

Instructor II

Certification Task Book May 2014



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

Instructor II

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.](#)

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

Published by:
State Fire Training, 1131 S Street, Sacramento, CA 95811
(916) 445-8200

Cover photo courtesy of Tom Forster, Plumas Eureka Fire Department

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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 segment 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.

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Task Book Requirements

Job Performance Requirements

All Job Performance Requirements (JPR's) 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.

5.2 Program Management

Definition of Duty (5.2.1) The management of instructional resources, staff, facilities, and records and reports.

1. **Scheduling Instructional Sessions (5.2.2)** Schedule instructional sessions, given department scheduling policy, instructional resources, staff, facilities, and timeline for delivery, so that the specified sessions are delivered according to department policy.

Date Completed

Evaluator Verification

2. **Formulating Budget Needs (5.2.3)** Formulate budget needs, given training goals, agency budget policy, and current resources, so that the resources required to meet training goals are identified and documented.

Date Completed

Evaluator Verification

3. **Acquiring Training Resources (5.2.4)** Acquire training resources, given an identified need, so that the resources are obtained within established timelines, budget constraints, and according to agency policy.

Date Completed

Evaluator Verification

4. **Coordinating Record-Keeping (5.2.5)** Coordinate training record-keeping, given training forms, department policy, and training activity, so that all agency and legal requirements are met.

Date Completed

Evaluator Verification

5. **Evaluating Instructors (5.2.6)** Evaluate instructors, given an evaluation form, department policy, and JPRs, 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.

Date Completed

Evaluator Verification

5.3 Instructional Development

Definition of Duty (5.3.1) The development of instructional materials for specific topics.

6. **Creating Lesson Plans (5.3.2)** Create a lesson plan, given a topic, audience characteristics, and a standard lesson plan format, so that the JPRs or learning objectives for the topic are addressed, and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan.

Date Completed

Evaluator Verification

7. **Modifying Lesson Plans (5.3.3)** Modify an existing lesson plan, given a topic, audience characteristics, and a lesson plan, so that the JPRs or learning objectives for the topic are addressed and the plan includes learning objectives, a lesson outline, course materials, instructional aids, and an evaluation plan.

Date Completed

Evaluator Verification

5.4 Instructional Delivery

Definition of Duty (5.4.1) Conducting classes using a lesson plan.

8. **Conducting Classes and Conference Sessions (5.4.2; OSFM)** Conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of small group discussion and other teaching methods and techniques, given a topic and a target audience, so that the lesson objectives are achieved.

Date Completed

Evaluator Verification

9. **Supervising Training Activities (5.4.3)** 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.

Date Completed

Evaluator Verification

5.5 Evaluation and Testing

Definition of Duty (5.5.1) The development of student evaluation instruments to support instruction and the evaluation of test results.

10. **Developing Student Evaluation Instruments (5.5.2; OSFM)** Develop student evaluation instruments using a test planning sheet or test blueprint, given learning objectives, audience characteristics, and training goals, so that the evaluation instrument determines if the student has achieved the learning objectives; the instrument evaluates relevant performance in an objective, reliable, and verifiable manner; and the evaluation instrument is bias-free to any audience or group.

Date Completed

Evaluator Verification

11. **Developing a Class Evaluation Instrument (5.5.3)** 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.

Date Completed

Evaluator Verification

Experience

The candidate meets the following requirements for experience.

- A minimum of one year full-time or two years' volunteer or part-time paid experience in a Recognized Fire Agency in a California.

- Have an additional 80 hours for a total of 160 teaching/training experience with a fire service-related program (with feedback). Teaching must be related to fire or emergency medical services, be delivered in a formal classroom or drill ground environment, and be documented in the 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.

