



FIRE & LIFE SAFETY EDUCATOR II

JPR:FLSE 1

Candidate: _____

<p>STANDARD: 5.2.1, 5.2.2 NFPA 1035, 2015 Edition</p> <p>General Requirements</p>	<p>Task: Prepare a written budget proposal for a specific program or activity, given budgetary guidelines, program needs, and delivery expense projections, so that all guidelines are followed and the budget identifies all program needs.</p> <p>Project program budget income/expenditures, given program needs, past expenditures, current materials, personnel cost, and guidelines, so that projections are within accepted guidelines and program needs are addressed in the projected income/expenditures</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>The candidate shall demonstrate the ability to estimate project costs; complete budget forms; requisition/purchase orders; collect, organize and format budgetary information; complete program budget proposal; complete purchase requests as well as retrieve and organize past budget information, project income/expenditures and prepare a written budget.</p> <p style="text-align: center;">Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: AHJ budget policies, budget forms, past program budgetary needs.</p>		
<p>CONDITIONS: Given candidate's departmental budgetary guidelines and expenditure history (or provided with sample documents), the candidate shall be able to:</p>		
No.	Task Steps	✓
1.	Retrieve and organize past budget information	
2.	Estimate project costs, complete budget forms; requisition/purchase orders; collect, organize, and format budgetary information; complete program budget proposal; complete purchase requests.	
3.	Project program <u>budget income/expenditures</u> , given program needs, past expenditures, current materials, personnel costs, and guidelines, so that projections are within accepted guidelines and program needs are addressed in the projected income/expenditures.	
4.	Prepare a budget	

Evaluator (Print & Sign)

Date:



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JPR:FLSE 2

Candidate: _____

STANDARD: 5.2.3 NFPA 1035, 2015 Edition General Requirements	Task: Develop a public policy recommendation for management, given a fire or injury issue and policy development guidelines, so that justification for the policy is provided, the issue is explained, the policy identifies solutions, and the impact or benefit from adopting the policy is stated.	
PERFORMANCE OUTCOME:	The candidate shall demonstrate the ability to format public policy per AHJ requirements to address local fire and injury issues. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Local fire and injury issues Public Policy process, Policy Development Guidelines		
CONDITIONS: Given a life safety issue, the candidate shall be able to:		
No.	Task Steps	✓
1.	Review a current life safety issue	
2.	Format policy per AHJ policy process	
3.	Identify the impact or benefit from adopting the policy is stated	

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JPR:FLSE 3

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STANDARD: 5.2.4 NFPA 1035, 2015 Edition General Requirements	Task: Evaluate subordinate performance, given written performance criteria, organizational policies on performance evaluations, and evaluation forms, so that the employee is evaluated objectively, feedback is provided to the employee, and the evaluation is completed according to organizational policy and procedures.	
PERFORMANCE OUTCOME:	The candidate shall demonstrate the ability to complete specific evaluation forms and document subordinate performance per local, state, and federal employment regulations; personnel evaluation techniques. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Departmental employee review form, organizational policies on performance evaluations.		
CONDITIONS: Given the candidate's departmental employee review form and information on the organization's policy on performance evaluations, the candidate shall be able to:		
No.	Task Steps	✓
1.	Conduct an employee evaluation interview	
2.	Complete specific evaluation forms	
3.	Document subordinate performance per AHJ requirements	

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JPR:FLSE 4

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STANDARD: 5.3.1 NFPA 1035, 2015 Edition General Requirements	Task: Establish fire and life safety education priorities within a program, given relevant local loss and injury data, so that the local fire and life safety education activities address identified risk priorities.	
PERFORMANCE OUTCOME:	<p>The candidate shall demonstrate the ability to collect content of reports and data, understanding of community risk assessment process, prevention interventions.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
EQUIPMENT REQUIRED: Relevant local loss and injury data.		
CONDITIONS: Given available resources about fire and injury problems in his or her community, the candidate shall be able to:		
No.	Task Steps	✓
1.	Collect relevant local loss and injury data	
2.	Based on the following criteria, interpret risk severity as high, moderate or low priority. Impact of the problem on the community in terms of life, injury, property loss, economic impact, etc.; Frequency of the problem; Likelihood of the problem worsening without educational intervention; Existing community programs that successfully address the problem; The trend of the problem, i.e. is it worsening over time? The mission and goal of the organization.	
3.	Establish and address priority of life safety education activities addressed above	

