

Minnesota Fire Service Certification

Fire and Emergency Services Instructor II

NFPA 1041 - 2019 Edition

Prerequisite: Certified Fire Instructor I/Fire and Emergency Services Instructor I

A completed application and payment plan are required one week before taking the Fire and Emergency Services Instructor II Certification test. The candidate must be certified at Fire Instructor I/Fire and Emergency Services Instructor I and have the knowledge outlined in NFPA 1041, 2019 Edition, Standard for Fire and Emergency Services Instructor Professional Qualifications. There are several ways to obtain the knowledge and skills necessary to pass the exam, such as a technical college program, an individual fire department training, home study, etc. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews

Standard

NFPA 1041, Standard for Fire and Emergency Services Instructor Professional Qualifications, 2019 Edition. The questions and skills tested are designed to test the candidate on the knowledge and proficiencies as outlined in NFPA 1041 for Fire and Emergency Services Instructor II. All questions have been referenced to a specific standard in NFPA 1041.

Reference List (V 10.0)

The textbooks and reference documents listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in these books:

- NFPA 1041, Standard for Fire and Emergency Services Instructor Professional Qualifications, 2019 Edition.
- IFSTA, Fire and Emergency Services Instructor, 9th Edition, 1st Printing
- Jones and Bartlett, Fire Instructor, Principles and Practice, 3rd Edition, 1st Printing

Test

The written test is made up of 100 multiple-choice questions selected at random from a test bank of 300 questions. A score of 70% (adjusted by standard measurement of error) correct answers must be achieved in order to achieve a passing score.

The Skills test will require the candidate to complete the skills required to prove proficiency in the areas outlined in NFPA 1041, 2019 Edition.

Test Cost

\$130.00

Re-certification

- Every three years.
- Requires 24 hours of Fire Instructor II/Fire and Emergency Services Instructor II training and activity for each of the three years.
- Re-certification Cost: \$25.00

Minnesota Fire Service Certification Fire and Emergency Services Instructor II

Fire and Emergency Instructor II

NFPA 1041 2019 Edition



Requirements:

1. Required prerequisite of Instructor I / Fire and Emergency Services Instructor I.
2. Completed application form and fee of \$130 is covered.
3. Candidate has 60 days to complete the practical skills from date of written exam.
4. Candidate must complete Stations 1-5 and evaluator will advise on 2 additional stations from Stations 6-9.
5. All work must be original in nature.
6. All the skill stations revolve around the candidate's Lesson Plan in Station I.
7. Please contact the office regarding your specific project or idea to confirm that all requirements can be fulfilled. The course must include a skill station and supervision of other instructors.
8. Please contact the office to schedule your practical examination.
9. ALL DOCUMENTS MUST BE SUBMITTED VIA EMAIL AT LEAST 10 DAYS BEFORE THE CANDIDATE "CONDUCTS THE CLASS".
 - a. The candidate must have covered all the elements in the score sheets in your submission.
10. FOR THE TEST SITE
 - a. One printed sets of skills for the lead evaluator. *(These will not be returned.)*
 - b. Copy of presentation on a flash drive.

NOTE: Requesting permission from accrediting agencies to conduct virtually.

Minnesota Fire Service Certification

Fire and Emergency Services Instructor II

SKILL STATION 1

CREATE A LESSON PLAN

Reference: NFPA 1041 2019 Edition 5.3.2, 5.3.2 (b)

Create a lesson plan, given a topic, learner characteristics, and a standard lesson plan format, so that the learning objectives, a course outline, course materials, instructional technology tools, an evaluation plan and learning objectives for the topic are addressed.

Create a Lesson Plan

This station requires that the examinee conduct research, develop behavioral objectives, assess student needs, and develop instructional technology tools, lesson outline techniques, evaluation techniques, and resource needs analysis.

Evaluation Parameters

For this performance examination station you are expected to demonstrate your ability to create a lesson plan for a fire or emergency services topic of your choice that meets the job performance requirements, audience characteristics, and follows a standard lesson plan format. **This lesson plan must contain the learning objectives, a lesson outline, course materials, instructional aids, an evaluation plan and safety plan(s).** The lesson plan should identify the use of the four different types of instructing: lecture, illustration, demonstration and discussion.

