Instructor III

Certification Training Standards Guide
November 2014

California Department of Forestry and Fire Protection
Office of the State Fire Marshal
State Fire Training
This CTS guide utilizes NFPA 1041 Standard for Fire Service Instructor Professional Qualifications, 2012 Edition to provide the qualifications for State Fire Training’s Instructor III.

State Fire Training coordinated the development of this CTS guide. Before its publication, the Statewide Training and Education Advisory Committee (STEAC) and the State Board of Fire Services (SBFS) recommended this CTS guide for adoption by the Office of the State Fire Marshal (OSFM).
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State Fire Training

Mission
To enable the California Fire Service to safely protect life and property through education, training, and certification.

The California Fire Service Training and Education System
The California Fire Service Training and Education System (CFSTES) was established to provide a single statewide focus for fire service training in California. CFSTES is a composite of all the elements that contribute to the development, delivery, and administration of training for the California fire service. The authority for the central coordination of this effort is vested in the Training Division of the California State Fire Marshal's Office with oversight provided by the State Board of Fire Services.

CFSTES facilitates, coordinates, and assists in the development and implementation of standards and certification for the California fire service. CFSTES:
1. Administers the California Fire Academy System
2. Provides accredited courses leading to certification and approved standardized training programs for local and regional delivery
3. Administers the national accreditation process in California
4. Publishes certification training standards, course plans, and a capstone task book for each certified level in the California fire service

CFSTES is a fire service system developed by the fire service, for the fire service. It is only as successful and effective as the people involved in it.
Acknowledgments

State Fire Training appreciates the hard work and accomplishments of those who built the solid foundation on which this program continues to grow.

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How to Read a CTS Guide

State Fire Training develops a Certification Training Standards (CTS) Guide for a variety of job functions in the fire service such as firefighter, driver/operator, fire instructor, and company officer. The CTS guide lists the requisite knowledge and skills and the job performance requirements a person is expected to complete in order to become certified in a specific function. CTS guides are appropriate for fire service personnel and individuals in related occupations pursuing State Fire Training certification.

Each CTS guide serves as a foundation for the certification programs recommended for adoption by the Office of the State Fire Marshal. Any certification program must be based on job-related knowledge and measurable performance standards. To master the knowledge and skills needed for specialized operations, individuals will require additional training to augment the performance standards included in the CTS guide.

Within the CTS guide, it is impossible to capture the different policies and procedures of each organization in the California fire service. Individuals aspiring to meet State Fire Training’s certification training standards must do so in accordance with the codes, standards, regulations, policies, and standard operating procedures applicable within their own departments or jurisdictions.

Format

Each certification training standard included in the CTS guide includes the following:

Section Heading
The section heading describes a general category for a group of training standards. For example, the Fire Marshal CTS includes the following sections: Administration, Risk Management, Community Relations, Professional Development, Regulatory Programs, Fire and Life Safety, and Investigation. Each section contains one or more individual training standards.

Training Standard Title
The training standard title provides a general description of the performance requirement contained within the standard.

Authority
The CTS guide references each standard with one or more paragraphs of the corresponding National Fire Protection Association (NFPA) Professional Qualifications. This ensures that each fire service function within California's certification system meets or exceeds NFPA standards.
When California requirements exceed the NFPA standard, the CTS guide cites the Office of the State Fire Marshal as the authority and prints the corresponding information in *italics*.

**Given**
This section lists the objects, equipment, materials, or facilities an individual needs in order to acquire the requisite knowledge and skills or to accomplish the job performance requirement(s) within a training standard.

**Requisite Knowledge and Skills**
This section lists the knowledge and skills that an individual must acquire in order to accomplish the job performance requirement(s) within a training standard.

This section does not include NFPA requisite knowledge or skills that are too general to teach or that individuals should develop through life experiences. For example, a training standard would not list “communicate orally and in writing” or “ability to relate interpersonally” unless they specifically apply to a job performance requirement about acquiring communication skills or developing interpersonal relationships.

**Job Performance Requirements**
This section includes one or more written statements that describe a specific job-related task and define measurable or observable outcomes. After an individual completes all coursework and requisite requirements, the capstone task book process verifies completion of job performance requirements.

**Content**
In addition to the individual certification training standards, the CTS guide also includes State Fire Training Revisions and Errata pages.

**State Fire Training Content**
Located at the back of the CTS guide, this table documents any significant revisions made by State Fire Training to the NFPA standards in the development of this CTS guide. This table is used to justify content additions and advise the course plan development team.

