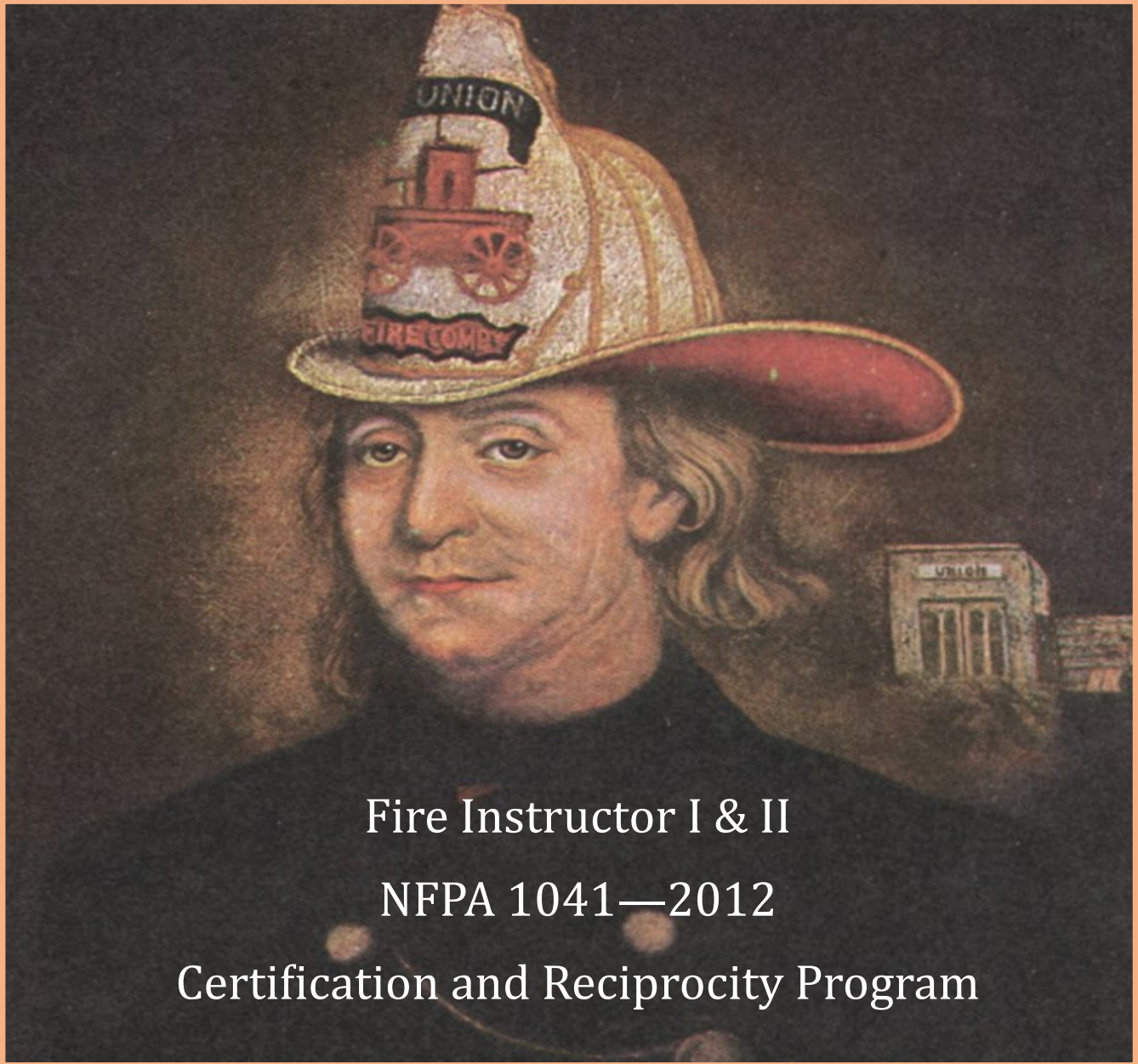


# MAINE FIRE SERVICE INSTITUTE

*SERVING MAINE'S TRAINING NEEDS SINCE 1948*



Fire Instructor I & II

NFPA 1041—2012

Certification and Reciprocity Program

INSTRUCTOR CANDIDATE INFORMATION PACKET

Revised March 2018



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## **INTRODUCTION**

As fire service professional individuals already, the Maine Fire Service Institute understands the need for standardized yet contemporary rules; and concern of the Maine fire service for standardization of the fire training and certification programs.

This document is intended to provide that information on the process, steps and helpful information to pursue certification as a Fire Service Instructor.

Many changes have occurred in the certification process since Maine Fire Service Institute was accredited by the PRO Board in 2006 and Re-Accredited in 2013.

This document attempts to include all the information that you, might find useful as you pursue your Fire Instructor I&II. If, however, you do not find the information you need or have a question regarding the application or a procedure, please contact Peter Rines, Certification and Curriculum Manager.

Maine Fire Service Institute  
Peter Rines,  
Certification and Curriculum Manager  
19 Sewall St.  
Brunswick, ME 04011  
207-844-2074  
[prines@smccme.edu](mailto:prines@smccme.edu)  
[www.MaineFSI.org](http://www.MaineFSI.org)

Thank you for your continued support of our efforts to provide quality training and certification opportunities and to assist you as well as the communities you serve to achieve your professional development and certification goals.



## **CERTIFICATION PROCESS**

The guidelines for the state certification program are designed to insure the following: accountability, consistency, and credibility of instruction, testing, and certification of fire fighters in the State of Maine.