Performance Outcomes

1. You are to develop a unique lesson plan that incorporates several instructors. The lesson plan must include a demonstration of a skill.
2. Identify the audience.
3. Use a standard Lesson Plan Format.

The completed lesson plan shall contain a course outline incorporating:

1. Four types of Instruction
2. Objectives reflect job performance/ continuing education requirements
3. Course Materials based on resource needs analysis
4. List Reference Materials / Identify research results
5. Student needs assessment
6. Instructional technology tools requirements
7. Evaluation Plan
8. Appropriate safety considerations/plan based on the topic

Minnesota Fire Service Certification Fire and Emergency Services Instructor II

SKILL STATION I

CREATE A LESSON PLAN

Candidate Number _____

Evaluator: _____

Did the candidate, as instructed, demonstrate competency in the following:

Deduction Points

Lesson Plan

A course outline incorporating

- | | |
|--|---------|
| 1. Four types of Instruction | _____15 |
| 2. Objectives reflect job performance/ continuing education requirements | _____20 |
| 3. Course Materials based on resource needs analysis | _____10 |
| 4. List Reference Materials / Identify research results | _____10 |
| 5. Student needs assessment | _____10 |
| 6. Instructional technology tools requirements | _____10 |
| 7. Evaluation Plan | _____15 |
| 8. Safety Plan | _____10 |

Total Points Possible 100

Total Deductions _____

Score _____

Minnesota Fire Service Certification

Fire and Emergency Services Instructor II

SKILL STATION II

COURSE BUDGET RECOMMENDATION

Reference: NFPA 1041 2019 Edition 5.2.3, 5.2.3 (b).

Recommend budget needs, given training goals, AHJ budget policy, and current resources, so that the resources required to meet training goals are identified and documented.

Evaluation Parameter:

In this station you will formulate budget needs for the lesson plan developed in Station I for your department/entity given training goals, your department/entity budget policy and current resources. Resource analysis and preparation of supporting documentation must be included.

Performance Outcomes

1. The resources required to meet the training goals are identified.
2. The resources required to meet the training goals are documented.

STUDENT SHALL SUBMIT PRIOR TO EXAMINATION

1. Your organization's policy/procedure regarding budgeting.
(NOTE: If your organization does not have a published policy/procedure, create an appropriate policy/procedure.)
2. A list of your organization's training goals pertaining to your topic.
3. A list of your organization's current training resources as related to this course.
4. Identification of additional/outside resources required for the course.
5. Written Budget Request for your lesson plan.
(List needs, sources, mileage, facilities, personnel...)

Minnesota Fire Service Certification Fire and Emergency Services Instructor II

SKILL STATION II

COURSE BUDGET RECOMMENDATION

Candidate Number _____

Evaluator: _____

Did the candidate, as instructed, demonstrate competency in the following:

	<u>Deduction Points</u>
1. Provide Department /AHJ's Budget Policy/Procedure	_____ 15
2. Follow Department /AHJ budget policy	_____ 15
3. Supply current training resources	_____ 15
4. Training goals identified and documented	_____ 20
5. Resource analysis and supporting documentation	_____ 15
6. Provide written budget request for your course	_____ 10
7. Included all needs in budget	_____ 10

Total Points Possible 100

Total Deductions _____

Score _____

Minnesota Fire Service Certification

Fire and Emergency Services Instructor II

SKILLS STATION III

ACQUIRE TRAINING RESOURCES

Reference: NFPA 1041 2019 Edition 5.2.4, & 5.2.4 (b)

Gather training resources, given an identified need, so that the resources are obtained within established timelines, budget constraints, and according to AHJ policy.

Acquire Training Resources

This station requires that the examinee performs the requirements **PRIOR** to the Practical Examination and provide the required documents to the test examiner.

Evaluation Parameters

Request and procure the items and facilities you need for your lesson plan in Station I. Assume your department has none of the items necessary to teach the class. The class will be conducted in 4 weeks. In this performance examination station you are expected to just provide the **proper paper work**, filled out correctly, and completely for the resources identified in Station 2.