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<p>STANDARD: 5.3.2 NFPA 1035, 2015 Edition General Requirements</p>	<p>Task: Facilitate a fire and life safety collaborative partnership within the organization and with external partners, given information about the organizations in the partnership, the goals of the partnership, and organizational guidelines, so that fire and life safety education objectives for the partnership are achieved.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>Meeting times and locations of existing coalitions, accessible facilities and reasonable accommodations, group process.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: Meeting times and locations of existing coalitions, accessible facilities and reasonable accommodations, group process.</p>		
<p>CONDITIONS: Given a current life safety issue of the candidate's choosing, the candidate shall be able to:</p>		
No.	Task Steps	✓
1.	Identify resources and select external partnership to collaborate	
2.	Negotiate and resolve conflicts if applicable interact in a group	
3.	List the objectives and describe how you will communicate those objectives to the group	
4.	Recognize opportunities for shared effort and possibilities for collaboration	
5.	Briefly describe the strategies you will/did use to facilitate this small group process	

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FIRE & LIFE SAFETY EDUCATOR II

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STANDARD: 5.3.3 NFPA 1035, 2015 Edition General Requirements	Task: Prepare a request for resources from an external organization, given department/agency policies on requesting resources and a description of the resources needed, so that the request identifies needed resources and conforms to department/agency policies and the requirements of the resource provider.	
PERFORMANCE OUTCOME:	The candidate shall demonstrate the ability to identify legal issues, department or agency policies for requesting resources Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Knowledge of legal issues and AHJ policies		
CONDITIONS: Given information about a specific community problem, the candidate shall be able to:		
No.	Task Steps	✓
1.	Prepare the proposal	
2.	Submit the proposal	

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JPR:FLSE 7

Candidate: _____

<p>STANDARD: 5.4.1, 5.4.3</p> <p>NFPA 1035, 2015 Edition</p> <p>General Requirements</p>	<p>Task: Develop informational material, given an identified fire or life safety objective and characteristics of the target audience, so that information provided is accurate, relevant to the objective, and specific to the characteristics and needs of the target audience. Develop educational materials, given a lesson plan and a specified audience, so that the materials support the lesson plan, are specific to the audience, and are congruent with nationally standardized campaign themes and messages reflecting current best practices.</p>	
<p>PERFORMANCE OUTCOME:</p>	<p>The candidate shall demonstrate the ability to use data resources; information systems (including accessible formats and materials), learning theories; community risk reduction and prevention strategies; understanding of high-risk and special needs populations, instructional educational materials, instructional development and graphics.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
<p>EQUIPMENT REQUIRED: Supplies for creating materials and graphics</p>		
<p>CONDITIONS: Given information provided including a learning objective and lesson plan for a specific audience, the candidate shall be able to:</p>		
No.	Task Steps	✓
1.	Review the learning objective and lesson plan	
2.	Identify educational and informational materials that could be useful given the characteristics of the target audience	
3.	Assemble required supplies (projector, smoke alarm, helmet)	
4.	Create educational materials (e.g. flyers, posters, handouts)	
5.	Evaluate each material for: Supports the learning objective; Explains or illustrates the action to be taken; Message can be understood by the target audience; Message is developmentally and culturally appropriate; Material is free from bias.	

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FIRE & LIFE SAFETY EDUCATOR II

JPR:FLSE 8

Candidate: _____

STANDARD: 5.4.2 NFPA 1035, 2015 Edition General Requirements	Task: Develop a lesson plan, given learning objectives and a specified audience(s), so that the objectives are met and the needs of the target audience are addressed	
PERFORMANCE OUTCOME:	The candidate shall demonstrate the ability to format a lesson plan, needs assessment, instructional methods and techniques Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Paper and pen		
CONDITIONS: Given curriculum needs and audience type the candidate shall be able to:		
No.	Task Steps	✓
1.	Review the problem information	
2.	Create a lesson plan with two cognitive and one psychomotor learning objective for a presentation.	
3.	In writing discuss any necessary adaptations for any of the following audience needs: 1. Special needs class with limited mobility 2. Group of wheel-chair bound senior citizens 3. A group of people from the Colorado School for the Blind 4. A group of children with autism spectrum disorder, aged 6-10 5. A group of people with a range of hearing impairments	

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JPR:FLSE 9

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STANDARD: 5.4.4 NFPA 1035, 2015 Edition General Requirements	Task: Design a fire and life safety education program, given a comprehensive educational strategy, a target audience, and its characteristics, so that the goals of the given strategy are addressed.	
PERFORMANCE OUTCOME:	<p>The candidate shall demonstrate the ability to compile, organize a needs assessment and evaluation instruments to evaluate educational methodology.</p> <p>Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.</p>	
EQUIPMENT REQUIRED: Target audience, characteristics of audience and goals of lesson		
CONDITIONS: Given information including an identified fire/injury problem and a specific audience, the candidate shall be able to:		
No.	Task Steps	✓
1.	Compile information on fire/injury problem Compile, organize, and evaluate educational program elements.	
2.	Create a lesson plan presentation that includes at least three learning objectives, a description of the target audience and background information on the problem.	
3.	Evaluate program elements to verify they are valid.	

