



FIRE & LIFE SAFETY EDUCATOR I

JPR:FLSE I

Candidate: _____

STANDARD: 4.2.1a NFPA 1035, 2015 Edition General Requirements	Task: Demonstrate proficiency in communicating orally and in writing, in managing time and in multi-tasking.	
PERFORMANCE OUTCOME:	The candidate will be able to demonstrate proficiency in communicating orally and in writing, in managing time and in multi-tasking. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Pencil and paper.		
CONDITIONS: Given the candidate's current work schedule and responsibilities.		
No.	Task Steps	✓
1.	Write a brief summary of an example of when you had to manage your time effectively.	
2.	Write a brief summary of an example of when you had to multi-task in order to finish projects on time.	
3.	Share your experiences with the group.	

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STANDARD: 4.2.1b NFPA 1035, 2015 Edition General Requirements	Task: The candidate will document public fire and life safety educational activities.	
PERFORMANCE OUTCOME:	Document fire and life safety educational activities so that all activities are recorded/computed on each form. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Applicable forms or format descriptions and appropriate department SOPs/SOGs.		
CONDITIONS: Given specific forms or formats, educational activities, and information to gather and assemble.		
No.	Task Steps	✓
1.	Identify appropriate form/format for recording education activity information	
2.	Identify appropriate education activity information	
3.	Assemble appropriate education activity information into proper format	
4.	Accurately record the appropriate education activity information on forms	
5.	Properly complete and submit education activity form	

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STANDARD: 4.2.2 NFPA 1035, 2015 Edition General Requirements	Task: The candidate will prepare a written activity report.	
PERFORMANCE OUTCOME:	Complete written activity report so that all components of the form or format reflect correct information specific to the activity. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Applicable forms or format descriptions and appropriate department SOPs/SOGs.		
CONDITIONS: Given specific forms or formats and information about the activity.		
No.	Task Steps	✓
1.	Correctly identify type of educational activity and appropriate classification for activity	
2.	Select appropriate form/format for activity according to policies and procedures of the authority having jurisdiction	
3.	Complete all components of form or format with correct information based on activity	
4.	Complete/maintain records with correct information	

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STANDARD: 4.2.3 NFPA 1035, 2015 Edition General Requirements	Task: The candidate will maintain a work schedule and complete same without conflict.	
PERFORMANCE OUTCOME:	Schedule and complete activity work schedule without conflict. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Applicable forms or format descriptions and appropriate department SOPs/SOGs.		
CONDITIONS: Given list of events, activity request, pre-activity requirements and time allotments.		
No.	Task Steps	✓
1.	Correctly identify program requests and pre-activity requirements	
2.	Select an appropriate work schedule format/outline	
3.	Correctly identify work schedule time allotment	
4.	Identify and set proper activity/schedule limitations	
5.	Complete an appropriate schedule of events	

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STANDARD: 4.2.4 NFPA 1035, 2015 Edition General Requirements	Task: Identify community resources, services, and organizations, given a current list of resources, organizations, and identified need(s), so that the public is referred to the applicable resource(s).	
PERFORMANCE OUTCOME:	Refer public to applicable resources so that identified needs are met. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
CONDITIONS: Given current list of community resources, services and organizations.		
No.	Task Steps	✓
1.	Identify needs of public.	
2.	Identify appropriate community services	
3.	Identify appropriate community organizations	
4.	Identify appropriate community resources	
5.	Convey information to public	

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STANDARD: 4.3.1 NFPA 1035, 2015 Edition General Requirements	Task: The candidate will identify partners for addressing fire and life safety issues.	
PERFORMANCE OUTCOME:	Identify partners for addressing fire and life safety issues so that information and resources are shared. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Applicable forms or format descriptions and appropriate department SOPs/SOGs.		
CONDITIONS: Given fire and life safety issues and community agencies, organizations and associations.		
No.	Task Steps	✓
1.	Identify appropriate community and organizations available	
2.	Identify appropriate background information for issues needed	
3.	Correctly determine opportunities for shared efforts	
4.	Identify necessary partners to address issues and share information	
5.	Identify appropriate partners to share resources	