### **The main goals of the Certification program are:**

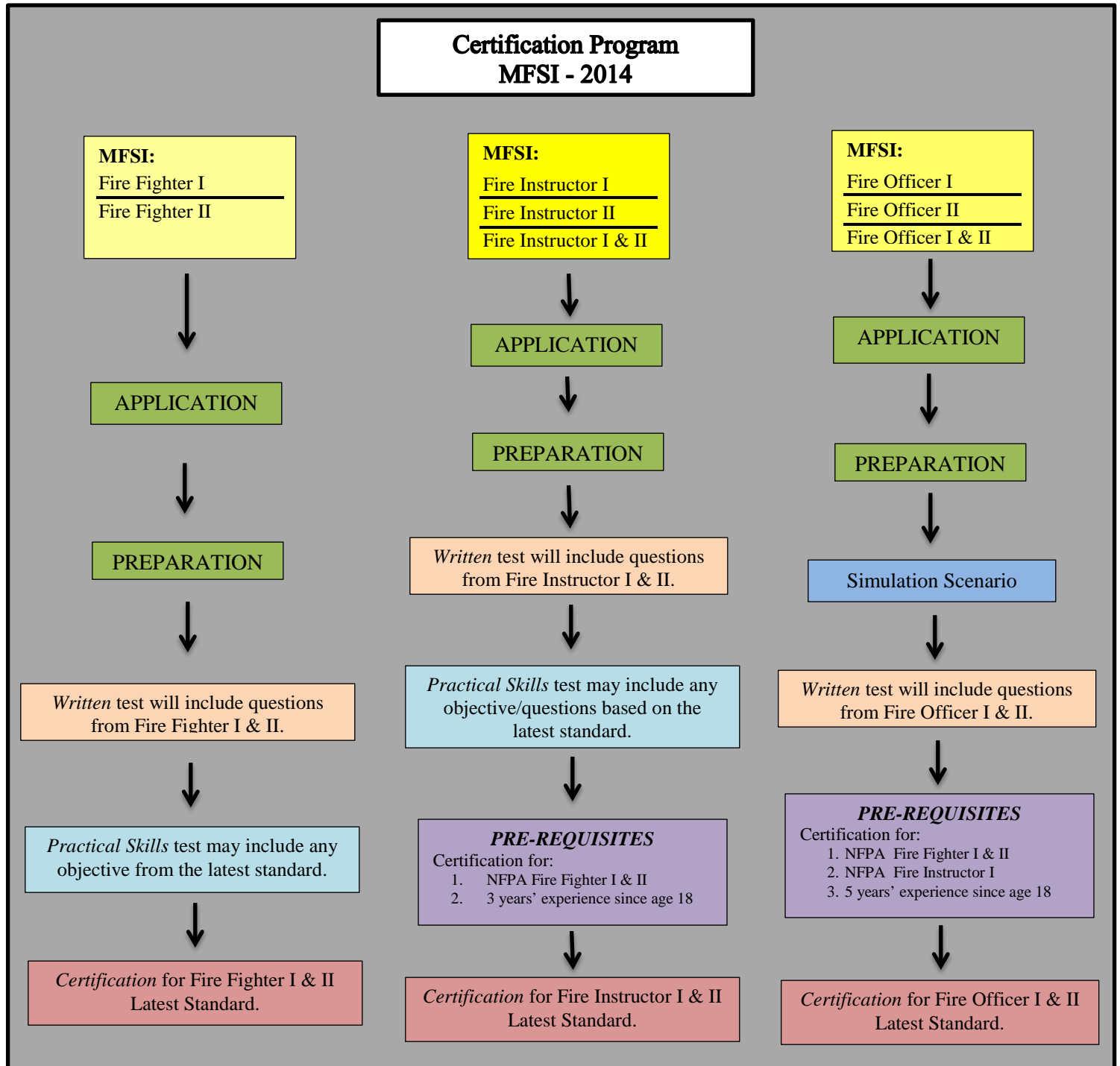
1. To raise the level of fire protection for the State of Maine.
2. To improve training and education for the fire service of Maine.
3. To establish minimum basic training standards for fire protection personnel.
4. Issuance of certificates to persons who complete requirements for certification and pass the required state examinations.
5. To maintain records of persons who have obtained state certification.

Fire Service Instructor Certification is provided through the Maine Fire Service Institute (MFSI), Curriculum and Certification Program. MFSI shall certify instructors based on a combination of requirements and qualifications.

MFSI subscribes to the policy of nondiscrimination in areas of race, color, religion, sex, age, national origin, or disability. Entry level qualifications are reviewed to ensure that each applicant meets the specified requirements.



## Certification Flow Chart





## **Fire Instructor Candidate Check List**

Candidate Name: \_\_\_\_\_

Make sure that you have your Gear Inspected, a Medical Clearance for Respirator Use and Fit Test report done at the start of your training program and that your Fire Chief has signed the Permission to train form on page 8.

☐

Complete and submit Page 7 SMCC Registration Form at the start of your training program    DATE    /    /    Submitted

☐

Complete and submit Page 8 Chief Permission to Test Form at the start of your training program only if required by your program coordinator or if you want your test results released to a third party such as your Chief    DATE    /    /    Submitted

☐

Obtain a SID (see information on page 9) and complete the Form OMB-provided by your instructor at the start of your training program    DATE    /    /    Submitted

☐

Complete all assigned components of your course and use your study guide  
DATE    /    /    Submitted

Please take the time to read the rest of the materials enclosed in this packet. It will provide you with helpful information that will help keep you safe and healthy during the rigorous training evolutions you will be under taking.



**Applicants have one year**  
**from the time of course**  
**completion to complete the**  
**certification process.**





## Registration Form

SMCC ID# \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

BIRTH/OTHER NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_

CELL PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

COUNTY \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

GENDER\* ☐ FEMALE ☐ MALE BIRTHDATE\* \_\_\_\_\_

MINOR RELEASE FORM REQUIRED FOR STUDENTS UNDER 18 YEARS OF AGE

ETHNIC GROUP\* (CHOOSE ONE) ☐ HISPANIC/LATINO ☐ NOT HISPANIC/LATINO

RACE\* (CHOOSE ALL THAT APPLY) ☐ AMERICAN INDIAN OR ALASKA NATIVE ☐ ASIAN  
☐ BLACK OR AFRICAN AMERICAN ☐ WHITE  
☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

\*OPTIONAL – THIS INFORMATION IS USED FOR REPORTING PURPOSES ONLY

YOUR REASON FOR ENROLLING ☐ DEGREE OR CERTIFICATE ☐ PERSONAL ENRICHMENT  
☐ TRANSFER TO ANOTHER COLLEGE ☐ SKILLS FOR EMPLOYMENT ☐ OTHER

I HAVE BEEN A RESIDENT OF MAINE SINCE \_\_\_\_\_ (for non-educational purposes)  
MONTH/YEAR

ARE YOU A U.S. CITIZEN? ☐ YES ☐ NO PROOF OF MAINE/US RESIDENCY REQUIRED TO QUALIFY FOR IN-STATE TUITION

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED? ☐ YES ☐ NO

REGISTRATION YEAR \_\_\_\_\_ TERM ☐ FALL ☐ SPRING ☐ SUMMER

COURSE CODE	COURSE NUMBER	COURSE SECTION	COURSE TITLE	CREDITS	A AUDIT R REPEAT	OFFICIAL USE

YOUR SIGNATURE INDICATES YOU HAVE READ AND UNDERSTAND THE CONDITIONS STATED ON THE BACK OF THIS FORM.

STUDENT SIGNATURE \_\_\_\_\_





## Fire Department Individual Affiliated Candidate Fire Chief's Permission to Participate Form

The following listed member of the \_\_\_\_\_ Fire Department is authorized to participate in the \_\_\_\_\_ program to be conducted at the \_\_\_\_\_ Fire Department on \_\_\_\_\_ date \_\_\_\_\_.

(THIS SECTION MUST BE FILLED OUT BY THE CHIEF OF THE DEPARTMENT)

Name of Department \_\_\_\_\_

- ☐ YES ☐ NO 1. All participating firefighters are covered by Worker's compensation.
- ☐ YES ☐ NO 2. All participating firefighters are not presently drawing Worker's compensation benefits.
- ☐ YES ☐ NO 3. All students attending hands on training are medically and physically fit and aware of the physical demands
- ☐ YES ☐ NO 4. All students attending training sessions requiring the use of S.C.B.A. have met the Maine State Respiratory Standard 1910.134

Signature of Chief: \_\_\_\_\_ Date: \_\_\_\_\_

### Candidate's Authorization of Release of Information

I, (Print Full Name) \_\_\_\_\_  
hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certifications.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer, Program Coordinator or his designee of my organization.

A photo-static copy of this authorization will be considered as effective and valid as the original.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## How to Obtain a SID number

As of September 1<sup>st</sup> 2012 the National Fire Academy requires all students to register a **Student Identification Number** for all National Fire Academy offered courses. Do not register with a shared email as they do not send multiple certificates to a shared email, only one certificate per email address.

