Fire Instructor II

National Certification

Certification Preparation Guide

Referenced to:

NFPA 1041, Chapter 5, 2019 Edition

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NFPA 1041, Chapter 5, 2019 Edition

IFSTA, Fire and Emergency Services Instructor
9th Edition, 2019

Dear Certification Candidate,

Welcome to the National Firefighter Certification Program!

The Kansas Fire & Rescue Training Institute is accredited by the International Fire Service Accreditation Congress (IFSAC) and by the National Board on Fire Service Professional Qualifications (NBFSPQ - also known as "Pro Board"). These accreditation agencies establish rules and standards to follow in the administration, recordkeeping, and providing of National Certification for the fire service. Through this accreditation, Kansas Fire & Rescue Training Institute is authorized to issue accredited National Certifications to individuals meeting the requirements of selected national standards.

Kansas Fire & Rescue Training Institute's role in the process is to maintain testing materials and a fair system of administering certification exams.

This National Certification Preparation Guide was specifically designed to help you prepare for the examination process ahead. This guide gives reading references for the written exam and the skills exam. By using this guide, you will be looking at the same pages the test writer was looking at when they wrote the test questions and developed the skills evaluation sheets.

Our Coordinators and Evaluators are here to observe your skills and knowledge – they will not help you pass the test.

Our staff and evaluators will treat you with respect and professionalism. Our goal is that you complete the testing process with satisfactory performance and earn your National Certification.

Good luck,

KFRTI Staff

National Certification

National Certification is a professional credential that verifies your proficiency in the level to which you were/are certified. Kansas certifications do not expire. If you are moving to another state, you should contact the certification entity in that state to find out if your National Certification from Kansas is recognized in that state.

Certification Program Mission

This mission of the National Certification Program is to maintain an accredited system for Kansas fire service members to earn National Fire Service Certification professional credentials.

Certification Program Values and Principles

In the conduct of this program, the Kansas Fire & Rescue Training Institute uses the values listed below to guide our professional conduct; they form the foundations and parameters of this program.

- ✠ We hold in high regard honesty and integrity in ourselves and those we serve.
- ✠ Kindness and professionalism guide our instructors and our evaluators.
- ✠ We respect the fire and emergency service and those who serve in it.
- ✠ Transparency of our system, processes, and policies is paramount.
- ✠ The certification standards drive fair evaluation and testing.
- ✠ We value our role as the provider and protector of the national certification program's credibility.

Academic Integrity

We hold staff (including part-time) and certification candidates to identical ethical standards. We expect professional behavior at all times. Any incident of academic misconduct by a candidate, will invalidate their test results, forfeit their certification fee, and they may be subject to suspension from the certification process for one year.

Academic misconduct includes cheating, plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and/or other actions that may improperly affect the evaluation of a candidate or assisting others in any such act.

Our policy on academic misconduct is that of "zero tolerance."

The University of Kansas prohibits discrimination. Specifically, the University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities. Retaliation is also prohibited by University policy.

How to Use the Certification Preparation Guide

This National Certification Preparation Guide is specifically designed to help you prepare for the examination process ahead. This guide provides reading references for the written exam and the skills exam.

We have included information in this guide that will help you achieve the professional credential that is Fire Service National Certification. There are a few key elements in preparing for the National Certification Exam. They are: 1) Take some time between the end of your course and the certification exam to focus on studying for the exam. 2) Use this Preparation Guide to help focus on the requirements of the National Standard and your study time.

STEP 1: *Review the Administrative information in front of this Preparation Guide.*

✠ We have included some important information about the program and the steps of certification. Please take a few minutes and review these pages.

STEP 2: *Review the Reading Reference Pages*

The Reading Reference pages are arranged by Job Performance Requirements (JPRs), which are determined by the correlating NFPA standard.

✠ Read and study the pages listed in the written exam reading pages.

✠ By reading these pages, you are reading the same pages the test developer was when they were writing test questions.

STEP 3: *Review the Skill Evaluation Sheets in this Certification Guide.*

✠ Take note of the Instructions to the Candidate (grey boxes) on each Skill Sheet. These are the instructions that the evaluator will give to you in each station before you test.
✠ Skills sheet references take you back to the reference manual to explain the skill. You will be graded only on those items listed on the skill evaluation sheets. Use these in your practice and exam preparations.

