



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1041-PRODUCT-01

Standard:	NFPA 1041 – 2019 edition – 4.2.2
Task:	Assemble course materials.
Performance Outcome:	The lesson plan and all materials, resources, and equipment needed to deliver the lesson are obtained.
Conditions:	Given a specific topic.
Candidate Directive:	“Assemble all the necessary course materials to deliver your lesson.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Course materials were obtained	Materials were correct and complete	Materials were mostly correct and complete	Materials were somewhat correct and complete	Materials were incorrect and/or incomplete	

Evaluator/Candidate Comments:



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1041-PRODUCT-02

Standard:	NFPA 1041 – 2019 edition – 4.2.3
Task:	Prepare requests for resources.
Performance Outcome:	The resources required to meet training goals are identified and documented.
Conditions:	Given training goals and current resources.
Candidate Directive:	“Prepare a request for training resources required for your lesson.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Resource request was prepared	Request was complete and correct	Request was mostly complete and correct	Request was somewhat complete and correct	Request was incomplete or incorrect	

Evaluator/Candidate Comments:



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1041-PRODUCT-03

Standard:	NFPA 1041 – 2019 edition – 4.2.4
Task:	Schedule single instructional sessions.
Performance Outcome:	The specified sessions are delivered according to AHJ procedure.
Conditions:	Given a training assignment, AHJ scheduling procedures, instructional resources, facilities and timeline for delivery.
Candidate Directive:	“Schedule lessons, book facilities and provide necessary resources to complete the provided training assignment.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Lessons were scheduled	Schedule was correct	Schedule was mostly correct	Schedule was somewhat correct	Schedule was incorrect	
2	Facilities were booked	Facilities were adequate	Facilities were mostly adequate	Facilities were somewhat adequate	Facilities were inadequate	
3	Resources were provided	Resources were correct and complete	Resources were mostly correct and complete	Resources were somewhat correct and complete	Resources were incorrect and/or incomplete	
4	Lessons were delivered	Lessons were correct and complete	Lessons were mostly correct and complete	Lessons were somewhat correct and complete	Lessons were incorrect and/or incomplete	



Evaluator/Candidate Comments:

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1041-PRODUCT-04

Standard:	NFPA 1041 – 2019 edition – 4.2.5
Task:	Complete training records and reports.
Performance Outcome:	Required reports are accurate and submitted in accordance with the procedures.
Conditions:	Given policies and procedures.
Candidate Directive:	“Complete a training report that follows your department’s policies and procedures for training reports. Then, describe the steps you would take to file the report in your department for the lesson you delivered.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Reports were completed	Reports were correct	Reports were mostly correct	Reports were somewhat correct	Reports were incorrect and/or incomplete	
2	Reports were filed in accordance with procedures	Reports were filed correctly	Reports were filed mostly correctly	Reports were filed somewhat correctly	Reports were filed incorrectly	

Evaluator Comments:



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1041-PRODUCT-05

Standard:	NFPA 1041 – 2019 edition – 4.3.2
Task:	Review instructional materials.
Performance Outcome:	The elements of the lesson plan, learning environment, and resources that need adaptation are identified.
Conditions:	Given the materials for a specific topic, target audience, learner characteristics, and learning environment.
Candidate Directive:	“Review the provided instructional materials. Identify any changes or additions needed and resources required to deliver the lesson on the topic to your unit members.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Changes or additions to the lesson plan were identified	Changes were identified correctly	Changes were identified mostly correctly	Changes were identified somewhat correctly	Changes were identified incorrectly	
2	Changes or additions to the learning environment were identified	Changes were identified correctly	Changes were identified mostly correctly	Changes were identified somewhat correctly	Changes were identified incorrectly	
3	Changes or additions to the resources were identified	Changes were identified correctly	Changes were identified mostly correctly	Changes were identified somewhat correctly	Changes were identified incorrectly	

Evaluator/Candidate Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1041- PRODUCT-06

Standard:	NFPA 1041 – 2019 edition – 4.3.3
Task:	Adapt a prepared lesson plan.
Performance Outcome:	The needs of the student and the objectives of the lesson plan are achieved.
Conditions:	Given course materials and an assignment.
Candidate Directive:	“Adapt the course material to create a lesson plan that achieves the provided learning goals.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Lesson plan was adapted	Lesson plan had all necessary adaptations	Lesson plan had most necessary adaptations	Lesson plan had some necessary adaptations	Lesson plan adaptations were incomplete	
2	Adapted plan met student needs	Student needs were met	Student needs were mostly met	Student needs were met somewhat	Student needs were not met	
3	Adapted plan met learning goals	Learning goals were met	Learning goals were mostly met	Learning goals were met somewhat	Learning goals were not met	

Evaluator/Candidate Comments:

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1041-PROCESS-07

Standard:	NFPA 1041 – 2019 edition – 4.4.2
Task:	Organize the learning environment.
Performance Outcome:	Lighting, distractions, climate control or weather, noise control, seating, audiovisual equipment, teaching aids, and safety are addressed.
Conditions:	Given a facility and an assignment.
Candidate Directive:	“Prepare your teaching space to effectively and safely deliver your lesson plan.”