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STANDARD: 4.4.1 NFPA 1035, 2015 Edition General Requirements	Task: The candidate will select appropriate instructional materials so that the materials are specific to the audience and activity objectives.	
PERFORMANCE OUTCOME:	Select instructional materials so that the materials are specific to the audience and activity objectives. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Instructional materials including props and equipment		
CONDITIONS: Given a subject, learning objectives, the intended audience, and related resources.		
No.	Task Steps	✓
1.	Select instructional materials including props and equipment appropriate to the activity objectives.	
2.	Select instructional materials that include proper amounts of information to meet the learning objectives.	
3.	Select materials that appropriately explain the actions learners are to take.	
4.	Select materials that are appropriate to the audiences learning level and free of bias.	
5.	Select instructional materials that are of the appropriate length or duration for the lesson taught or the audience.	
6.	Explain why the material was selected including attention span, audience learning level, material appeal and/or visual aids.	

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STANDARD: 4.4.2 NFPA 1035, 2015 Edition General Requirements	Task: The candidate will maintain safety during fire and life safety education activities.	
PERFORMANCE OUTCOME:	Select instructional materials so that the materials are appropriate to the audience and activity objectives and activities are conducted without injury to educator or students. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED:		
CONDITIONS: Given a lesson plan (ex: stop drop and roll, fire extinguishers) a list of equipment, activity objective, intended audience, and related resources, so that the materials are appropriate to the audience and activity objectives and activities are conducted safely and without injury to educator or students.		
No.	Task Steps	✓
1.	Ensure classroom and equipment are set up with safety hazards identified, eliminated, and exits clear	
2.	Verify classroom is not overcrowded	
3.	Establish appropriate safety zone around equipment/props	
4.	Explain proper safety requirements (i.e. stay upwind, tie long hair back, explain Lifting techniques, always back away, etc.)	
5.	Ensure appropriate number of personnel to provide adequate supervision	

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STANDARD: 4.4.3(A) NFPA 1035, 2015 Edition General Requirements	Task: The candidate will present a 15 to 20 minutes block of instruction.	
PERFORMANCE OUTCOME:	<p>The candidate will present a lesson, given lesson plan (ex: stop, drop and roll, educational fire station tour, residential smoke alarm, escape planning) utilizing multiple presentation methods. The candidate will use appropriate evaluation instruments, stay within proper time allotments, use the proper setting and identified audience, so that the lesson plan is followed and the objectives are met.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
EQUIPMENT REQUIRED: Lesson plan, applicable forms and appropriate audio visual equipment.		
CONDITIONS: Given lesson plan with multiple presentation methods, evaluation instruments, time allotment, setting and identified audience.		
No.	Task Steps	✓
1.	Create a proper opening	
2.	Properly organize presentation (evidence of planning, i.e., in accordance with written lesson plan)	
3.	Motivate audience and create an interest to learn (related to objectives)	
4.	Question the audience about the subject to ascertain knowledge of subject matter	
5.	Clearly state the objectives (read, state, or paraphrase) in behavior terms	

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STANDARD: 4.4.3 (B) NFPA 1035, 2015 Edition General Requirements	Task: The candidate will present a prepared lesson plan.	
PERFORMANCE OUTCOME:	Present a lesson so that the lesson plan is followed and the learning objectives are met. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Lesson plan, applicable forms and appropriate audio visual equipment.		
CONDITIONS: Given a lesson plan, evaluation instruments, time allotment, setting, and identified audience.		
No.	Task Steps	✓
1.	Dress appropriately for audience and topic (for class type/location)	
2.	Maintain eye contact (50% of time)	
3.	Ensure voice tone, pitch, modulation is appropriate and at the correct level	
4.	Use proper language (i.e., free from grammatical errors or jargon)	
5.	Use proper gestures (absence of distracting mannerisms)	
6.	Develop rapport with students (through interaction and establishing positive environment)	

