

# Instructor I

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## Certification Task Book May 2014



California Department of Forestry and Fire Protection  
Office of the State Fire Marshal  
State Fire Training

# Instructor I

## Certification Task Book May 2014

**Candidate:** [Click here to enter text.](#)

**SFT ID Number:** [Click here to enter text.](#)

**Fire Agency:** [Click here to enter text.](#)

**Issued By:** [Click here to enter text.](#)

**Issue Date:** [Click here to enter text.](#)

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This Certification Task Book includes the certification training standards included in the Instructor I CTS Guide (May, 2014) which is based on NFPA 1041 Standard for Fire Service Instructor Professional Qualifications (2012).

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For Review Only

## Purpose and Process

The State Fire Training certification task book is a performance-based document. It lists the Experience, Rank or Position, and Job Performance requirements for certification.

### Purpose

Each certification task book focuses on a single State Fire Training job function certification. A certification task book identifies the minimum requirements necessary to perform the duties of that certification. Completion of a certification task book verifies that the candidate has the required experience, holds the required rank or position, and has demonstrated the job performance requirements necessary to obtain that certification.

### Responsibilities

#### Candidate Responsibilities

The candidate is the individual pursuing certification.

All candidates shall:

- Complete a block on the Signature Verification page with an original wet-ink signature.
- Complete the Experience, Rank, and Job Performance Requirements.
- Accurately record and maintain the certification task book.
- Sign and date the Candidate verification statement under the Authority section with an original wet-ink signature.
- Retain a copy of the completed certification task book.
- Submit the completed certification task book to State Fire Training.

#### Evaluator Responsibilities

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement. A qualified evaluator is designated by the candidate's fire chief (or authorized designee) and shall possess the equivalent or higher-level certification. If no such evaluator is present within the organization, the fire chief (or authorized designee) shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements. A certification task book may have more than one evaluator.

All evaluators shall:

- Complete a block on the Signature Verification page with an original wet-ink signature.
- Review and understand the candidate's certification task book requirements and responsibilities.

- Verify the candidate's successful completion of one or more job performance requirements through observation or review.
  - All Job Performance Requirements (JPR's) shall be reviewed, validated and dated after issuance of the certification task book.
- Sign all appropriate lines in the certification task book with an original wet-ink signature to record demonstrated performance of tasks.

### Fire Chief Responsibilities

The fire chief (or authorized designee) is the individual who reviews and confirms the completion of a candidate's certification task book.

The fire chief (or authorized designee) shall:

- Designate qualified evaluators.
- Complete a block on the Signature Verification page with an original wet-ink signature.
- Review the candidate's certification task book requirements and responsibilities.
- Verify the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
  - Ensure that no signature or date within the Experience/Training section is prior to completion of all educational requirements.
  - Ensure that no signature or date within all remaining sections is prior to the certification task book issuance date.
- Verify the experience segment is completed and sign the fire chief verification statement under Authority segment with an original wet-ink signature. If signing as an authorized designee, verify that your signature is on file with State Fire Training.

### Completion Process

When you receive your certification task book:

1. Thoroughly review the Experience, Rank, and Job Performance Requirements segments to make sure that you understand them.
2. Confirm who will evaluate your job performance requirements with your fire agency.
3. Complete the Experience segment, if applicable.
4. Complete the Rank or Position segment.
5. Complete each requirement in the Job Performance Requirements segment and ensure that an evaluator signs and dates each one to verify completion. Also, ensure that every evaluator is listed on the Signature Verification page.
6. Ask your fire chief (or authorized designee) to verify certification task book completion by signing the appropriate paragraph under the Authority segment.

7. Make a copy of the completed certification task book to retain with your personal records.
8. Mail the original certification task book to State Fire Training (see address below).

After receipt and successful review of your completed certification task book, State Fire Training will approve the certification task book and mail your certificate to you. State Fire Training retains the completed, authorized original certification task book in your career file.

If State Fire Training determines that your certification task book is incomplete State Fire Training will return insufficient components, replacement pages and a checklist indicating what needs to be completed.

**Do not submit this certification task book until you have:**

- Completed the Experience segment
- Fulfilled the Rank or Position segment
- Completed Job Performance Requirements
- Obtained all required signatures

**State Fire Training Mailing Address**

Office of the State Fire Marshal  
State Fire Training  
1131 S Street  
Sacramento, CA 95811

### Completion Timeframe

State Fire Training aims to update certification task books on a five-year cycle. A certification task book in process is valid until State Fire Training issues a new certification task book for the same job function certification.

If a candidate does not complete a certification task book before the release of a new version, State Fire Training will send the candidate a task book revision supplement identifying any revisions or new requirements. The candidate must fulfill all requirements included in the revision supplement and submit the revision supplement with the original task book.

## Signature Verification

The following individuals have the authority to verify portions of this certification task book using the signature recorded below.