Please see below for basic instructions, and please remember to keep your **SID** number for future classes with the National Fire Academy, for this number is assigned to you permanently. Thank you for continuing your fire service education with the Maine Fire Service Institute and the National Fire Academy.

Be safe,

Maine Fire Service Institute

### To obtain a SID

1. Register at <https://cdp.dhs.gov/femasid>
2. Select "Register for a FEMA SID."
3. Follow the instructions to create your account.
4. You will receive an email with your SID. Save this number in a secure location.

Use the SID in place of the SSN on the General Admissions Application Short Form (FEMA Form 119-25-2).

Code for Fire Instructor I (goes in box 12a): Y101 Fire Instructor I

Code for Fire Instructor II (goes in box 12a): Y102 Fire Instructor II

**\*\*\*Please ask your Lead Instructor for the necessary NFA Forms\*\*\***



## **Fire Service Instructor Certification**

The requirements for certification are designed to insure the accountability, consistency, and credibility of fire service instructors conducting courses and programs throughout the State of Maine.

Certification is provided through Maine Fire Service Institute (MFSI), Curriculum and Certification Program. MFSI shall certify fire instructors based on a combination of requirements and qualifications.

All qualifications must be met and documentation supplied to the Certification Program Manager.

Each designated level of instructor classification is based upon the Standard for Fire Service Instructor Professional Qualifications, NFPA 1041 latest standard.

When accepted, after fulfilling the entrance requirements of this standard, the individual shall be placed in the appropriate instructor level. The applicant must meet all requirements and prerequisites of that instructional level. Each objective must be met in its entirety.

**Applicants have one year from the time of course completion to complete the certification process.**



## **Fire Service Instructor Certification**

The intent of the Fire Service Instructor program is to establish minimum standards based on NFPA 1041 latest standard for the professional development and classification of Fire Service Instructors. Classifications are granted at the level in which the requirements have been fulfilled and the level the instructor is currently operating.

The skills, video rubric and evaluations on pages 24-38 are a guide for Instructor candidates that are participating in an approved MFSI Fire Instructor I & II program. Verification of training will be provided to MFSI through the progress charts by the Lead Instructor or Program Coordinator. The skill sheets however will be required for those who will need to upgrade (See 'Fire Instructor I & II Upgrade Program Certification Program Information' Manual).

### **I. Fire Service Instructor I & II**

Fire Service Instructor I is defined as an instructor who has demonstrated the knowledge and the ability to conduct instruction from prepared material. Fire Service Instructor I - NFPA 1041 latest standard is granted to those individuals who provide documentation of the following qualifications:

- A. Submit a "Fire Service Instructor Application for Testing and Certification" (page 39) only if you are not of a program.
- B. Submit an "Authorization for Release of Information" form (page 8).
- C. Applicant must be a resident of Maine, or employed with a fire department or emergency services within the State.
- D. Successful completion of a MFSI approved Fire Service Instructor I & II courses, including a successful passing score on the written course exam and practical skills/presentation. Completed/scored practical skills must be submitted to the Certification Program Manager of MFSI prior to certification being issued.
- E. Applicant must attain a minimum score of 70% on the Fire Service Instructor I and II written certification examination.
- F. Agree to the conditions stipulated by MFSI in conducting training, maintaining records and submitting reports.



## II. Administration of the Fire Service Instructor Certification Examinations

The Fire Service Instructor I&II Certification Examination will be generated and administered by MFSI. The certification exam bank is referenced to NFPA 1041 latest standard and referenced to *Emergency Services Instructor*, J&B Curriculum Reference. Applicants must take the certification exam within one year of completing the appropriate course.

### Sample Test Question

One of an instructor's basic responsibilities is to provide the student:

- a. handouts
- b. comfortable seating
- c. a good learning environment
- d. A/V entertainment

Applicants will have one and a half hours to complete the 100 question, multiple-choice test for each of section of Fire Service Instructor I & II for a total of three hours and 200 questions. Following the exam, applicants will be notified by the Certification Program Manager as to whether they passed or failed. The applicant must achieve a score of 70% on each of the two levels (Fire Service Instructor I & II) of the exam in order to qualify for certification. Applicants must successfully complete all practical skills and presentations conducted during the presentation of the Instructor I & II Course.

While MFSI does not have an official criteria for challenging written exam questions, it does, however, respect the right for candidates who do choose to challenge a question and the opportunity to do so. To formally challenge a written exam question or questions:

1. The candidate must use the form on Page 18.
2. The formal challenge must reach the Certification Program Manager within 15 days of the completed exam.
3. The question being challenged will be reviewed by the Director and the Certification Program Manager.
4. The candidate shall provide a description of the question, and why it is being challenged. The candidate needs to be very specific.
5. After the review is completed the Director and Certification Program Manager will make a decision on the question.





Three outcomes are possible

- A. The question is removed from the test bank.
  - B. The question stays in the test bank
  - C. The question is modified within the test bank.
6. The Certification Program Manager will inform the candidate making the challenge of the decision in writing within 15 business days after the receipt of a formal challenge.
7. If it is decided that the question is invalid and is removed from the bank, it will not be scored on any of the exams in the last test this bank was used.

Should a candidate fail an exam, he or she shall have one year from the course completion date to retest. The retest may be scheduled by submitting a request to the Certification Program Manager at the MFSI office. The candidate must wait 30 days before a retest can be granted. A different version of the test will be administered. Proof of identification is required.

Should a candidate fail the exam a second time, he or she must wait 30 days before they may retake the exam one more time. If on this attempt, the candidate should fail, they need to wait six (6) months before a retest may be given. After the six (6) month retest, if a passing grade is not achieved, NO OTHER RETESTS are allowed.

If a candidate has not either tested or taken a retest within one year of course completion, his or her testing records will be deemed inactive and the entire course must be taken again to be eligible to test or for certification.

MFSI does not retain any test scores other than pass/fail status letter for each candidate. Pass/fail status of 70% is indicated on each candidate's letter of notification. ***Results will not be released to anyone over the phone*** so, do not call the MFSI Office requesting test scores. Individual test score letter copies are filed in individual files that are stored in secured files in a secured room accessed only by MFSI staff.

Upon request, pass/fail status of a candidate may be provided to the fire chief, training officer or lead instructor, provided the candidate has signed a release form authorizing MFSI to do so. (Page 8)

### III. Course Approval Requirements

Maine Fire Service Institute will approve courses for the purpose of meeting the requirements of various instructor levels according to the following guidelines.

- A. Courses must be taught by an instructor who is recognized and approved by an educational institution, academy or state agency who has the approval of MFSI.



- B. Fire Service Instructor courses will be delivered by approved institutions and organizations meeting the guidelines of MFSI.
- C. The general course content will meet the appropriate objectives outlined in NFPA 1041 latest standard.
- D. A copy of the following will be provided to the instructor by MFSI's Certification Program Manager to run a course:
  - 1. Instructor's guide
  - 2. Textbook
  - 3. Student Workbook/Packet – consists of registration form, FEMA form
  - 4. Attendance Roster and Progress Charts
  - 5.. Rainbow Guide, a MFSI Document

After approval has been granted, at the end of the course, Progress charts and a signed affidavit of course completion will be passed in to the Certification Program Manager. MFSI will notify the course Instructor of any change or revision in course content or support materials.

