraph 5.3.3

**Task:** Modify an existing lesson plan, given a topic, audience characteristic, and a lesson plan, so that the job performance requirements for the topic are achieved, and the plan includes learning objectives, a lesson outline, course materials, instructional aids and an evaluation plan.

**Setting:** Fire department training room or study area.

**Tools  
Equipment:** Paper, writing instruments or computer, and reference materials such as the IFSTA Fire and Emergency Services Instructor Manual.

**Attainment  
Standard:** Completion of 9 out of 11 evaluation elements within 2 hours.

## 2. Instructional Development

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Elements/Steps	Standards	Yes	No
1. Given an existing lesson plan chosen by the organizations training officer, the candidate shall modify the lesson plan using the Five-Step Planning Process.	1. Performed in accordance with <u>IFSTA Fire and Emergency Services Instructor</u>		
	A. Modified the lesson plan in accordance with <u>IFSTA Fire and Emergency Services Instructor</u> , and local policies/procedures	_____	_____
	B. Curriculum modified using the five-step planning process	_____	_____
	C. Identified the training need	_____	_____
	D. Selected performance objectives	_____	_____
	E. Modified training to meet organizational and training needs	_____	_____
	F. Identified the implementation phase.	_____	_____
	G. Modified lesson plan contained:		
	1. Learning objectives 2. A lesson outline 3. Course materials 4. Instructional aids	_____ _____ _____ _____	_____ _____ _____ _____
H. Developed an evaluation plan for the new course		_____	_____

## 3. Instructional Delivery

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### SKILLS TEST 3 - Instructional Delivery

#### Performance Test Summary Sheet

**Objectives:** NFPA Standard 1041, Chapter 5, Paragraphs 5.4.2 and 5.4.3

- Tasks:**
1. The candidate shall conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques, given a topic and a target audience, so that the lesson objectives are achieved.
  2. The candidate shall supervise other instructors and students during training, given a training scenario with increased hazard exposure, so that applicable safety standards and practices are followed, and instructional goals are met.

### 3. Instructional Delivery

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#### Performance Test Item – Conduct a Class

**Personnel  
Classification:** Fire Instructor II

**Objective:** NFPA Standard 1041, Chapter 5, Paragraph 5.4.2

**Task:** Conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques, given a topic and a target audience, so that the lesson objectives are achieved.

**Setting:** Fire department training room or study area.

**Tools  
Equipment:** Paper, writing instruments or computer, and reference materials such as the IFSTA Fire and Emergency Services Instructor Manual.

**Attainment  
Standard:** Completion of 5 out of 6 evaluation elements within 60 minutes.

### 3. Instructional Delivery

Elements/Steps	Standards	Yes	No
1. Given a lesson plan previously developed in Skill #2, conduct a class using multiple teaching methods so that lesson objectives are achieved.	1. Performed in accordance with <u>IFSTA Fire and Emergency Services Instructor</u>		
	A. Utilized a current lesson plan developed by the instructor	_____	_____
	B. Ensured preparedness to teach the class by having all support material available that was listed in the lesson plan	_____	_____
	C. Utilized multiple teaching methods (lecture, illustration, discussion and/or demonstration)	_____	_____
	D. Achieved the lesson objectives	_____	_____
	E. Instructor was evaluated with the instructor evaluation form provided	_____	_____
	G. Received at least a Satisfactory rating	_____	_____

### 3. Instructional Delivery

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#### Performance Test Item – High Hazard Training Supervision

**Personnel  
Classification:** Fire Instructor II

**Objective:** NFPA Standard 1041, Chapter 5, Paragraph 5.4.3

**Task:** Supervise other instructors and students during training, given a training scenario with increased hazard exposure, so that applicable safety standards and practices are followed, and instructional goals are met.

**Setting:** Fire department training room or study area.

**Tools  
Equipment:** Paper, writing instruments or computer, and reference materials such as the IFSTA Fire and Emergency Services Instructor Manual.

**Attainment  
Standard:** Completion of 5 out of 6 evaluation elements in the time allotted for the high hazard evolution.

### 3. Instructional Delivery

Elements/Steps	Standards	Yes	No
1. Given a lesson plan previously developed in Skill #2, conduct a class using multiple teaching methods so that lesson objectives are achieved.	1. Performed in accordance with <u>IFSTA Fire and Emergency Services Instructor</u>		
	A. Reviewed safety procedures associated with the scenario prior to class	_____	_____
	B. Reviewed instructor and student assignments prior to class	_____	_____
	C. Ensured enough multiple instructors were available to ensure safety	_____	_____
	D. Ensured a qualified Safety Officer was appointed prior to beginning the evolution	_____	_____
	E. Ensured utilization of the Incident Command System	_____	_____
	F. Conducted a critique of the high hazard evolution with the assigned instructor upon completion	_____	_____