NO.	TASK STEPS	TEST	
		Successful	Unsuccessful
	The following aspects were all addressed:		
1	Lighting		
2	Distractions		
3	Climate control or weather		
4	Noise control		
5	Seating		
6	Audiovisual equipment		
7	Teaching aids		
8	Safety		

Evaluator/Candidate Comments:



FIRE SERVICE INSTRUCTOR – NFPA 1041

PRACTICAL CHECK SHEETS

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1041-PROCESS-08

Standard:	NFPA 1041 – 2019 edition – 4.4.3
Task:	Present and adjust prepared lessons.
Performance Outcome:	The methods indicated in the plan are used and the stated objectives or learning outcomes are achieved, applicable safety standards and practices are followed, and risks are addressed.
Conditions:	Given a prepared lesson plan that specifies the presentation method(s).
Candidate Directive:	“Deliver lesson plan to your crew members.”

NO.	TASK STEPS	TEST	
		Successful	Unsuccessful
1	Lesson plan was presented		
2	Indicated methods were used		
3	Objectives/outcomes were achieved		
4	Safety standards and practices were followed		
5	Risks were addressed		

Evaluator/Candidate Comments:



FIRE SERVICE INSTRUCTOR – NFPA 1041

PRACTICAL CHECK SHEETS

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1041-PROCESS-09

Standard:	NFPA 1041 – 2019 edition – 4.4.4
Task:	Adjust to differences in learner characteristics, abilities, cultures, and behaviours.
Performance Outcome:	Lesson objectives are accomplished, disruptive behaviour is addressed, and a safe and positive learning environment is maintained.
Conditions:	Given the instructional environment.
Candidate Directive:	“Adjust to the differences in learner characteristics, abilities, cultures and behaviours to achieve a safe and positive learning environment.”

NO.	TASK STEPS	TEST	
		Successful	Unsuccessful
1	Lesson objectives were accomplished		
2	Disruptive behaviour was addressed		
3	Safe and positive learning environment was maintained		

Evaluator/Candidate Comments:



FIRE SERVICE INSTRUCTOR – NFPA 1041

PRACTICAL CHECK SHEETS

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1041-PROCESS-10

Standard:	NFPA 1041 – 2019 edition – 4.4.5
Task:	Operate instructional technology tools and demonstration devices.
Performance Outcome:	The equipment functions, the intended objectives are presented, and transitions between media and other parts of the presentation are accomplished.
Conditions:	Given a learning environment and equipment.
Candidate Directive:	“Include the use of instructional technology tools and demonstration devices in your lesson.”

NO.	TASK STEPS	TEST	
		Successful	Unsuccessful
1	Technology tools and demonstration devices functioned		
2	Intended objectives were presented		
3	Transitions between media and other parts of the presentation were accomplished		

Evaluator/Candidate Comments:

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1041-PROCESS-11

Standard:	NFPA 1041 – 2019 edition – 4.5.2
Task:	Administer oral, written, and performance tests.
Performance Outcome:	Bias or discrimination is eliminated, the testing is conducted according to procedures, and the security of the materials is maintained.
Conditions:	Given the lesson plan, evaluation instruments, and evaluation procedures of the AHJ.
Candidate Directive:	“Administer the summative assessments to evaluate the lesson you delivered to the students.”

NO.	TASK STEPS	TEST	
		Successful	Unsuccessful
1	Tests were administered		
2	Bias or discrimination was eliminated		
3	Testing was conducted according to procedures		
4	Security of materials was maintained		

Evaluator/Candidate Comments:

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1041-PROCESS-12

Standard:	NFPA 1041 – 2019 edition – 4.5.3
Task:	Grade student oral, written, or performance tests.
Performance Outcome:	Examinations are accurately graded and properly secured.
Conditions:	Given class answer sheets or skills checklists and appropriate answer keys.
Candidate Directive:	“Grade the completed summative assessments.”

NO.	TASK STEPS	TEST	
		Successful	Unsuccessful
1	Examinations were accurately graded		
2	Examinations were properly secured		

Evaluator/Candidate Comments:

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1041-PRODUCT-13

Standard:	NFPA 1041 – 2019 edition – 4.5.4
Task:	Report test results.
Performance Outcome:	The results are accurately recorded, the forms are forwarded according to procedure, and unusual circumstances are reported.
Conditions:	Given a set of test answer sheets or skills checklists, a report form, and policies and procedures for reporting.
Candidate Directive:	“Record and report the provided test results according to procedure.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Results were reported	Results reported were accurate and complete	Results reported were mostly accurate and complete	Results reported were somewhat accurate and complete	Results reported were inaccurate and/or incomplete	
2	Forms were forwarded	Forms were forwarded correctly	Forms were forwarded mostly correctly	Forms were forwarded somewhat correctly	Forms were forwarded incorrectly and/or incompletely	
3	Unusual circumstances were reported	Unusual circumstances were reported correctly	Unusual circumstances were reported mostly correctly	Unusual circumstances were reported somewhat correctly	Unusual circumstances were reported incorrectly and/or incompletely	

Evaluator/Candidate Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1041-PROCESS-14

Standard:	NFPA 1041 – 2019 edition – 4.5.5
Task:	Provide evaluation feedback to students.
Performance Outcome:	The feedback is timely; specific enough for the student to make efforts to modify behaviour; and objective, clear, and relevant; also include suggestions based on the data.
Conditions:	Given evaluation data.
Candidate Directive:	“Provide evaluation feedback to your unit members based on the lesson you provided.”

NO.	TASK STEPS	TEST	
		Successful	Unsuccessful
1	Evaluation feedback was provided		
2	Feedback was timely		
3	Feedback was specific		
4	Feedback was objective		
5	Feedback was clear		
6	Feedback was relevant		
7	Feedback included suggestions based on the data		

Evaluator/Candidate Comments:

Candidate (print and sign)

Date

Evaluator (print and sign)

Date