STEP 4: *Read & Review, Read & Review, Read & Review, and Practice, Practice, Practice!*

✠ Don't practice until you do it right; *practice until you can't do it wrong!*

STEP 5: *Get a good night's rest before the exam.*

✠ You can be tired in any of three ways: Mentally, Physically, and Emotionally. If you are tired in any of these ways, it will make you tired in ALL of them.

✠ Save the party for after the exam…get a good night's rest….eat a good breakfast (if you test in the morning)…easy on the sugar and caffeine…and relax!

GOOD LUCK!

Note:

If you are exploring National Certification and haven't taken a course specifically for the level of certification you are seeking, we STRONGLY suggest that you start the process by taking a course. Under certain circumstances, you may challenge some certification exams. Persons who take a course first do much better on the exam. Contact the Kansas Fire & Rescue Training Institute for more information.

National Certification Application & Processes

Application:	Applications are required before testing. Visit the KFRTI web page (https://kupce.ku.edu/kufire-firefighter-certification) to download the application.
Registration for Exams:	Pre-registration is required. Go to the KFRTI online registration point to register and pay the certification fee. (https://www.enrole.com/kupce/jsp/index.jsp?categoryId=10019)
Certification Fees:	Certification fees must be paid before the exam date. Individuals are required to pay fees online when registering for an exam. An organization may request to be billed, this billing process requires a Purchase Order from that organization stating each candidate's name. To arrange billing, call the KFRTI at 1-866-804-8841. Billing cannot be processed online.
Number of Attempts:	Candidates are allowed two attempts per test per application, and all testing must be completed within one year of the first testing activity. Additional testing requires a new application and fee.
Picture I.D. Required:	A government issued photo I.D. is required at the test site.
Accommodations:	The Kansas Fire and Rescue Training Institute as part of the University of Kansas adheres to the requirements of the Americans with Disabilities Act. Certification candidates requesting accommodations must submit the request in writing two (2) weeks in advanced of testing. The request must include a copy of the diagnosis by a qualified professional. Upon receipt of an accommodations request, the Kansas Fire and Rescue Training Institute will review the request, and then notify the requestor of the proposed accommodations.

What if I Fail the Exam?

Failure of any required component (not submitting a currently valid certification or licensure KBEMS number, less than 70% on the written exam or less than 100% of the skills exam) constitutes a failed attempt.

a. Candidates may re-test on any component of the exam (written, or skills exams) and resubmit current and valid KBEMS medical credentials.
b. Candidates must register to take a retest at another test site. No walk-in testing is allowed. To register for a retest, call the Institute at (toll free) 866-804-8841.
c. Candidates are allowed two (2) attempts at any portion of the exam. If a candidate fails any portion of the exam twice, a new application and fee is required. The new application starts the certification process over, and all portions of testing will have to be retested.
d. The Institute strongly recommends that candidates study or seek additional training before attempting the exam for a third attempt.

Time to Complete Certification

Candidates have one year from the date of their first testing action to complete their certification. Retaking the written test, retesting skills, submitting verification forms, and all other requirements must be completed within that year. Failure to complete the certification within that year will invalidate all previous testing. The candidate will be required to submit a new application, new fee, and new verification forms retest for the written and skills tests before certification.

Kansas Fire & Rescue Training Institute's Certification Requirements for Fire Instructor II

Prerequisites

Candidates seeking certification for Fire Service Instructor II within the KFRTI, the University of Kansas, must meet the requirement of being a member in good standing of a Kansas fire department.

Candidate must be previously nationally certified (IFSAC or Pro Board) in the NFPA standard 1041 for Fire Service Instructor I. Certifications from other entities will be evaluated for reciprocity as per the KFRTI's reciprocity policy.

All candidates are required to have successfully completed the written and skills testing for NFPA 1041, Chapter 5 by successfully completing the Fire Instructor II online course (plus 2-day seminar) or the 5-day Fire Instructor II class before testing on NFPA 1041, Chapter 5, 2019 edition for Instructor II national certification.