## 4. Evaluation and Testing

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### SKILLS TEST 4 - Evaluation and Testing

#### Performance Test Summary Sheet

**Objectives:** NFPA Standard 1041, Chapter 5, Paragraphs 5.5.2, 5.5.3 and 5.5.4

- Tasks:**
1. The candidate shall develop student evaluation instruments, given learning objectives, audience characteristics, training goals, so that the evaluation instrument determines if the student has achieved learning objectives, the instrument evaluates performance in an objective, reliable, verifiable manner, and the evaluation instrument is bias free to any audience or group.
  2. The candidate shall develop a class evaluation instrument, given agency policy and evaluation goals, so that students have the ability to provide feedback to the instructor on instructional methods, communication techniques, learning environment, course content, and student materials.
  3. Analyze student evaluation instruments, given test data, objectives and agency policies, so that validity is determined and necessary changes are accomplished.

## 4. Evaluation and Testing

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### Performance Test Item – Develop Test Questions

**Personnel  
Classification:** Fire Instructor II

**Objective:** NFPA Standard 1041, Chapter 5, Paragraph 5.5.2

**Task:** Develop student evaluation instruments, given learning objectives, audience characteristics, training goals, so that the evaluation instrument determines if the student has achieved learning objectives, the instrument evaluates performance in an objective reliable, verifiable manner, and the evaluation instrument is bias free to any audience or group.

**Setting:** Fire department training room or study area.

**Tools  
Equipment:** Paper, writing instruments or computer, and reference materials such as the IFSTA Fire and Emergency Services Instructor Manual.

**Attainment  
Standard:** Completion of 12 out of 15 evaluation elements within 4 hours. Submit the completed course material to HQ AFCESA for review.

## 4. Evaluation and Testing

Elements/Steps	Standards	Yes	No
1. Given all necessary tools/equipment and agency policies and procedures, develop a 10 question multiple-choice test for the course you developed in Skills #3.	1. Developed in accordance with <u>IFSTA Fire and Emergency Services Instructor</u>		
	A. Matched questions/skills to the course objectives	_____	_____
	B. Ensured the stem was a direct question or incomplete statement used to measure on learning outcome	_____	_____
	C. Ensured stem was clear and brief	_____	_____
	D. Question contained four choices: correct answer and three plausible distracters	_____	_____
	E. Correct answer was clearly the best choice and could not be argued	_____	_____
	F. Distracters referred to the same subject matter	_____	_____
	G. Varied position of the answer	_____	_____
2. Given all necessary tools/equipment and agency policies and procedures, develop five oral test questions for the course you developed in Skills #3.	1. Constructed in accordance with <u>IFSTA Fire and Emergency Services Instructor</u>		
	A. Required more than a yes or no answer to oral questions	_____	_____
3. Given all necessary tools/equipment and agency policies and procedures, prepare a performance based test for the course you developed in Skills #3.	1. Constructed in accordance with <u>IFSTA Fire and Emergency Services Instructor</u>		
	B. Contained the following items:		
	1. Student procedures	_____	_____
	2. Tools/Equipment required	_____	_____
	3. Clear and successful attainment standard	_____	_____

## 4. Evaluation and Testing

Elements/Steps	Standards	Yes	No
	4. Time requirements	_____	_____
	5. Accurate rating scale	_____	_____
	C. Used the proper memo format required by the AHJ	_____	_____

## 4. Evaluation and Testing

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### Performance Test Item – Develop a Class Critique

**Personnel  
Classification:** Fire Instructor II

**Objective:** NFPA Standard 1041, Chapter 5, Paragraph 5.5.3

**Task:** Develop a class evaluation instrument, given agency policy and evaluation goals, so that students have the ability to provide feedback to the instructor on instructional methods, communication techniques, learning environment, course content, and student materials.

**Setting:** Fire department training room or study area.

**Tools  
Equipment:** Paper, writing instruments or computer, and reference materials such as the IFSTA Fire and Emergency Services Instructor Manual.

**Attainment  
Standard:** Completion of 5 out of 6 evaluation elements within 2 hours.

## 4. Evaluation and Testing

Elements/Steps	Standards	Yes	No
1. Given all necessary tools/equipment and agency policies and procedures, develop a class critique form for the course developed in Skill#3.	1. Constructed in accordance with <u>IFSTA Fire and Emergency Services Instructor</u>		
	A. Critique/feedback form provided feedback to the instructor	_____	_____
	B. Critique/feedback form provided feedback on communication techniques	_____	_____
	C. Critique/feedback form provided feedback on the learning environment	_____	_____
	D. Critique/feedback form provided feedback on the course content	_____	_____
	E. Critique/feedback form provided feedback on the student materials	_____	_____
	F. Used the proper memo format required by the AHJ	_____	_____

## 4. Evaluation and Testing

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### Performance Test Item – Evaluation Feedback

**Personnel  
Classification:** Fire Instructor II

**Objective:** NFPA Standard 1041, Chapter 5, Paragraph 5.5.4

**Task:** Analyze student evaluation instruments, given test data, objectives and agency policies, so that validity is determined and necessary changes are accomplished.