<b>Name:</b> _____	<b>Name:</b> _____
<b>Job Title:</b> _____	<b>Job Title:</b> _____
<b>Organization:</b> _____	<b>Organization:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____

<b>Name:</b> _____	<b>Name:</b> _____
<b>Job Title:</b> _____	<b>Job Title:</b> _____
<b>Organization:</b> _____	<b>Organization:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____

<b>Name:</b> _____	<b>Name:</b> _____
<b>Job Title:</b> _____	<b>Job Title:</b> _____
<b>Organization:</b> _____	<b>Organization:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____

<b>Name:</b> _____	<b>Name:</b> _____
<b>Job Title:</b> _____	<b>Job Title:</b> _____
<b>Organization:</b> _____	<b>Organization:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____

## Task Book Requirements

### Job Performance Requirements

All job performance requirements must be performed in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

**All Job Performance Requirements (JPR's) shall be reviewed, validated and dated after issuance of the certification task book.**

### 4.2 Program Management

**Definition of Duty (4.2.1)** The management of basic resources and the records and reports essential to the instructional process.

- Assembling Course Materials (4.2.2)** Assemble course materials, given a specific topic, so that the lesson plan and all materials, resources, and equipment needed to deliver the lesson are obtained.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

- Preparing Resource Requests (4.2.3)** Prepare requests for resources, given training goals and current resources, so that the resources required to meet training goals are identified and documented.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

- Scheduling Instructional Sessions (4.2.4)** Schedule single instructional sessions, given a training assignment, department scheduling procedures, instructional resources, facilities, and timeline for delivery, so that the specified sessions are delivered according to department procedure.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

- Completing and Submitting Training Records (4.2.5)** Complete training records and report forms, given policies and procedures and forms, so that required reports are accurate and submitted in accordance with the procedures.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

### 4.3 Instructional Development

**Definition of Duty (4.3.1)** The review and adaptation of prepared instructional materials.

5. **Determining Needed Adaptations (4.3.2)** Review instructional materials, given the materials for a specific topic, target audience, and learning environment, so that elements of the lesson plan, learning environment, and resources that need adaptation are identified.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

6. **Adapting Lesson Plans (4.3.3)** Adapt a prepared lesson plan, given course materials and an assignment, so that the needs of the student and the objectives of the lesson plan are achieved.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

### 4.4 Instructional Delivery

**Definition of Duty (4.4.1)** The delivery of instructional sessions utilizing prepared course materials.

7. **Organizing the Learning Environment (4.4.2)** Organize the classroom, laboratory, or outdoor learning environment, given a facility and an assignment, so that lighting, distractions, climate control or weather, noise control, seating, audiovisual equipment, teaching aids, and safety are considered.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

8. **Presenting Lessons (4.4.3; OSFM)** Present prepared cognitive and psychomotor lessons, given a prepared lesson plan that specifies the presentation method(s), so that the method(s) 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.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

9. **Adjusting Presentations for Changing Circumstances (4.4.4)** Adjust presentation, given a lesson plan and changing circumstances in the class environment, so that class continuity and the objectives or learning outcomes are achieved.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

10. **Maintaining a Safe and Positive Learning Environment (4.4.5)** Adjust to differences in learning styles, abilities, cultures, and behaviors, given the instructional environment, so that lesson objectives are accomplished, disruptive behavior is addressed, and a safe and positive learning environment is maintained.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

11. **Operating Instructional Audiovisual Equipment (4.4.6)** Operate audiovisual equipment and demonstration devices, given a learning environment and equipment, so that the equipment functions properly.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

12. **Utilizing Audiovisual Materials (4.4.7)** Utilize audiovisual materials, given prepared topical media and equipment, so that the intended objectives are clearly presented, transitions between media and other parts of the presentation are smooth, and media are returned to storage.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

## 4.5 Evaluation and Testing

**Definition of Duty (4.5.1)** The administration and grading of student evaluation instruments.

13. **Administering and Conducting Tests (4.5.2)** Administer oral, written, and performance tests, given the lesson plan, evaluation instruments, and evaluation procedures of the agency, so that bias or discrimination is eliminated, the testing is conducted according to procedures, and the security of the materials is maintained.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

14. **Grading and Securing Student Examinations (4.5.3)** Grade student oral, written, or performance tests, given class answer sheets or skills checklists and appropriate answer keys, so the examinations are accurately graded and properly secured.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

15. **Reporting Test Results (4.5.4)** Report test results, given a set of test answer sheets or skills checklists, a report form, and policies and procedures for reporting, so that the results are accurately recorded, the forms are forwarded according to procedure, and unusual circumstances are reported.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

16. **Providing Evaluation Feedback to Students (4.5.5)** Provide evaluation feedback to students, given evaluation data, so that the feedback is timely; specific enough for the student to make efforts to modify behavior; and objective, clear, and relevant; also, include suggestions based on the data.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

17. **Evaluating Student Instructor Lesson Demonstrations (OSFM)** Evaluate other student instructor presentations, given a recent student instructor demonstration and an evaluation form, to provide constructive feedback that identifies strengths and weaknesses of the teaching demonstration.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

**Experience**

The candidate meets the following requirements for experience:

- A minimum of one year full-time paid or two years' volunteer or part-time paid experience in a Recognized California Fire Agency.
- A minimum of 80 hours teaching/training experience within a fire service-related program (with feedback). Record hours in table below. **No teaching/training experience hours shall be accepted prior to the completion of all educational requirements.**

Course / Subject	Hour(s)	Date(s)	Location (Institution/Agency)

\*Please attach additional pages if more space is needed to document experience.