Fire Instructor II - Certification

Exam Written Exam:

a. The Fire Instructor II Written Exam includes 50 multiple choice and true/false questions.
b. Candidates are allowed one (1) hour to complete the exam.
c. Answer sheets and pencils are provided. A bubble sheet style answer sheet that candidates fill in small circles to indicate the correct answer (a, b, c, d) is used.
d. No cell phones, radios, or other electronic devices are allowed in the room while an exam is being administered (an exception for radios that allow "on-duty" personnel to receive alarms may be granted under special circumstances).
e. A 70% minimum score is required to pass the written exam.
f. If you fail your first attempt of the written exam, a second attempt can be made within twelve months of the date of the first attempt of the national certification written exam.

Skills Exam:

a. The Skills Exam is based on **Requisite Knowledge** and **Requisite Skills** objectives (Job Performance Requirements/JPRs) listed in NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, Chapter 5, 2019 Edition. Candidates will be required to score 100% on skills checklists when developing the following for their project: A new lesson plan, modifying an existing lesson plan and managing all program related elements necessary to function as a Level II Instructor in a fire service training organization. All skills must be demonstrated as per project book instructions provided by the Kansas Fire & Rescue Training Institute.

b. All instructor II skills sheets are provided to candidates as part of this Fire Service Instructor II Certification Preparation Guide.

c. All skills are completed and submitted in the form of an assigned project book provided to the candidate by the Kansas Fire & Rescue Training Institute.

d. All submitted project books must be postmarked (or hand delivered) within twelve months of the date the candidate takes the national certification written exam. Electronic submission of projects must follow approved guidelines.

e. Project book submissions become the property of Kansas Fire & Rescue Training Institute and will not be returned. All candidates should <u>make a copy</u> of their work before submitting.

f. The skills exam (i.e., the project book) requires a 100% score to pass.

g. Re-testing is allowed by submitting a second attempted project book within twelve months of the date the candidate takes the national certification written exam.

h. If you fail your second attempt, you will be required to re-register and re-take the Instructor II course; pay a new certification fee, and successfully complete both Part I and Part II of the certification exam.

Fire Instructor I Written Exam: 100 multiple choice and true/false questions.

Time allowed to take the exam: Two (2) hours.

Passing Score: 70% (or higher)

NFPA Standard Reference.

Written Certification Exam is based on: *NFPA 1041 Standard for Fire and Emergency Services Instructor Professional Qualifications, 2019 Edition*

Reading Reference/Text.

IFSTA, Fire and Emergency Services Instructor 9th Edition, © 2019. (KFRTI's online course contains textbook content.

Written Exam Study Pages (Reading Reference)
(Test questions are taken from these same pages)

Section Subject & NFPA Objective (JPR) Number	Reading/Study Pages
Schedule Instructional Sessions 5.2.2	pp. 297-302, 315.
Formulate Budget Needs 5.2.3	pp. 302-307, 316.
Acquire Training Resources 5.2.4	pp. 307-310, 316.

Evaluate Instructors

5.2.6   pp. 293-297, 321-324
                                                                            328-329.

Create a Lesson Plan
5.3.2   pp. 215-244

Conduct a Class Using a Lesson Plan the Instructor Developed
5.4.2   pp. 227-229, 232-234, 244-245

Supervise Other Instructors and Students During Training
5.4.3   pp. 249-259, 261

Develop a Student Evaluation Instrument
5.5.2   pp. 265-286, 288-289

Develop a Class Evaluation Instrument
5.5.3   pp. 324-328, 330

Fire Instructor II Skills Testing Study/Preparation Information and Materials

Fire Instructor II Skills Testing: Through the completion and submission of a Project Book provided by the Kansas Fire and Rescue Training Institute, Fire Service Instructor II candidates are expected to demonstrate that they are able to perform the following skills:

- Complete various administrative support functions normally associated with training and instruction including formulating budgets, acquiring training resources, and follow department training record-keeping procedures.

- Observe an instructor delivering training and/or instruction. Evaluate the instructor's performance, complete an evaluation form, and develop an improvement plan that addresses any deficiencies.

- In the course of the training/instruction, the candidate will develop and complete an incident management plan as required by their department. Plan must include the documentation of a safety briefing held at a training event.

- Create a lesson plan that supports a Scope of Work that identifies the training need approved by the KFRTI Program Manager or Coordinator.