#### IV. Applying for Testing and Certification

- A. Submit a "Fire Service Instructor Application for Testing and Certification" (page 39) only if you are not part of a program. The application *must* include the following for certification consideration.
  - 1. Applicant must provide full name and personal information
  - 2. The Lead Instructor must indicate successful Fire Instructor I and/or II course completion.
  - 3. The Fire Chief must attest that the applicant has met the criteria established by MFSI and NFPA 1041 latest standard.
  - 4. An affidavit must be submitted by the Regional Program Coordinators with completed progress charts, two weeks prior to any examinations. (page 20).
- B. Applicant must complete an "Authorization for Release of Information" form (see page 8).
- C. Applicant must submit a copy of training records verifying his or her successful completion of an approved Fire Instructor program. Documentation of



successfully completion of all practical skills must be submitted prior to certification being issued.

- D. Individuals may apply for testing by selecting a location listed under the calendar of events posted on MFSI's website or by calling 207-844-2074.

## V. Applying for Fire Service Instructor Reciprocity

For Reciprocity, the candidate must mail in all documentation. Application must be original; all other documentation may be copies. MFSI will not accept any faxed or emailed applications.

Individuals holding State certification accredited by the National Board on Fire Service Professional Qualifications (ProBoard) or the International Fire Service Accreditation Congress (IFSAC) or by the Federal Department of Defense (DOD) and must comply with the following guidelines:

- A. Candidate must complete the SMCC registration form and Reciprocity application. (See pp. 7 and 23) and attach supporting documentation.
- B. Certificates must clearly indicate NBFSPQ Accreditation for the level of certification and be verifiable from the accrediting agency.
- C. The candidate must be a member of a Maine Fire Department and must have letter from the Fire Chief in order to request reciprocity
- D Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.
- E. Must pay a \$10.00 fee **EACH** level for the Reciprocity Certificate

MFSI will review and verify all documentation. Once documentation has been reviewed and verified to meet the certification criteria, the candidate will be issued reciprocity upon receipt of payment of fees. If documentation does not meet the certification requirements, the candidate will be denied reciprocity. The candidate would then be required to complete an approved training program and meet all certification requirements including but not limited to, passing written and practical skills certification exams.

## VI. Saving Clause

The qualifications developed in this program shall not be used to render invalid any rank, qualification, or appointment acquired prior to the adoption of this certification program.



## VII. Suspension, Revocation or Denial

Cheating will result in automatic failure and dismissal from the certification exam process.

1. If cheating is observed, the Proctor must immediately take the test materials from anyone involved and ask those involved to immediately leave the testing facility.
2. A candidate caught cheating will NOT be allowed to continue with a written test, to proceed with practical exam testing, or be allowed to retest at any level.
3. The Proctor shall seal these test packets and indicate on the packets that they were seized during an incident of cheating. The Proctor shall also write a memorandum to the Director of MFSI describing the incident in detail. This memorandum must be included when the test materials are returned to MFSI.
4. At the MFSI's discretion, all certifications held by any individual accused of cheating on any Certification Exam may be revoked or suspended and the Fire Chief and /or Program Coordinator will be advised.

The Director of Maine Fire Service may suspend, revoke or deny certification to any fire service instructor when it is found that the individual:

- A. Has knowingly made a material misrepresentation of any information required for certification.
- B. Has knowingly by any means of false pretense, deception, fraud, misrepresentation or cheating, obtained training or certification.
- C. Fails to achieve a score of 70% on the certification examination or fails to successfully complete the practical skills exercise or assigned skills project during the course.

**All certifications currently held by the individual will be reviewed.**



## VIII. Appeal Process

Upon the revocation or denial of a certification level, the decision may be appealed in writing to the Director within 15 days of the date of the revocation or denial letter.

The Director may elect to:

1. Deny the appeal without action
2. Hold an informal appeal hearing with the individual whose certification was revoked or denied
3. Conduct an investigation of the circumstances surrounding the suspension, revocation or denial.

The Director shall notify the individual submitting appeal within 45 day of receipt of the appeal of action to be taken.

The decision of the Director is final.

**Failure of any state certification exam SHALL NOT be grounds for an appeal.**

## Section IX. Record Keeping

Once your course is completed, you will receive a State Pro Board certificate with assigned numbers that belong to you. **KEEP YOUR ORIGINAL CERTIFICATE IN A SAFE LOCATION.** Provide your fire chief with a copy – do not lose the original.

If for any reason, you have any changes to your address, please let MFSI know.

If you have a name change, please fill out the form on page 22 and mail to:

Maine Fire Service Institute  
Peter Rines,  
Certification and Curriculum Manager  
19 Sewall St.  
Brunswick, ME 04011  
207-844-2074  
[prines@smccme.edu](mailto:prines@smccme.edu)



Maine Fire Service Institute  
Written Exam  
**Question Challenge Form**  
Form date October 24, 2016

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Candidate Instructions: (Ref. Certification Manual section 2.6.5)

This form shall be completed by the candidate that desires to challenge any question in the exam. Please use one form per challenge question. Upon completing and signing the form, please return to the Certification Program Manager. The Candidate will be notified in writing regarding the finding of the review within 15 working days.

**STUDENT INFORMATION:**

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Program Name \_\_\_\_\_ Program Coordinator \_\_\_\_\_

What curriculum was used during your training program? \_\_\_\_\_

**EXAM INFORMATION:**

Exam date \_\_\_\_\_ Exam location \_\_\_\_\_ Exam Proctor \_\_\_\_\_

**Exam Level:**

Fire Fighter I \_\_\_\_\_

Fire Fighter II \_\_\_\_\_

Fire Inst. I \_\_\_\_\_

Fire Inst. II \_\_\_\_\_

Fire Officer I \_\_\_\_\_

Fire Officer II \_\_\_\_\_

**QUESTION INFORMATION:**

Question number \_\_\_\_\_

What is the problem with the question?

---

---

---

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_



**This form MUST be fully completed and submitted with this application.**

**Application for Testing and Certification and Upgrade**

Location of Testing		Date of Testing
<b>Check the Certification Test(s) Applying For</b>		
Fire Fighter	<input type="checkbox"/> Fire Fighter I	<input type="checkbox"/> Fire Fighter II
Fire Instructor	<input type="checkbox"/> Fire Instructor I	<input type="checkbox"/> Fire Instructor II
Fire Officer	<input type="checkbox"/> Fire Officer I	<input type="checkbox"/> Fire Officer II

**Personal Information**

Last Name		First Name		M.I.
Mailing Address		City	State	Zip Code
Home Phone	Cell Phone		Email Address	

**Authorization for Release of Information**

I, (Print Full Name) \_\_\_\_\_  
hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certifications.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer or his designee of my organization.

A photo-static copy of this authorization will be considered as effective and valid as the original.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To be completed by the Lead Instructor of a MFSI Registered and Approved Course**

It is hereby confirmed that the above applicant has attended and successfully completed an approved course as checked above.