Also required is a copy of your fire department's procurement policy/procedures.*

- 1 Copy of Fire Department's Procurement Policy/Procedures.
(Note: If your organization does not have a published policy or procedure, create an appropriate procedure.)
- 2 Examples of items to be acquired, as outlined in Station 2 Budget Recommendation:
 - a. Textbooks and/or resources
 - b. Audio Visual Technology Tools. (Projector, Computer)
 - a. To be purchased or rented according to department policy.
 - c. Demonstration Props, Instructional Aides.
 - a. To be purchased or rented.
 - d. Consumables / Supplies.
 - a. To be purchased via a purchase order according to department policy.
 - e. Facilities
 - f. Personnel (Instructors, Volunteers...)

NOTE: You are required to provide this paper work.

Performance Outcomes

1. Provide and fill out the proper paper work correctly to acquire the above 5 items before coming to the practical examination.

Minnesota Fire Service Certification Fire and Emergency Services Instructor II

SKILL STATION III

ACQUIRE TRAINING RESOURCES

Candidate Number _____

Evaluator: _____

Did the candidate, as instructed, demonstrate competency in the following:

Deduction Points

- | | | |
|---|-------|----|
| 1. Provided AHJ procurement procedures | _____ | 15 |
| 2. Follow AHJ written procedures. | _____ | 10 |
| 3. Turn in minimum of 5 procurement requests that match resources identified in Lesson Plan | | |
| _____ | _____ | 5 |
| _____ | _____ | 5 |
| _____ | _____ | 5 |
| _____ | _____ | 5 |
| _____ | _____ | 5 |
| 4. All information required is complete on minimum of five requests. | | |
| _____ | _____ | 5 |
| _____ | _____ | 5 |
| _____ | _____ | 5 |
| _____ | _____ | 5 |
| _____ | _____ | 5 |
| 5. Timelines met. | | |
| _____ | _____ | 5 |
| _____ | _____ | 5 |
| _____ | _____ | 5 |
| _____ | _____ | 5 |
| _____ | _____ | 5 |

Total Points Possible 100

Total Deductions _____

Score _____

Minnesota Fire Service Certification

Fire and Emergency Services Instructor II

SKILL STATION IV

SCHEDULE AND CONDUCT A CLASS

Reference: NFPA 1041 2019 Edition 5.2.2, 5.2.2 (b), 5.4.2, & 5.4.2 (b), 5.4.3

Assign instructional sessions, given AHJ scheduling policy, instructional resources, staff, facilities and timeline for delivery, so that the specified sessions are delivered according to department policy. (5.2.2)

Conduct a class using the lesson plan that the instructor has prepared for Skill Station 1 and that involves the utilization of multiple teaching methods and techniques, given a topic and a target audience, so that the lesson is delivered in a safe and effective manner and the objectives are achieved. (5.4.2)

Please read to examinees and ask if they understand what they are expected to do.

Evaluation Parameters

In this performance examination station you are expected to, select resources, staff, and facilities for specified instructional sessions, as well as facilitate instructional session, apply student-centered delivery, use and evaluate instructional technology tools, evaluation techniques and resources. You are to utilize a specialized training scenario and include four (4) different teaching methods/ techniques in the delivery of your class.

Performance Outcomes

1. Provide copy of department policies regarding training requirements and written evidence (training schedule, email, memo to personnel) of class being scheduled.
2. You have to, as well as your Instructor Team deliver a portion of your lesson plan to a group of firefighters.
3. During that instructional period you are to use at least four (4) different teaching methods/techniques so that the lesson objectives are achieved and there is a smooth transition between the different methods/techniques.

Student provides:

Department Policies/Procedures regarding scheduling of training session.

Documentation of scheduling per Department/AHJ and it is posted in advance.

Ensure all the needs outlined in Stations 1 and 3 for conducting the class are provided.