**Errata**
Located at the back of the CTS guide, this page documents any changes made to the CTS guide outside of the five-year NFPA revision cycle.
1-1: Administer a Training Record System

Authority
NFPA 1041 Standard for Fire Service Instructor Professional Qualifications (2012)
- Paragraph 6.2.2

Given
1. Agency policies and procedures
2. Type of training activity to be documented

Requisite Knowledge and Skills
1. Apply agency policies and procedures regarding training record systems
2. Describe record-keeping systems
3. Identify and describe professional standards addressing training records
4. Describe legal requirements affecting record-keeping
5. Explain disclosure of information
6. Develop forms
7. Generate reports

Job Performance Requirements
Administer a readily accessible training record system that captures concise information and meets all agency and legal requirements.
1-2: Develop Training Program Policy Recommendations

Authority
NFPA 1041 Standard for Fire Service Instructor Professional Qualifications (2012)
- Paragraph 6.2.3

Given
1. Agency policies and procedures
2. Agency and training program goals

Requisite Knowledge and Skills
1. Apply agency policies and procedures regarding policy recommendations
2. Describe training program goals
3. Illustrate the format for agency policies
4. Write technical documents

Job Performance Requirements
Develop recommendations for training program policies that achieve training and agency goals.
1-3: Select Instructional Staff

Authority
NFPA 1041 Standard for Fire Service Instructor Professional Qualifications (2012)
• Paragraph 6.2.4

Given
1. Agency policies and procedures
2. Instructional requirements
3. Personnel qualifications

Requisite Knowledge and Skills
1. Apply agency policies and procedures regarding staff selection
2. Describe instructional requirements
3. Apply selection methods
4. Assess capabilities of instructional staff
5. Correlate staff selection with agency and instructional goals
6. Employ evaluation techniques for making staff selections

Job Performance Requirements
Select instructional staff who can achieve agency and instructional goals.
1-4: Write Specifications for Equipment Purchasing

Authority
NFPA 1041 Standard for Fire Service Instructor Professional Qualifications (2012)
Paragraph 6.2.6

Given
1. Agency policies and procedures
2. Training goals
3. Curriculum information

Requisite Knowledge and Skills
1. Describe equipment purchasing procedures
2. Evaluate available agency resources
3. Assess curriculum needs
4. Use evaluation methods to select the most effective equipment
5. Prepare procurement forms

Job Performance Requirements
Write equipment-purchasing specifications that support curriculum needs.
1-5: Present Evaluation Findings, Conclusions, and Recommendations

Authority
NFPA 1041 Standard for Fire Service Instructor Professional Qualifications (2012)
Paragraph 6.2.7

Given
1. Data summaries
2. Target audience

Requisite Knowledge and Skills
1. Describe statistical evaluation procedures
2. Validate findings, conclusions, and recommendations with agency goals, policies, and procedures
3. Employ presentation skills
4. Prepare reports

Job Performance Requirements
Present evaluation findings, conclusions, and recommendations to agency administrator that are unbiased, supported, and reflect agency goals, policies, and procedures.
Section 2: Instructional Development

2-1: Conduct an Instructional Needs Analysis

Authority
NFPA 1041 Standard for Fire Service Instructor Professional Qualifications (2012)
- Paragraph 6.3.2

Given
1. Agency goals

Requisite Knowledge and Skills
1. Describe a needs analysis
2. Describe a task analysis
3. Describe the development of JPRs
4. Review lesson planning
5. Review instructional methods for classroom, training ground, and distance learning
6. Review characteristics of adult learners
7. Review instructional media
8. Determine the need for curriculum development
9. Review evaluation instrument development
10. Conduct research
11. Conduct a needs and task analysis
12. Conduct committee meetings
13. Organize information into functional groupings
14. Interpret data

Job Performance Requirements
Conduct an agency needs analysis that identifies instructional needs and recommends solutions.
2-2: Design Programs or Curriculum

Authority
NFPA 1041 Standard for Fire Service Instructor Professional Qualifications (2012)
- Paragraph 6.3.3

Given
1. Agency goals
2. Needs analysis

Requisite Knowledge and Skills
1. Describe instructional design
2. Describe adult learning principles
3. Describe principles of performance-based education and research
4. Apply fire service terminology
5. Write technical documents
6. Select course reference materials

Job Performance Requirements
Utilize adult learning principles to design a performance-based training program or curriculum that includes job-related knowledge and skills, meets time and budget constraints, and supports agency goals.
2-3: Modify Existing Curriculum

Authority
NFPA 1041 Standard for Fire Service Instructor Professional Qualifications (2012)
  • Paragraph 6.3.4

Given
1. Agency training requirements
2. Audience characteristics
3. Learning objectives
4. Instructional resources
5. Existing curriculum

Requisite Knowledge and Skills
1. Summarize instructional design
2. Summarize adult learning principles
3. Summarize principles of performance-based education and research
4. Write technical documents
5. Select course reference materials