Location: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Hazardous Materials Levels & Fire Fighter I and II ONLY**

**To be completed by applicants Fire Chief, Academy Representative or Agency Supervisor**

I certify that the above applicant meets the physical and medical requirements set down by the \_\_\_\_\_  
to perform the duties of the applicable NFPA standard. (Authority Having Jurisdiction)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Testing will be scheduled by the Maine Fire Service Institute.*

**COMPLETED APPLICATION MUST BE RECEIVED AND APPROVED PRIOR TO TESTING**



## Program Coordinator Training Completion Affidavit

**THIS AFFIDAVIT MUST BE SUBMITTED 2 WEEKS PRIOR TO ANY TESTING**

Date: \_\_\_\_\_

Program Name: \_\_\_\_\_

I certify that \_\_\_\_\_ (Program Name) has completed  
the necessary training represented in the attached Progress Charts.

Training Program Start Date: \_\_\_\_\_

Training Completion Date: \_\_\_\_\_

Progress Charts Date To Be Mailed: \_\_\_\_\_

**A list of candidates to test MUST be attached. See the Fire Chiefs Permission to Participate  
form (pg. 28)**

I attest that to the best of my knowledge, the information and statements submitted in this  
document, its attachments and supporting documents are true and correct and that all responses  
to the questions are full and complete, omitting no material information. I understand that any  
misinformation or misrepresentation may result in the program candidate's dismissal from the  
certification process.

Program Coordinator Name: \_\_\_\_\_

Please Print

Program Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

.....  
MFSI Received By: \_\_\_\_\_ Date: \_\_\_\_\_



## Fire Department Individual Affiliated Candidate

### Fire Chief's Permission to Participate Form

The following listed members of the \_\_\_\_\_ Fire Department are authorized to participate in the \_\_\_\_\_ program to be conducted at the \_\_\_\_\_ Fire Department on \_\_\_\_\_ date \_\_\_\_\_. The following members: are covered by the Fire Department's Worker's Compensation Policy; are not presently drawing Worker's Compensation Benefits; meet the requirements of Maine Respiratory Protection Standard (1910.134); and are aware of the physical demands of firefighter training exercises.

- |           |           |
|-----------|-----------|
| 1. _____  | 16. _____ |
| 2. _____  | 17. _____ |
| 3. _____  | 18. _____ |
| 4. _____  | 19. _____ |
| 5. _____  | 20. _____ |
| 6. _____  | 21. _____ |
| 7. _____  | 22. _____ |
| 8. _____  | 23. _____ |
| 9. _____  | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

Certifying Official (Print Name) \_\_\_\_\_

Title / Position (Print) \_\_\_\_\_

(Signature) \_\_\_\_\_ Date \_\_/\_\_/\_\_



Please submit form to:  
MFSI/Southern Maine Community College  
Attn: Peter Rines, Certification Program Manager  
19 Sewall St., Brunswick, ME 04011  
Fax: (207) 729-9079 – Email: prines@smccme.edu

## PERSONAL INFORMATION CHANGE

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
First Middle Last

I authorize the college to change my personal information as indicated below.

X \_\_\_\_\_

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date

**CHANGE OF NAME** – please attach a copy of your new Social Security Card with your new legal name. Name change requests without a copy of the new SSN card will not be processed.

1. Name: Previous name: \_\_\_\_\_  
Last First MI  
New Name: \_\_\_\_\_  
Last First MI

### CHANGE OF ADDRESS

3. New Address: \_\_\_\_\_  
Street (or PO Box)  
\_\_\_\_\_  
City State Postal Code

### CHANGE OF E-MAIL

4. E-Mail: \_\_\_\_\_

### CHANGE OF PHONE NUMBER

5. Current Cell Phone: (\_\_\_\_) \_\_\_\_\_

6. Current Home Phone: (\_\_\_\_) \_\_\_\_\_

Office use:  
Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Change of Name**

File Pulled: ☐

Label Changed: ☐

Distribution: ☐

Complete: ☐





## RECIPROCITY APPLICATION

NAME \_\_\_\_\_ SOC. SEC. # \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
F.D. POSITION \_\_\_\_\_  
E-MAIL \_\_\_\_\_  
TEL. # (H) \_\_\_\_\_ (C/W) \_\_\_\_\_

### RECIPROCITY LEVEL APPLIED FOR

☐ **FIREFIGHTER I**

OFFICE SECTION

RECIPROCITY DENIED \_\_\_\_\_ RECIPROCITY GRANTED \_\_\_\_\_ DATE \_\_\_\_\_  
TESTING COORDINATOR \_\_\_\_\_

☐ **FIREFIGHTER II**

OFFICE SECTION

RECIPROCITY DENIED \_\_\_\_\_ RECIPROCITY GRANTED \_\_\_\_\_ DATE \_\_\_\_\_  
TESTING COORDINATOR \_\_\_\_\_

☐ **FIRE INSTRUCTOR I & II** (counts as two certificate levels)

OFFICE SECTION

RECIPROCITY DENIED \_\_\_\_\_ RECIPROCITY GRANTED \_\_\_\_\_ DATE \_\_\_\_\_  
TESTING COORDINATOR \_\_\_\_\_

☐ **FIRE OFFICER I & II** (counts as two certificate levels)

OFFICE SECTION

RECIPROCITY DENIED \_\_\_\_\_ RECIPROCITY GRANTED \_\_\_\_\_ DATE \_\_\_\_\_  
TESTING COORDINATOR \_\_\_\_\_

## FIRE INSTRUCTOR I & II

## (NFPA 1041: FIRE SERVICE INSTRUCTOR I)

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

ID#: \_\_\_\_\_

### Skill Drill # 1 - 4.2 Program Management – Management of Basic Resources, Records & Reports

**Evaluator Instructions:** The Fire Instructor Candidate shall demonstrate the ability to manage the basic resources required to deliver a training lesson plan and to complete records and reports.

**Task:** Assemble class materials and prepare training records.

**Performance Outcome:** Ensure that all materials are available for use and training records and that reports are completed according to standard and department procedures.

**Candidate Directive:** Assemble class materials and complete training record reports.

No.	Task Steps	First Test		Retest	
1.	Assemble all required course materials (4.2.2) a. Selected lesson plan to be delivered. b. Identify resources, materials, and equipment needed to deliver lesson plan. c. Obtain resources, materials, and equipment.				
2.	Prepare request for resources (4.2.3) a. Use procedure for requesting resources in your department. b. Demonstrate oral and written communication.				
3.	Schedule single unit of instruction (4.2.4) a. Use department scheduling procedures. b. Training schedule completion.				
4.	Prepare and complete department training record report forms and reports (4.2.5) a. Prepare a complete training record report according to department procedure. b. Submit complete records and reports according to procedure.				

Evaluator Comments:

Candidate Comments:

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## FIRE INSTRUCTOR I & II

## (NFPA 1041: FIRE SERVICE INSTRUCTOR I)

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

ID#: \_\_\_\_\_

### Skill Drill #2 - 4.3 Instructional Development – Review and Adapt Prepared Instructional Materials

**Evaluator Instructions:** Instruct Fire Instructor Candidates to review assigned lesson plan material, and determine adaptations to be made to material to meet the needs of the student.

**Task:** Review instructional material, and adapt materials to the needs of the students.

**Performance Outcome:** Adapt materials so that the learning outcomes are completed.

**Candidate Directive:** Review instructional materials and adapt to the needs of the students.

No.	Task Steps	First Test		Retest	
1.	Receive instructional materials from course instructor.				
2.	Review materials and identify elements that require adaption to student needs (4.3.2) a. Identify target audience b. Review learning environment c. Identify available resources				
3.	Adapt instructional materials to learning environment, available resources and target audience (4.3.3). a. Lesson plan meets needs of students b. Learning environment is appropriate for lesson plan c. Resources are available and appropriate for students needs				

Evaluator Comments:

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Candidate Comments:

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## FIRE INSTRUCTOR I & II

## (NFPA 1041: FIRE SERVICE INSTRUCTOR I)

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

ID#: \_\_\_\_\_

### Skill Drill #3 - 4.4 Instructional Delivery – Deliver Instructional Session Using Prepared Materials

**Evaluator Instructions:** Evaluate the Fire Instructor Candidate ability to deliver prepared lesson materials using a variety of instructional methods and resources.

**Task:** Deliver an instructional session using prepared material.

**Performance Outcome:** Use all materials effectively so that performance outcomes are achieved and student's needs are met.

**Candidate Directive:** Deliver lesson plan using instructional resources.

No.	Task Steps	First Test		Retest	
1.	Organize learning environment (4.4.2). a. Distractions are identified and minimized or eliminated b. Arranges learning environment to maximize student learning				
2.	Delivery prepared lesson materials (4.4.3). a. Identify method of instruction b. Objectives are stated c. Learning outcomes are met				
3.	Adjust delivery to changing learning environment (4.4.4). a. Identify changing learning characteristics b. Adjust to changing environment c. Maintain lesson continuity				
4.	Adjust presentation to different learning styles, abilities, and behaviors of students (4.4.5). a. Identify different learning styles, abilities, and behaviors of students. b. Adjust instructional methods c. Address disruptive behavior d. Maintain safe learning environment				
5.	Operate audiovisual equipment and demonstration devices (4.4.6). a. Checks equipment and demonstration device for proper operation and setup b. Repair, reset, or adjust equipment and place in ready to use state				
6.	Use audiovisual equipment effectively to deliver lesson objectives (4.4.7). a. Clearly presented lesson objectives using audiovisual materials b. Made smooth transitions between media and other parts of presentation c. Equipment returned to storage ready for reuse				

Evaluator Comments:

Candidate Comments:

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Evaluator

Date

Candidate

Date

Retest Evaluator

Date

Retest Candidate

Date



## FIRE INSTRUCTOR I & II

## (NFPA 1041: FIRE SERVICE INSTRUCTOR I)

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

ID#: \_\_\_\_\_

### Skill Drill #4 - 4.5 - Evaluation and Testing – Administration & Grading of Student Evaluation Instruments

**Evaluator Instructions:** Evaluate the Fire Instructor Candidate's ability to administer and evaluate student evaluation instruments to a student audience.

**Task:** Administer and grade student evaluation instruments.

**Performance Outcome:** Administer various types of evaluation instruments and grade instruments to measure student performance.

**Candidate Directive:** Administer evaluation instruments to student audience, and grade evaluations to determine student performances.

No.	Task Steps	First Test		Retest	
1.	Administer oral, written, and performance-based evaluations to student audience (4.5.2) c. Distribute testing instrument to students d. Administer test according to standard e. Maintain security of test materials				
2.	Grade student evaluation instruments using answer key or skills checklist (4.5.3) a. Identify answer key information b. Accurately grade examinations c. Secure evaluation information				
3.	Record or report evaluation results (4.5.4) a. Accurately record evaluation results on report form b. Forward results according to procedure c. Report unusual circumstances				
4.	Provide feedback to students on evaluation results (4.5.5) a. Review evaluation data b. Provide timely specific feedback to students c. Provide suggestions for behavior modification				

Evaluator Comments: \_\_\_\_\_

Candidate Comments: \_\_\_\_\_

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## FIRE INSTRUCTOR I & II

## (NFPA 1041: FIRE SERVICE INSTRUCTOR II)

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

ID#: \_\_\_\_\_

### Skill Drill #5 - 5.2 - Program Management – Manage Instructional Resources, Staff, Facilities & Records & Reports

**Evaluator Instructions:** Evaluate the Fire Instructor Candidate's ability to manage elements of a training program.

**Task:** Manage instructional resources

**Performance Outcome:** Demonstrate the ability to manage instructional resources and manage records and reports.

**Candidate Directive:** Manage assigned training program resources according to procedure and evaluator instructions.

No.	Task Steps	First Test		Retest	
1.	Schedule instructional sessions (5.2.2). d. Identify scheduling policy. e. Determine resources, staff, facilities, and timeline. f. Develop schedule for instructional sessions.				
2.	Formulate budget needs (5.2.3). c. Identify training goals and budget policy. d. Identify current resources. e. Document training resources needed for instructional delivery.				
3.	Acquire training resources (5.2.4). a. Identify resources needed for instructional delivery. b. Obtain resources within established guidelines.				
4.	Coordinate training records and report systems (5.2.5). a. Review department policy for training records and reports. b. Identify completed training activities. c. Ensure that agency and legal requirements are met within records and reports.				
5.	Evaluate other instructors (5.2.6). a. Identify strengths and weaknesses of other instructors using evaluation form criteria. b. Recommended changes in instructional style or communication methods. c. Provide opportunity for feedback from instructor to evaluator.				

Evaluator Comments: \_\_\_\_\_

Candidate Comments: \_\_\_\_\_

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Retest Candidate

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Date



## **NFPA 1041 – Skill Drill 5.2 Program Management**

### **Assignment # 1**

#### **Schedule instructional sessions (5.2.2) (candidate shall present a 3 month training schedule)**

- a. The Fire Instructor II Candidate shall in report format; identify the Candidates current fire departments training scheduling policy.
- b. Determine department's resources, staff, facilities, and a timeline for training.
- c. Develop schedule for three months of instructional sessions.

### **Assignment #2**

#### **Formulate budget needs (5.2.3) (candidate shall present a training budget for a 3 month period)**

- a. Identify training goals and the Candidates departments' budget policy.
- b. Identify current department resources
- c. Document training resources needed for instructional delivery

### **Assignment #3**

#### **Acquire training resources (5.2.4)**

- a. Identify resources needed for instructional delivery
- b. Obtain resources within established guidelines. (Explain how you would go about obtaining all the materials within your own department or through other means, example MFSI.)

### **Assignment #4**

#### **Coordinate training records and report system (5.2.5)**

- a. Candidate shall review department policy for training records and reports.
- b. Identify completed training activity, and ensure that it meets department or Maine State Bureau of Labor Standard legal requirements. (Candidate shall submit a copy)

### **Assignment #5**

#### **Evaluate other Fire Service Instructors (5.2.6)**

- a. Identify strengths and weaknesses for other instructors using an evaluation from criteria (form provided) recommend changes in instructional style or communication methods. Provide an opportunity for feedback from instructor to evaluator.



## FIRE INSTRUCTOR I & II (NFPA 1041: FIRE SERVICE INSTRUCTOR II)

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

ID#: \_\_\_\_\_

### Skill Drill #6 - 5.3 - Develop Instructional Materials

**Evaluator Instructions:** Direct Fire Instructor Candidate to develop a complete set of instructional materials based on a specific lesson plan topic using methods described in course.

**Task:** Develop instructional materials, and modify existing materials.

**Performance Outcome:** Develop instructional materials and modify existing materials according to methods described in course.

**Candidate Directive:** Create a lesson plan and modify an existing lesson plan using the methods described in the course.

No.	Task Steps	First Test		Retest	
1.	Create lesson plan (5.3.2). a. Select topic (approved by Lead Instructor). b. Identify audience characteristics. c. Uses standard lesson plan format. d. Achieve JPR's for topic. e. Specify learning objectives. f. Create lesson outline. g. Specify course materials. h. Identify instructional aids. i. Develop an evaluation plan.				
2.	Modify an existing lesson plan (5.3.3). a. Identify an existing lesson plan on a specific topic. b. Identify audience characteristics. c. Review lesson plan components for content and accuracy d. Modify elements that do not meet student needs. e. Modify elements that are incomplete or inaccurate f. Verify that lesson plan meets JPR needs.				

Evaluator Comments:

Candidate Comments:

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Evaluator

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Retest Candidate

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Date



**FIRE INSTRUCTOR I & II (NFPA 1041: FIRE SERVICE INSTRUCTOR II)**

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

ID#: \_\_\_\_\_

**Skill Drill #7 5.4 Instructional Delivery – Deliver Lesson Plans**

**Evaluator Instructions:** Evaluate the Fire Instructor Candidate's ability to deliver a lesson plan that they have developed using methods instructed in class.

**Task:** Conduct a class using a lesson plan the Fire Instructor Candidate has developed, and evaluates other Fire Instructor Candidates.

**Performance Outcome:** Fire Instructor Candidate uses multiple teaching methods and resources to instruct a student audience on a specific subject area.

**Candidate Directive:** Deliver your lesson plan using multiple instruction methods and resources using the methods presented in class.

No.	Task Steps	First Test		Retest	
1.	Conduct a class using lesson plan developed by the Fire Instructor Candidate (5.4.2). g. Use multiple teaching methods and techniques. h. Achieve lesson objectives.				
2.	Supervise other Fire Instructor Candidates delivering instruction (5.4.3). f. Identify training scenario with increase hazard exposure. g. Identify applicable safety standards and practices. h. Safely meet instructional goals.				

Evaluator Comments:

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Candidate Comments:

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Retest Candidate

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Date



## FIRE INSTRUCTOR I & II (NFPA 1041: FIRE SERVICE INSTRUCTOR II)

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

ID#: \_\_\_\_\_

### Skill Drill #8 - 5.5 - Evaluation and Testing – Developing Student Evaluations

**Evaluator Instructions:** Evaluate the Fire Instructor Candidate's ability to prepare evaluation instruments and their ability to evaluate evaluation instruments.

**Task:** Construct and evaluate student evaluation instruments.

**Performance Outcome:** Develop a correctly formatted and objective evaluation system for student lesson materials, and evaluate student performance results.

**Candidate Directive:** Develop a student evaluation for your course objectives and expected outcomes and evaluate student performances.

No.	Task Steps	First Test		Retest	
1.	Develop appropriate student evaluation instruments (5.5.2). a. Identify learning objectives b. Identify audience characteristics and training goals. c. Develop instruments for each learning objective d. Instruments evaluate performance in a reliable and verifiable manner. e. Instrument is bias free.				
2.	Develop a class evaluation instrument (5.5.3). a. Identify agency policy and evaluation goals. b. Provide opportunity for student feedback on instruction methods, communications, learning environment, course content, and student materials.				

Evaluator Comments:

Candidate Comments:

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_____ Evaluator	_____ Date	_____ Candidate	_____ Date
_____ Retest Evaluator	_____ Date	_____ Retest Candidate	_____ Date



## Maine Fire Service Institute Fire Instructor I Video Presentation Option

Fire Instructor I Candidate,

In order to obtain Fire Instructor I certification, each candidate **MUST**:

- 1) Complete SMCC Registration Form
- 2) Complete an approved Fire Instructor I & II program or equivalent and progress charts (to be submitted by program coordinator/lead instructor)
- 3) Develop a unique lesson plan (i.e. not borrowed or copied from another source) that is appropriate for the fire service
- 4) Prepare, present, and video tape a 10 minute lesson utilizing PowerPoint, overheads, or other media
- 5) Develop and distribute handouts related to the lesson
- 6) Submit Peer Evaluations (to be completed by peers- Attachment A) and Instructor Evaluation (to be completed by lead instructor- Attachment B)
- 7) Pass written examination with a score of 70% or higher
- 8) Earn a grade of 70% or higher on practical video component (video-taped lesson, lesson plan, PowerPoint, handouts, & evaluations)

### Video-Taped Lesson Criteria:

- 1) Not to exceed 10 minutes in length
- 2) An introduction needs to be **clear**, stating your full name, Fire Department, Years of Service, and Name/Location/Date of Fire Instructor Program
- 3) Solid motivational step/opening & introduction of lesson
- 4) Solid content/body
- 5) Solid conclusion
- 6) Q & A period following the lesson

**Please review the Fire Instructor I & II Final Video Presentation Grading Rubric for specific criteria**

### To be submitted to Program Coordinators:

- 1) Progress Charts or copy of Fire Instructor I Certificate
- 2) Video tape of lesson
- 3) Lesson Plan
- 4) The PowerPoint/Overheads
- 5) Handouts
- 6) Other Supporting Materials (if applicable)
- 7) Peer and Instructor Evaluations



## Maine Fire Service Institute Fire Instructor II Video Presentation Option

Fire Instructor II Candidate,

In order to obtain Fire Instructor II certification, each candidate **MUST**:

- 1) Complete SMCC Registration Form
- 2) Complete an approved Fire Instructor I & II program or equivalent and progress charts (to be submitted by program coordinator/lead instructor)
- 3) Develop a unique lesson plan (i.e. not borrowed or copied from another source) that is appropriate for the fire service
- 4) Prepare, present, and video tape a 20 minute lesson utilizing PowerPoint, overheads, or other media
- 5) Develop and distribute handouts related to the lesson
- 6) Submit Peer Evaluations (to be completed by peers- Attachment A) and Instructor Evaluation (to be completed by lead instructor- Attachment B)
- 7) Pass written examination with a score of 70% or higher
- 8) Earn a grade of 70% or higher on practical video component (video-taped lesson, lesson plan, PowerPoint, handouts, & evaluations)

### Video-Taped Lesson Criteria:

- 1) Not to exceed 20 minutes in length
- 2) An introduction needs to be **clear**, stating your full name, Fire Department, Years of Service, and Name/Location/Date of Fire Instructor Program
- 3) Solid motivational step/opening & introduction of lesson
- 4) Solid content/body
- 5) Solid conclusion
- 6) Q & A period following the lesson

**Please review the Fire Instructor I & II Final Video Presentation Grading Rubric for specific criteria**

### To be submitted to Program Coordinators:

- 1) Progress Charts or copy of Fire Instructor I Certificate
- 2) Video tape of lesson
- 3) Lesson Plan
- 4) The PowerPoint/Overheads
- 5) Handouts
- 6) Other Supporting Materials (if applicable)
- 7) Peer and Instructor Evaluations