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STANDARD: 4.4.4 NFPA 1035, 2015 Edition General Requirements	Task: The candidate will present a 15- to 20-minute block of instruction, adapt a lesson plan, given the lesson content and information about the audience so the material presented meets the needs of the audience.	
PERFORMANCE OUTCOME:	Use multiple presentation methods when presenting an adapted prepared lesson plan so that the presentation methods are appropriate to the audience and the lesson given. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Lesson plan, applicable forms and appropriate audio visual equipment.		
CONDITIONS: Given an approved lesson plan, and identifying the target audience and their needs, the candidate will adapt the lesson plan and address the target audience needs including age level, educational level, functional needs, and/or any information about the audience that may need to be adapted to make the presentation understood by the audience. Once these adaptations have been made, the candidate will present the lesson to a simulated target audience.		
No.	Task Steps	✓
1.	Candidate identified the target audience information in the approved lesson plan and makes the required adaptations to the lesson to meet the needs of the identified target audience.	
2.	Candidate identified the audience characteristics that identified them as the specific target audience.	
3.	Candidate provided possible strategies to us to meet the needs of the audience.	
4.	Candidate encouraged individuals with positive reinforcement/feedback on performance.	
5.	Candidate delivered an appropriate summary/closure to emphasize and review key procedures, sequences, and concepts for closure.	
6.	Candidate properly diagnosed the audience readiness for evaluation step (if applicable).	

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STANDARD: 4.4.5 NFPA 1035, 2015 Edition General Requirements	Task: The candidate will notify the public, so that the location, date, time, topic, and sponsoring agency are included.	
PERFORMANCE OUTCOME:	The candidate will notify the public so that the location, date, time, topic, and sponsoring agency are included. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Means to address notification requirements		
CONDITIONS: Given a scheduled event.		
No.	Task Steps	✓
1.	Select adequate/appropriate publicity method.	
2.	Properly identify local media resources.	
3.	Correctly follow department policies for information dissemination.	
4.	Create appropriate notification material.	
5.	Correctly identify distribution methods and properly distribute information.	

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STANDARD: 4.4.6 NFPA 1035, 2015 Edition General Requirements	Task: Distribute educational information so that the information reaches the audience within the specified time.	
PERFORMANCE OUTCOME:	Distribute educational information so that the information reaches the audience within the specified time. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Appropriate materials.		
CONDITIONS: Given materials, a specified audience, and time frame.		
No.	Task Steps	✓
1.	Correctly identify department legal requirements and policies for distribution and posting of materials.	
2.	Properly identify distribution methods.	
3.	Identify proper venues.	
4.	Create an adequate timeline for processing information.	
5.	Distribute educational material in a timely manner.	

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STANDARD: 4.5.1(A) NFPA 1035, 2015 Edition General Requirements	Task: Administer knowledge evaluation instrument so that lesson outcomes are known.	
PERFORMANCE OUTCOME:	Administer knowledge evaluation instrument so that the lesson outcomes are known. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Written exam, answer key and calculator.		
CONDITIONS: Given the appropriate knowledge (written test) evaluation instrument and testing policies and procedures.		
No.	Task Steps	✓
1.	Conduct a written exam.	
2.	Allow sufficient time to administer the written test.	
3.	Ensure the classroom facility is appropriate for testing purposes.	
4.	Properly grade exams and calculate correct percentages.	
5.	Correctly calculate the mean (average score) for the given exam.	
6.	Develop an objective interpretation of the test results based on test scores and question item analysis.	

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STANDARD: 4.5.1(B) NFPA 1035, 2015 Edition General Requirements	Task: Administer a practical skills evaluation, so that lesson outcomes are known.	
PERFORMANCE OUTCOME:	Administer a practical evaluation instrument so that the lesson outcomes are known. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Sample practical skills evaluation instrument, applicable SOPS/SOGS, and record keeping forms.		
CONDITIONS: Given the appropriate (skills test) evaluation instrument and testing policies and procedures.		
No.	Task Steps	✓
1.	Conduct an appropriate skills based evaluation using lesson plan, policies, and procedures.	
2.	Allow enough time and sufficient space to administer skills test.	
3.	Refrain from coaching or providing feedback during testing process.	

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STANDARD: 4.5.2 NFPA 1035, 2015 Edition General Requirements	Task: Score an evaluation instrument, so that the lesson outcomes are known.	
PERFORMANCE OUTCOME:	Score an evaluation instrument so that the lesson outcomes are known. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Scoring procedures, grading scale, calculator and recordkeeping equipment.		
CONDITIONS: Given the scoring procedures and grading scale.		
No.	Task Steps	✓
1.	Correctly calculate the percentages.	
2.	Correctly calculate the mean score.	
3.	Develop an adequate and objective interpretation of test results based on test question review and scores.	

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