Job Performance Requirements
Modify an existing curriculum to meet agency requirements and achieve the learning objectives.
2-4: Write Program and Course Goals

Authority
NFPA 1041 Standard for Fire Service Instructor Professional Qualifications (2012)
• Paragraph 6.3.5

Given
1. JPRs
2. Needs analysis information

Requisite Knowledge and Skills
1. Describe components and characteristics of goals
2. Recognize the correlation of JPRs to program and course goals
3. Write goal statements

Job Performance Requirements
Write clear, concise, and measurable program and course goals to correlate with agency goals.
2-5: Write Course Objectives

Authority
NFPA 1041 Standard for Fire Service Instructor Professional Qualifications (2012)
• Paragraph 6.3.6

Given
1. JPRs

Requisite Knowledge and Skills
1. Describe components of objectives
2. Recognize the correlation between JPRs and course objectives
3. Write course objectives
4. Correlate course objectives to JPRs

Job Performance Requirements
Write clear, concise, and measurable course objectives that reflect specific tasks.
2-6: Construct a Course Content Outline

Authority
NFPA 1041 Standard for Fire Service Instructor Professional Qualifications (2012)
- Paragraph 6.3.7

Given
1. Agency structure
2. Organized functional groupings
3. Reference sources
4. Course objectives

Requisite Knowledge and Skills
1. **Recognize** the correlation between
   - Course goals
   - Course content outline
   - Objectives
   - JPRs
   - Instructor lesson plans
   - Instructional methods

Job Performance Requirements
Construct a course content outline that supports the agency structure and reflects current acceptable practices.
Section 3: Instructional Delivery

3-1: No JPRS at the Instructor III level
Section 4: Evaluation and Testing

4-1: Develop a System for the Acquisition, Storage, and Dissemination of Evaluation Results

Authority
NFPA 1041 Standard for Fire Service Instructor Professional Qualifications (2012)
• Paragraph 6.5.2

Given
1. Agency goals, policies, and procedures

Requisite Knowledge and Skills
1. Describe record-keeping systems
2. Apply agency goals regarding evaluation results
3. Describe data acquisition techniques
4. Describe applicable laws
5. Describe methods of providing feedback
6. Develop, use, and evaluate information systems

Job Performance Requirements
Develop a system for the acquisition, storage, and dissemination of evaluation results consistent with agency policies and federal, state, and local laws and provides feedback to those affected by the information.
4-2: Develop Program and Course Evaluation Plans

Authority
NFPA 1041 Standard for Fire Service Instructor Professional Qualifications (2012)
• Paragraphs 6.5.3 and 6.5.4

Given
1. Agency policies and procedures
2. Course objectives

Requisite Knowledge and Skills
1. Describe evaluation techniques and methods
2. Evaluate agency resources and constraints
3. Apply agency goal regarding evaluation plans
4. Construct evaluation instruments

Job Performance Requirements
1. Create a program evaluation plan that evaluates instructors, course components, facilities, and obtains student input for course improvement.
2. Develop a course evaluation plan that measures objectives and follows agency policies and procedures.
4-3: Construct a Performance-based Instructor Evaluation Plan

**Authority**
NFPA 1041 *Standard for Fire Service Instructor Professional Qualifications* (2012)
Paragraph 6.2.5

**Given**
1. Agency policies and procedures
2. Job requirements

**Requisite Knowledge and Skills**
1. *Describe* evaluation methods
2. *Apply* agency policies and procedures regarding instructor evaluation plans
3. *Evaluate* staff schedules
4. *Describe* job requirements
5. Employ instructor evaluation techniques

**Job Performance Requirements**
Construct a performance-based instructor evaluation plan that evaluates instructors at regular intervals.
4-4: Analyze Student Test Instruments

Authority
NFPA 1041 Standard for Fire Service Instructor Professional Qualifications (2012)
- Paragraph 6.5.5

Given
1. Agency policies and procedures
2. Objectives
3. Test data

Requisite Knowledge and Skills
1. Describe test validity
2. Explain test reliability
3. Review item analysis
4. Exercise item analysis techniques

Job Performance Requirements
Analyze student test instruments to determine validity and make necessary changes.
State Fire Training Content

**Code Key**

**Blocks**
- G = Given
- RKS = Requisite Knowledge and Skills
- JPR = Job Performance Requirements
- NCTS = New certification training standard

**Certification: Instructor III (not applicable)**
# Errata

## Code Key

### Blocks
- **G** = Given
- **RKS** = Requisite Knowledge and Skills
- **JPR** = Job Performance Requirements
- **NCTS** = New certification training standard

### Changes
- New text shown in **underline**
- Deleted text shown in **strikeout**

## May 2019

The May 2019 update was a document formatting update for compliance with California Government Code (GC) Section 11546.7 (Assembly Bill 434). No content was changed.