- Develop a knowledge-based student evaluation instrument. Then administer the instrument to a group or groups of students and analyze the results.

You will be graded on your completeness of response; using a positive attitude when making or implementing recommendations; the clarity of expression in framing your response; and correct spelling, grammar, and punctuation.

Project Completion Time: Twelve months from the written exam date.

Passing Score: 100%

NFPA Standard Reference.

All Project Book skills are based on

Requisite Skills identified in: *NFPA 1041 Standard for Fire and Emergency Services*
Instructor Professional Qualifications, Chapter 5, 2019 Edition

Fire Instructor II
Skill Evaluation Sheets

The Skills Evaluation Sheets found in this Preparation Guide contain the exact same information found on Scoring Rubric forms used by evaluators when scoring project books. These sheets have been edited for the explicit use of grading skills and should not be used to learn the skills.

These Skill Evaluation Sheets have been included in this Preparation Guide for the purpose of guiding you as you make your final preparations for completing your project book.

Grading for the Skills Evaluation requires 100% of the skill items listed on these sheets to be performed. You will be evaluated only on the skill items that are listed on these evaluation sheets.

Pages in this guide contain three Instructor II Skill Evaluation Sheets covering four primary areas as follows:

- Program Management

- Instructional Development

- Instructional Delivery

- Evaluation and Testing

Reference: NFPA 1041, 2019 Edition, Chapter 5, Job Performance Requirements:
5.2 Program Management and Record Keeping,
5.3 Instructional Development, 5.4 Instructional Delivery
and 5.5 Evaluation and Testing.
IFSTA, Fire and Emergency Services Instructor 9th edition, © 2019

Evaluation Materials Required: KFRTI Instructor II Project Book.

Evaluator's Instructions

All skills are demonstrated through the completion of a certification project covering all evaluated skill items. All documents and video presentations must be the candidate's original work and summited in the project book format (paper or electronic) provided by the Kansas Fire & Rescue Training Institute.
To pass skill sections 5.2.2, 5.2.3, 5.2.4, 5.2.5, and 5.2.6, you must successfully complete all elements required for Tab D, Tab E, Tab F, Tab J and Tab L in the KFRTI Instructor II Project Book.

Evaluated Skill Items (from project book)

	1st Attempt		2nd Attempt	
	Pass	Fail	Pass	Fail
Section 5.2.2 - Assign Instructional Sessions				
1. Assigned an instructional session as per AHJ scheduling policy. (Tab F)	☐	☐	☐	☐
Section 5.2.3 - Recommend Budget Needs				
1. Formulated a proposed budget analysis report of resources. (Tab D)	☐	☐	☐	☐
2. Completed an inventory log of existing resources. (Tab D)	☐	☐	☐	☐
3. Composed a memo or email to supervisor with details of resources and training date selected along with the inventory log and corresponding budget analysis report attached. (Tab D and Tab F)	☐	☐	☐	☐
Section 5.2.4 - Gather Training Resources				
1. Completed checklist and timeline for needed resources. (Tab E)	☐	☐	☐	☐
2. Completed purchase order form. (Tab E)	☐	☐	☐	☐
Section 5.2.5 - Manage Training Record-Keeping,				
1. Documented department's training record procedures. (Tab J)	☐	☐	☐	☐
Section 5.2.6 - Evaluate instructors				
1. Used observation techniques to evaluate a Level 1 instructor. (Tab L)	☐	☐	☐	☐
2. Completed an instructor evaluation form. (Tab L)	☐	☐	☐	☐
3. Developed a formal evaluation report that documents a coaching session and improvement plan for a Level 1 instructor. (Tab L)	☐	☐	☐	☐

Notes (please include comments/explanation for failure):   **Station: Pass** ☐   **Fail** ☐

Evaluator's Signature: **Date:**

Candidate's name: _____

Reference:	NFPA 1041, 2019 Edition, Chapter 5, Job Performance Requirements:
	5.2 Program Management and Record Keeping,
	5.3 Instructional Development, 5.4 Instructional Delivery
	and 5.5 Evaluation and Testing.
	IFSTA, Fire and Emergency Services Instructor 9th edition, © 2019

Evaluation Materials Required: KFRTI Instructor II Project Book.