Minnesota Fire Service Certification

Fire and Emergency Services Instructor II

SKILL STATION IV

SCHEDULE & CONDUCT A CLASS

Candidate Number _____

Evaluator: _____

Did the candidate, as instructed, demonstrate competency in the following:

Deduction Points

1. Scheduling Instructional Session
 - a. Provided Department/AHJ policy _____ 10
 - b. Provide documentation of scheduling class _____ 10

2. Use the Following Teaching Methods
 - a. Lecture Method _____ 10
 - b. Illustration Method _____ 10
 - c. Demonstration Method _____ 10
 - d. Discussion Method _____ 10

3. Transition Smoothly Between Methods:
 - a. Method a to Method b _____ 10
 - b. Method b to Method c _____ 10
 - c. Method c to Method d _____ 10

4. Followed Lesson Plan Objectives _____ 10

5. All the needs outlined in Stations 1 and 3 for conducting the class are provided _____ Fail

6. Include Safety Considerations (Critical Criteria) _____ Fail

Total Points Possible 100

Total Deductions _____

Score _____

Minnesota Fire Service Certification

Fire and Emergency Services Instructor II

SKILL STATION V

SUPERVISE OTHER INSTRUCTORS AND STUDENTS

Reference: NFPA 1041 2019 Edition 5.4.3, & 5.4.3 (b)

Supervise other instructors and students during training, given a specialized training scenario so that applicable safety standards and practices are followed and instructional goals are met.

Supervise Other Instructors and Students during Training

Please read to examinees and ask if they understand what they are expected to do.

Evaluation Parameters

Note: For this performance station you will supervise and observe an instructor(s) giving a portion of your lesson plan (Skill Station #1)

In this performance examination station you are expected to demonstrate your ability to conduct a safety briefing, communicate effectively, and implement an incident management system.

Performance Outcomes

1. For this station, you will supervise assistant instructor(s) conducting a skill portion of the lesson plan.
2. Smooth hand off / transition between Lead Instructor and Assistant Instructor(s).
3. You will see that the people setting up the station do it in a safe manner.
4. You will see that equipment used is in a safe and usable condition.
5. You will check to see the layout is safe for the examinees.
6. You will see that the examinees perform in a safe manner.
7. All information you have relating to the situation, you will process through the proper ICS channels

Minnesota Fire Service Certification Fire and Emergency Services Instructor II

SKILL STATION V

SUPERVISE OTHER INSTRUCTORS

Candidate Number _____

Evaluator: _____

Did the candidate, as instructed, demonstrate competency in the following:

Deduction Points

1. Supervise other instructors and students setting up the station in a safe manner. _____ 15
2. Smooth hand off / transition between Lead Instructor and Assistant Instructor(s). _____ 15
3. Supervise Equipment used is in a safe and usable condition _____ 15
4. Ensure that environment is safe for the students. _____ 15
5. Supervise Instructors and students such that they perform in a safe manner. _____ 10
6. All information is processed through the proper ICS Channels. _____ 10
7. People Handling skills _____ 10
(*Corrections, suggestions made during class*)
8. Supervisor indicates they will be evaluating instructor _____ 10
9. Includes Safety Briefing (Critical Factor) _____ Fail

Total Points Possible 100

Total Deductions _____

Score _____

Minnesota Fire Service Certification

Fire and Emergency Services Instructor II

SKILL STATION VI

DEVELOP STUDENT EVALUATION INSTRUMENT

Reference: NFPA 1041 2019 Edition 5.5.2 & 5.5.2 (b)

Develop student evaluation instruments, given learning objectives, learners' characteristics, and training goals, so that the evaluation instrument measures if the student has achieved the learning objectives.

This station requires that the examinee performs the requirements prior to the practical test and provide the required documents to the examiner.

Evaluation Parameters

You will construct and assemble a student evaluation instrument, so that the evaluation instrument determines if the student has achieved the learning objectives. The instrument evaluates performance in an objective, reliable, and verifiable manner and that the instrument is bias-free to any audience or group. You will be given the learning objectives, audience characteristics and training goals.

Performance Outcomes

1. You will develop a student evaluation instrument (test) for your submitted lesson plan. (Station #1)
2. The learning objectives match the learning objectives for your lesson plan. (Station #1)
3. The goal of this student evaluation instrument is to be sure the student understands the information and is able to perform the skills in your presentation.
4. The audience will be the class indicated in your lesson plan. This student evaluation instrument shall evaluate the student's performance in an objective, reliable and verifiable manner.
5. This student evaluation instrument shall be bias-free.