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FIRE & LIFE SAFETY EDUCATOR II

JPR:FLSE I0

Candidate: _____

STANDARD: 5.4.5 NFPA 1035, 2015 Edition General Requirements	Task: Revise an educational program, given results of an evaluation process and program objectives, so that the program is modified and objectives are achieved.	
PERFORMANCE OUTCOME:	The candidate shall demonstrate the ability to modify specific objectives and lesson plans using educational methodology. Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Lesson plan to modify		
CONDITIONS: Given a lesson plan and the 10-point evaluation tool, the candidate shall be able to:		
No.	Task Steps	✓
1.	Review the lesson plan and evaluation results	
2.	Using the following 10 questions, determine if the lesson plan is valid and will meet the learning objectives for that target audience. Is the purpose and relevance of the topic clearly established and communicated to the educator and the learner? Are the learning objectives concise, easy to understand, and focused on learner behavior? Do the learning objectives provide solutions to the fire/injury problem addressed by the lesson? Is the target audience clearly described? Are the educational methods and activities appropriate for the target audience? Is the motivational strategy clearly identified? Is the content in the Main Points section clearly and concisely presented in a sequential outline? Are skills and knowledge applied through activities and/or educator questions? Is there adequate information and direction for the educator? Are the learning objectives addressed in the content and evaluated in some manner?	
3.	Write specific objectives	
4.	Write lesson plan for new objectives	
5.	Analyze data	

Evaluator (Print & Sign)

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FIRE & LIFE SAFETY EDUCATOR II

JPR:FLSE 11

Candidate: _____

STANDARD: 5.5.1 NFPA 1035, 2015 Edition General Requirements	Task: Develop an evaluation strategy, given educational program goals and objectives and evaluation instrument(s), so that program outcomes are measured.	
PERFORMANCE OUTCOME:	The candidate shall demonstrate the ability to develop evaluation methods Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Lesson plan		
CONDITIONS: Given a lesson plan with educational program goals and objectives and evaluation instrument(s), the candidate shall be able to:		
No.	Task Steps	✓
1.	List the learning objectives and goals of the program.	
2.	Describe the evaluation process and evaluation instrument that must be used to determine if learning has occurred.	
3.	List any challenges expected with this project.	
4.	List the solutions to those challenges..	
5.	Describe how you would collect data, analyze data and implement evaluation strategy.	
6.	Describe the educational gain, behavioral change, environmental change, etc. that would indicate that the learning objectives have been achieved	

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FIRE & LIFE SAFETY EDUCATOR II

JPR:FLSE I2

Candidate: _____

STANDARD: 5.5.2 NFPA 1035, 2015 Edition General Requirements	Task: Design an evaluation instrument, given educational program goals and objectives and an evaluation strategy, so that the evaluation instrument measures the program outcome	
PERFORMANCE OUTCOME:	The candidate shall demonstrate the ability to test methods through measuring program outcomes and validate a testing instrument Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Evaluation strategy, lesson plan		
CONDITIONS: Given information including educational program goals, objectives and an evaluation strategy, the candidate will be able to:		
No.	Task Steps	✓
1.	Measure program outcome mathematically.	
2.	Develop conclusions on whether the testing instrument was valid.	

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Date:



FIRE & LIFE SAFETY EDUCATOR II

JPR:FLSE I3

Candidate: _____

STANDARD: 5.5.3 NFPA 1035, 2015 Edition General Requirements	Task: Implement an evaluation strategy, given educational program goals and objectives and evaluation instrument(s), so that educational program outcomes are measured.	
PERFORMANCE OUTCOME:	The candidate shall demonstrate the ability to analyze statistical methods and resources, evaluation techniques Safety: A safety violation is grounds for automatic failure. All proctors present shall review the safety violation.	
EQUIPMENT REQUIRED: Data from evaluation		
CONDITIONS: Given information including educational program goals and objectives, as well as evaluation instruments, the c		
No.	Task Steps	✓
1.	Review and implement evaluation methods.	
2.	Determine what evaluation instrument was used.	
3.	Determine whether there was a change in knowledge. Justify your answer.	
4.	Determine whether there was a change in behavior. Justify your answer.	
5.	Determine whether there was a change in the environment. Justify your answer	

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Date: