



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1041-PRODUCT-15

Standard:	NFPA 1041 – 2019 edition – 5.2.2
Task:	Assign instructional sessions.
Performance Outcome:	The specified sessions are delivered according to AHJ policy.
Conditions:	Given AHJ scheduling policy, instructional resources, staff, facilities, and timeline for delivery.
Candidate Directive:	“Create a training schedule to meet the training needs of your crew.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Instructional sessions were assigned	Session assignments met AHJ policy requirements	Session assignments mostly met AHJ policy requirements	Session assignments somewhat met AHJ policy requirements	Session assignments did not meet AHJ policy requirements	

Evaluator/Candidate Comments:

Candidate (print and sign)

Date



FIRE SERVICE INSTRUCTOR – NFPA 1041

PRACTICAL CHECK SHEETS

Evaluator (print and sign)

Date



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1041-PRODUCT-16

Standard:	NFPA 1041 – 2019 edition – 5.2.3
Task:	Recommend budget needs.
Performance Outcome:	The resources required to meet training goals are identified and documented.
Conditions:	Given training goals, AHJ budget policy, and current resources.
Candidate Directive:	“Make a recommendation for budget needs so that upcoming training goals can be met.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Budget recommendation was made	Recommended budget met all training goals	Recommended budget mostly met training goals	Recommended budget somewhat met training goals	Recommended budget did not meet training goals	

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1041-PRODUCT-17

Standard:	NFPA 1041 – 2019 edition – 5.2.4
Task:	Gather training resources.
Performance Outcome:	The resources are obtained within established timelines, budget constraints, and according to AHJ policy.
Conditions:	Given an identified need.
Candidate Directive:	“Gather the resources you need to meet the provided training goal.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Resources were gathered to meet training goal	Resources met all training goals	Resources met most training goals	Resources met some training goals	Resources did not meet training goals	

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1041-PRODUCT-18

Standard:	NFPA 1041 – 2019 edition – 5.2.5
Task:	Manage training record-keeping.
Performance Outcome:	All AHJ and legal requirements are met.
Conditions:	Given training records, AHJ policy, and training activity.
Candidate Directive:	“Maintain accurate training record-keeping.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Training records were kept as per requirements	All AHJ and legal requirement were met	Most AHJ and legal requirements were met	Some AHJ and legal requirement were met	AHJ and legal requirements were not met	

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1041-PROCESS-19

Standard:	NFPA 1041 – 2019 edition – 5.2.6
Task:	Evaluate instructors.
Performance Outcome:	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.
Conditions:	Given an evaluation tool, AHJ policy, and objectives.
Candidate Directive:	“Complete an evaluation of the instructor in the provided scenario.”

NO.	TASK STEPS	TEST	
		Successful	Unsuccessful
1	Instructors were evaluated		
2	Areas of strength and weakness were identified		
3	Changes were recommended		
4	Instructor was provided with an opportunity to give feedback		
5	Evaluation records were completed		

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1041-PRODUCT-20

Standard:	NFPA 1041 – 2019 edition – 5.3.2
Task:	Create a lesson plan.
Performance Outcome:	Learning objectives, a lesson outline, course materials, instructional technology tools, and an evaluation plan for the topic are addressed.
Conditions:	Given a topic, learner characteristics, and a lesson plan format.
Candidate Directive:	“Create a lesson plan using the provided topic and lesson plan format to be delivered to your crew members.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Learning objectives defined	Learning objectives were clear and defined	Learning objectives were mostly clear and defined	Learning objectives were somewhat clear and defined	Learning objectives were unclear and/or undefined	
2	Lesson outline created	Lesson outline is clear and complete	Lesson outline is mostly clear and complete	Lesson outline is somewhat clear and complete	Lesson outline is unclear and/or incomplete	
3	Course materials assembled	Course materials were effective and relevant	Course materials were mostly effective and relevant	Course materials were somewhat effective and relevant	Course materials were ineffective and/or irrelevant	
4	Information technology tools addressed	IT tools were effective and functional	IT tools were mostly effective and functional	IT tools were somewhat effective and functional	IT tools were ineffective or non-functional	
5	Evaluation plan created	Evaluation plan was effective	Evaluation plan was mostly effective	Evaluation plan was somewhat effective	Evaluation plan was ineffective	



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1041-PROCESS-21

Standard:	NFPA 1041 – 2019 edition – 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.
Performance Outcome:	The lesson is delivered in a safe and effective manner and the objectives are achieved.
Conditions:	Given a topic and a target audience.
Candidate Directive:	“Deliver your lesson to your crew.”

NO.	TASK STEPS	TEST	
		Successful	Unsuccessful
1	Lesson plans were delivered safely and effectively		
2	Multiple teaching methods and techniques were utilized		

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FIRE SERVICE INSTRUCTOR – NFPA 1041

PRACTICAL CHECK SHEETS

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1041-PROCESS-22

Standard:	NFPA 1041 – 2019 edition – 5.4.3
Task:	Supervise other instructors and students during training.
Performance Outcome:	Applicable safety standards and practices are followed and instructional goals are met.
Conditions:	Given a specialized training scenario.
Candidate Directive:	“Provide supervision to instructors and students during the training scenario.”

NO.	TASK STEPS	TEST	
		Successful	Unsuccessful
1	Instructors and students were supervised		
2	Applicable safety standards and practices were followed		
3	Instructional goals were met		

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1041-PRODUCT-23

Standard:	NFPA 1041 – 2019 edition – 5.5.2
Task:	Develop student evaluation instruments.
Performance Outcome:	The evaluation instrument measures whether the student has achieved the learning objectives.
Conditions:	Given learning objectives, learner characteristics, and training goals.
Candidate Directive:	“Develop evaluations for your crew to measure student progress based on the provided training materials.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Evaluation instrument developed	Instrument is effective in measuring student achievement	Instrument is mostly effective in measuring student achievement	Instrument is somewhat effective in measuring student achievement	Instrument is ineffective in measuring student achievement	

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1041-PRODUCT-24

Standard:	NFPA 1041 – 2019 edition – 5.5.3
Task:	Develop a class evaluation instrument.
Performance Outcome:	Students have the ability to provide feedback on instructional methods, communication techniques, learning environment, course content, and student materials.
Conditions:	Given AHJ policy and evaluation goals.
Candidate Directive:	“Create a way for your students to evaluate their experience in your course.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Evaluation instrument allows student feedback on instructional methods, communication techniques, learning environment, course content and student materials	Evaluation instrument covers all listed topics	Evaluation instrument covers most listed topics	Evaluation instrument covers some listed topics	Evaluation instrument does not address listed topics	

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