**Setting:** Fire department training room or study area.

**Tools  
Equipment:** Paper, writing instruments or computer, and reference materials such as the IFSTA Fire and Emergency Services Instructor Manual.

**Attainment  
Standard:** Completion of 4 out of 4 evaluation elements within 2 hours.

## 4. Evaluation and Testing

Elements/Steps	Standards	Yes	No
1. Utilizing feedback from the course taught in Skill #3 and the product developed in the previous two performance evaluations (exam & critique), analyze the data/feedback and provide written response with corrective actions.	1. Constructed in accordance with <u>IFSTA Fire and Emergency Services Instructor</u>		
	A. Correspondence accurately reflected feedback from the exams and course of instruction	_____	_____
	B. Provided correspondence was positive and professional	_____	_____
	C. Provided correspondence was fact based and un-biased	_____	_____
	D. Used the proper memo format required by the AHJ	_____	_____

# Fire Instructor Evaluation Checklist

**Note:** This form must be completed and kept on file with the performance test record.

Full Name of Instructor	Instructor Level <input type="checkbox"/> I <input type="checkbox"/> II	Time Started	Date
Full Name of Evaluator	Evaluator Level <input type="checkbox"/> II <input type="checkbox"/> III	Time Ended	
Subject:			

LEGEND: O – OUTSTANDING    E – EXCELLENT    S – SATISFACTORY    NI – NEEDS IMPROVEMENT    NA – NOT APPLICABLE

EVALUATION ITEMS	YES	NO	RATING (X)				
			O	E	S	NI	NA
<b>A. TEACHING PREPARATION</b>							
1. Lesson plan/other teaching guides were current and approved by the AHJ							
2. Equipment/training aids/computer technology listed in the LP was ready for use.							
3. Classroom was arranged appropriately for lesson being conducted.							
<b>B. INSTRUCTIONAL SKILLS AND ABILITY</b>							
4. Stated lesson overview and included a clear statement of objectives.							
5. Used appropriate techniques (examples/scenarios) to assist and motivate students.							
6. Used training aids effectively.							
7. Displayed natural mannerisms and maintained eye contact.							
8. Verbalized effectively (i.e. good volume/tone/pitch/speed/grammar) and avoided verbal distracters.							
9. Used effective question and answer techniques.							
10. Administered student measurement appropriately (i.e. quiz, test, pc).							
11. Maintained control of the class.							
12. Demonstrated thorough knowledge of the subject/procedures.							
13. Demonstrated poise and set a positive example for appropriate dress and behavior.							
14. Managed time effectively/completed all phases of the lesson and reviewed the main points in the lesson summary.							
<b>C. PERFORMANCE/KNOWLEDGE EXERCISE PRESENTATION</b>							
15. Stated accurate and complete instructions/guidance; used correct terms.							
16. Clearly identified procedures versus techniques.							
17. Stated student-specific goals based on trends and desired learning objectives where applicable.							
18. Involved students in the introduction/demonstration of new procedures.							
19. Ensured equipment was properly configured and addressed any unexpected problems where applicable.							
20. Provided appropriate and timely explanations during student performance.							
21. Integrated safety principles into the lesson and applied safety precautions at all times.							
<b>D. FEEDBACK TO STUDENTS</b>							
22. Accurately reconstructed performance/mission events.							
23. Identified student strengths/weaknesses.							
24. Discussed corrective actions for student weaknesses.							
25. Accurately assessed student achievement of goals/learning objectives.							
<b>E. ADDITIONAL ITEMS AS SPECIFIED BY THE FIRE CHIEF</b>							



# Performance Test Record

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## Fire Instructor II

**INSTRUCTIONS:** This form must be completed and kept on file. A copy of this form is also required to be submitted with the candidate's certification package.

Date of Evaluation \_\_\_\_\_

Candidate Rank/Name \_\_\_\_\_ SSN \_\_\_\_\_

Evaluators Rank/Name \_\_\_\_\_ SSN \_\_\_\_\_

The candidate has PASSED/FAILED the Fire Instructor II Performance Tests for the stations marked below:

Performance Test Station	Passed	Failed
Program Management	_____	_____
Instructional Development	_____	_____
Instructional Delivery	_____	_____
Evaluation and Testing	_____	_____

If candidate has failed the performance evaluation, provide the following information:  
(Use additional sheets, if necessary)

Objective(s):

Reason(s) for failure:

Candidate Signature \_\_\_\_\_

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

***"FOUO. This document contains information exempt from mandatory disclosure under the FOIA. Exemption 5 U.S.C. 552(b)(6) applies. This information is also protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure."***