Student provides:

1. You will develop a student evaluation instrument (test) for your submitted lesson plan. (Station #1)

Minnesota Fire Service Certification Fire and Emergency Services Instructor II

SKILL STATION VI

DEVELOP STUDENT EVALUATION INSTRUMENT

Candidate Number _____

Evaluator: _____

Did the candidate, as instructed, demonstrate competency in the following:

Deduction Points

- | | |
|---|----------|
| 1. Evaluation Instrument assesses learning objective(s) outlined in Station 1 | _____ 15 |
| 2. Instrument meets Department/AHJ training goals as outlined in Station 1 | _____ 10 |
| 3. Determines if student has learned what is required by the objectives (Uses appropriate scoring system) | _____ 15 |
| 4. Designed for audience identified in Station I | _____ 10 |
| 5. Evaluates performance objectively | _____ 10 |
| 6. Evaluates performance reliably - uniformly | _____ 10 |
| 7. Items are verifiable | _____ 10 |
| 8. Instrument is bias-free | _____ 10 |
| 9. Identifies areas for Instructor to give student feedback | _____ 10 |

Total Points Possible 100

Total Deductions _____

Score _____

Minnesota Fire Service Certification

Fire and Emergency Services Instructor II

SKILL STATION VII

DEVELOP CLASS EVALUATION INSTRUMENT

Reference: NFPA 1041 2019 Edition 5.5.3 & 5.5.3 (b)

Develop a class evaluation instrument, given AHJ 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.

This station requires that the examinee performs the requirements **PRIOR** to the practical test and provide the required documents to the examiner.

Evaluation Parameters

You will develop a training session evaluation instrument, given agency policy and evaluation goals, so that the evaluation instrument provides student feed back to the instructor on instruction methods, communication techniques, learning environment, course content and student materials.

Performance Outcomes

1. You will develop a specific class evaluation instrument for your presentation.
2. Ensure class evaluation meets Evaluation Plan as outlined in Lesson Plan in Station 1
3. The class evaluation instrument will be constructed so the student feedback will cover the following items:
 - a. Instruction Methods
 - b. Communication Techniques
 - c. Learning Environment
 - d. Course Content
 - e. Student materials
4. Will follow Department/AHJ policy/procedure on evaluation instruments.

Students will provide:

1. Department/AHJ policy/procedure on evaluation instruments.
2. A specific class evaluation instrument for your presentation.

Minnesota Fire Service Certification Fire and Emergency Services Instructor II

SKILL STATION VII

DEVELOP CLASS EVALUATION INSTRUMENT

Candidate Number _____

Evaluator: _____

Did the candidate, as instructed, demonstrate competency in the following:

Deduction Points

- | | | |
|--|-------|----|
| 1. Developed Course Evaluation Form | _____ | 10 |
| 2. Evaluation form identifies course objectives | _____ | 10 |
| 3. Meets the Evaluation Plan outlined in Station 1 | _____ | 10 |
| 4. Provides Student Feedback on the 4 Instructional Methods
(Demonstration....) | _____ | 10 |
| 5. Provides Student Feedback on Communication Techniques | _____ | 10 |
| 6. Provides Student Feedback on Course Content | _____ | 10 |
| 7. Provides Student Feedback on Student Materials | _____ | 10 |
| 8. Provides Student Feedback on the Learning Environment. | _____ | 10 |
| 9. Provided Department/AHJ policy/procedure on evaluation instruments | _____ | 10 |
| 10. Followed Department/AHJ Training Policy/Procedure
on evaluation instruments | _____ | 10 |

Total Points Possible 100

Total Deductions _____

Score _____

Revised 7-7-2020

Page 16 of 20

Minnesota Fire Service Certification

Fire and Emergency Services Instructor II

SKILL STATION VIII

LEAD INSTRUCTOR EVALUATES INSTRUCTOR(S)

Managing an Instruction Team

Reference: NFPA 1041 2019 Edition 5.2.6, 5.2.6 (b)

Evaluate instructors, given an evaluation tool, AHJ policy, and objectives, 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.