Evaluator's Instructions

All skills are demonstrated through the completion of a certification project covering all evaluated skill items. All documents and video presentations must be the candidate's original work and summited in the project book format (paper or electronic) provided by the Kansas Fire & Rescue Training Institute.
To pass skill sections 5.3.2, 5.4.2, and 5.4.3 you must successfully complete all elements required for Tab A, Tab B, Tab C, Tab I and Tab K in the KFRTI Instructor II Project Book.

Evaluated Skill Items (from project book)

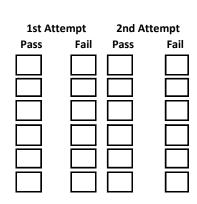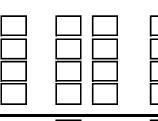|	1st Attempt		2nd Attempt	
	Pass	Fail	Pass	Fail
Section 5.3.2 - Create a Lesson Plan				
1. Described a training need(s) and identified a training topic. (Tab A)	☐	☐	☐	☐
2. Completed Learning Objectives worksheet(s). (Tab B)	☐	☐	☐	☐
3. Researched and completed Job Task Analysis worksheet(s). (Tab B)	☐	☐	☐	☐
4. Developed instructional media/technology tools. (Tab B)	☐	☐	☐	☐
5. Completed a Course Design document to outline lessons. (Tab C)	☐	☐	☐	☐
6. Developed a complete lesson plan (Tab C)	☐	☐	☐	☐
Section 5.4.2 - Conduct a Class with Newly Developed Lesson Plan				
1. Facilitated (delivered) an instructional session (Tab I)	☐	☐	☐	☐
2. Used two or more instructional methods. (Tab I)	☐	☐	☐	☐
3. Used instructional technology tools. (Tab I)	☐	☐	☐	☐
4. Applied student-centered learning techniques during delivery. (Tab I)	☐	☐	☐	☐
5. Used a course/instructor evaluation tool. (Tab I)	☐	☐	☐	☐
Section 5.4.3 - Supervise Other Instructors and Students During Training				
1. Developed an incident management plan. (Tab K)	☐	☐	☐	☐
2. Completed all required ICS documents per department policy. (Tab K)	☐	☐	☐	☐
3. Conducted a safety briefing and documented with ICS Form 201. (Tab K)	☐	☐	☐	☐
4. Supervised training during a specialized/high risk scenario. (Tab K)	☐	☐	☐	☐

Notes (please include comments/explanation for failure):   **Station: Pass** ☐   **Fail** ☐

Evaluator's Signature: **Date:**

Candidate's name: _____

Reference: NFPA 1041, 2019 Edition, Chapter 5, Job Performance Requirements:
5.2 Program Management and Record Keeping,
5.3 Instructional Development, 5.4 Instructional Delivery
and 5.5 Evaluation and Testing.
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Evaluation Materials Required: KFRTI Instructor II Project Book.

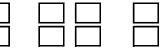### Evaluator's Instructions

All skills are demonstrated through the completion of a certification project covering all evaluated skill items. All documents and video presentations must be the candidate's original work and summited in the project book format (paper or electronic) provided by the Kansas Fire & Rescue Training Institute.
To pass skill sections 5.5.2, and 5.5.3 you must successfully complete all elements required for Tab G & Tab H in the KFRTI Instructor II Project Book.

Evaluated Skill Items (from project book)

	1st Attempt		2nd Attempt	
	Pass	Fail	Pass	Fail
Section 5.5.2 - Develop a Student Evaluation Instrument				
1. Used proper construction techniques to develop a student evaluation instrument. (Tab G)	☐	☐	☐	☐
2. Properly assembled and sequenced individual test items. (Tab G)	☐	☐	☐	☐
Section 5.5.3 - Develop a Class/Instructor Evaluation Instrument				
1. Developed a class/instructor evaluation instrument with all required elements. (Tab H)	☐	☐	☐	☐
2. Analyzed results and documented in a report. (Tab H)	☐	☐	☐	☐

Notes (please include comments/explanation for failure):   **Station: Pass** ☐   **Fail** ☐

Evaluator's Signature: **Date:**

Candidate's name: _____