Evaluation Parameter:

In this station you will provide instructor evaluation form, complete the form using observation techniques, coach and complete evaluation records, given your department's policy and your department's job performance requirements.

Performance Outcomes

1. Provides instructor evaluation form, that will be completed while observing other Instructors. (See JPR for requirements.)
2. Evaluation identifies areas of strength and weaknesses.
3. Recommends changes in instructional style and communication methods.
4. Provides opportunity for instructor feedback to the evaluator.
5. Lead Instructor uses student's and class evaluation to develop feedback for assistants.

STUDENT TO BRING WITH THEM TO EXAMINATION SITE

1. Your department's policy regarding evaluating instructors.
(NOTE: If your department does not have a published policy/procedure create an appropriate policy/procedure.)
2. Your department's job performance requirements for instructors.
(NOTE: If your department does not have a published policy/procedure create an appropriate policy/procedure.)
3. Provides instructor evaluation form for assistant instructors.

Minnesota Fire Service Certification Fire and Emergency Services Instructor II

SKILL STATION VIII

EVALUATE INSTRUCTOR

Candidate Number _____

Evaluator: _____

Did the candidate, as instructed, demonstrate competency in the following:

Deduction Points

- | | |
|--|------------|
| 1. Provided policy/procedure regarding evaluating instructors | _____ 10 |
| 2. Provided job performance requirements for instructors | _____ 10 |
| 3. Provided instructor evaluation form for assistant instructor | _____ 15 |
| 4. Once form is completed, did the candidate accurately... | |
| Identify areas of strengths and weaknesses | _____ 10 |
| Recommend changes in instructional style | _____ 10 |
| Recommend changes in communication | _____ 10 |
| Provide additional feedback to enhance student learning | _____ 10 |
| 5. Feedback to instructor provided accurate coaching opportunities based on observation | _____ 15 |
| 6. Utilizes professional interpersonal skills | _____ 10 |
| 7. Ensure the Assistant Instructor(s) performed the class following safety protocols.
(Corrected Assistant in real time if not following safety protocols.) | _____ Fail |

Total Points Possible 100

Total Deductions _____

Score _____

Minnesota Fire Service Certification Fire and Emergency Services Instructor II

SKILL STATION IX

COORDINATE TRAINING RECORD KEEPING

Reference: NFPA 1041 2019 Edition 5.2.5, & 5.2.5(b)

Manage training record-keeping, given training records, AHJ policy/procedure, and training activity, so that all AHJ and legal requirements (including data privacy requirements) are met.

Evaluation Parameter:

In this station you will manage your department's training record keeping given your department's training forms and your department policy regarding training records for your chosen course.

Performance Outcomes

1. Your department's training record keeping requirements are met.
2. The legal requirements are met. (Including data privacy requirements.)

STUDENT TO SUBMIT TO THE CERTIFICATION OFFICE BEFORE THE EXAMINATION

1. Your department's policy/procedure regarding training record keeping including
Data privacy requirements
OSHA requirements/continuing education requirements
(NOTE: If your department does not have a published policy/procedure create an appropriate policy/procedure.)
2. Your-department's training forms.
(NOTE: If your department does not have a form create an appropriate form.)
3. A sample of the record keeping you have performed.

Minnesota Fire Service Certification Fire and Emergency Services Instructor II

SKILL STATION IX

COORDINATE TRAINING RECORD KEEPING

Candidate Number _____

Evaluator: _____

Did the candidate, as instructed, demonstrate competency in the following:

Deduction Points

1. Your department's policy/procedure regarding training record keeping including _____ 10
 data privacy requirements _____ 10
 OSHA requirements/continuing education requirements _____ 10
2. Your-department's training forms. _____ 10
3. Written records are consistent with Department/AHJ policy _____ 20
4. Manages all appropriate records to document course according to Departments/AHJ
 policy/procedure.

Explain/define the following:

- Department/AHJ Requirements Met _____ 10
- Continuing Education Requirements Met _____ 10
- Department/AHJ data privacy policy _____ 10
- Timeframe for maintaining records _____ 10

Total Points Possible 100

Total Deductions _____

Score _____