## Fire Instructor I &/or II Final Video Presentation Grading Rubric

(To be completed by MFSI Curriculum & Certification Office)

Presentation Feedback for \_\_\_\_\_

Name of Candidate \_\_\_\_\_

### Content

0 1

<input type="checkbox"/>	<input type="checkbox"/>	Introduced motivation and interest in topic
<input type="checkbox"/>	<input type="checkbox"/>	Provided overview or agenda for presentation
<input type="checkbox"/>	<input type="checkbox"/>	Identified key points early in presentation
<input type="checkbox"/>	<input type="checkbox"/>	Coherent pattern of organization
<input type="checkbox"/>	<input type="checkbox"/>	Sufficient detail to support discussion of key points
<input type="checkbox"/>	<input type="checkbox"/>	Planned concluding remarks (not just "I guess that's it")
<input type="checkbox"/>	<input type="checkbox"/>	Material was appropriate for audience
<input type="checkbox"/>	<input type="checkbox"/>	Handouts related to presentation

Content Score \_\_\_\_/8

### Delivery

0 1

<input type="checkbox"/>	<input type="checkbox"/>	Avoided fillers such as "um" "like" "you know"
<input type="checkbox"/>	<input type="checkbox"/>	Spoke loudly enough to be heard in the room
<input type="checkbox"/>	<input type="checkbox"/>	Pronounced words clearly
<input type="checkbox"/>	<input type="checkbox"/>	Clearly stated objectives
<input type="checkbox"/>	<input type="checkbox"/>	Spoke without noticeable pauses in mid-sentence
<input type="checkbox"/>	<input type="checkbox"/>	Varied rate of delivery
<input type="checkbox"/>	<input type="checkbox"/>	Looked at entire audience
<input type="checkbox"/>	<input type="checkbox"/>	Spoke key points, intro, and concluding marks without reading
<input type="checkbox"/>	<input type="checkbox"/>	Did not read to audience much from screen
<input type="checkbox"/>	<input type="checkbox"/>	Avoided nervous hand movements
<input type="checkbox"/>	<input type="checkbox"/>	Stood straight
<input type="checkbox"/>	<input type="checkbox"/>	Feet planted (not leaning on chair or wall)
<input type="checkbox"/>	<input type="checkbox"/>	Appeared enthusiastic
<input type="checkbox"/>	<input type="checkbox"/>	Appeared confident
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrated command/knowledge of subject matter
<input type="checkbox"/>	<input type="checkbox"/>	Properly dressed for lesson

Delivery Score \_\_\_\_/16



## Visuals

0 1

<input type="checkbox"/>	<input type="checkbox"/>	Appropriate number of words and items on slides (not overloaded)
<input type="checkbox"/>	<input type="checkbox"/>	Used font sizes/images that could be easily seen
<input type="checkbox"/>	<input type="checkbox"/>	Diagrams focus on critical elements, not excessive in detail
<input type="checkbox"/>	<input type="checkbox"/>	Comparisons made analysis or design choices clear and easy to evaluate
<input type="checkbox"/>	<input type="checkbox"/>	Background did not interfere with diagrams or text
<input type="checkbox"/>	<input type="checkbox"/>	Sufficient "white" space to make organization clear
<input type="checkbox"/>	<input type="checkbox"/>	Images suited purpose
<input type="checkbox"/>	<input type="checkbox"/>	Colors were easy to view

Content Score \_\_\_\_/8

## Q & A

0 1

<input type="checkbox"/>	<input type="checkbox"/>	Listened to question without interrupting
<input type="checkbox"/>	<input type="checkbox"/>	Repeated or rephrased question
<input type="checkbox"/>	<input type="checkbox"/>	Began with general answer then followed up with details
<input type="checkbox"/>	<input type="checkbox"/>	Addressed response to everyone
<input type="checkbox"/>	<input type="checkbox"/>	Stood ground or stepped toward questioner
<input type="checkbox"/>	<input type="checkbox"/>	Avoided cover-up gestures (arms crossed, behind back)
<input type="checkbox"/>	<input type="checkbox"/>	Encouraged discussion
<input type="checkbox"/>	<input type="checkbox"/>	Encouraged feedback

Q & A Score \_\_\_\_/8

Video Presentation \_\_\_\_/40

Additional Comments:

## Fire Instructor I &II Practical Video Component Assessment

\_\_\_\_/40 - Video Presentation

\_\_\_\_/25 - Lesson Plan

\_\_\_\_/15 - PowerPoint/Overhead/Demonstration Video

\_\_\_\_/10 - Handouts

\_\_\_\_/10 - Peer and Instructor Evaluations

\_\_\_\_/100 - Total Score

\_\_\_\_ Final Practical Video Component Grade

MFSI Evaluator \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



### Peer Evaluation Form

Maine Fire Service Institute would like your feedback regarding this course. Please share your responses to the following questions using the rating scale below. Feel free to add additional comments in the spaces provided below. Thank you!

Course or Program Name Location Date Instructor's Name

Rating Scale: 1= Poor 2= Fair 3= Good 4= Very Good 5 = Excellent

Written Materials, Classroom & Practical Evolutions					
Were the training materials provided adequate, clearly written and well organized? (curriculum, workbooks, handouts etc.)	1	2	3	4	5
Were the training support materials and equipment provided adequate? (tools, props, trailers etc.)	5	4	3	2	1
How helpful and interesting do you feel the course activities/exercises were for developing and improving skills?	1	2	3	4	5
Was the length and pace of the session(s) appropriate for your department needs?	5	4	3	2	1
Overall Value of the Training					
Did the instructor(s) encourage class participation?	1	2	3	4	5
Was the method of instruction appropriate to the course objectives?	5	4	3	2	1
Did the instructor have a strong understanding of the course subject and related information?	1	2	3	4	5
Did the presentation provide information relevant to your needs?	5	4	3	2	1
Would you recommend this program to another fire department?	1	2	3	4	5

**Please provide a brief response to the following questions. If you need more space please use the back of this sheet.**

Did the instructor treat each student fairly and impartially?

What other course not being offered would you like to see made available?

Comments:

## MFSI Instructor Evaluation Form

Date: \_\_\_\_\_  
Fire Instructor Candidate Name: \_\_\_\_\_  
Lesson/Subject: \_\_\_\_\_  
Fire Instructor Name: \_\_\_\_\_

Scores; Very Poor = 1; Satisfactory = 3; Outstanding = 5

CRITERION	RATING				
<b>I. Effective Communication</b>					
• Clear Voice	1	2	3	4	5
• Good use of Audio/Video Equipment	1	2	3	4	5
• Did presentation hold your interest?	1	2	3	4	5
• Did the instructor encourage feedback?	1	2	3	4	5
Please Make Comments on Communication					
<b>II. Clear Objectives</b>					
• Objectives clearly stated / understood?	1	2	3	4	5
• Did class material answer objectives?	1	2	3	4	5
Please make comments about the Objectives and The Presentation Method					
<b>III. Presentation</b>					
• Effective methods used? Class makes sense?	1	2	3	4	5
• Was discussion encouraged?	1	2	3	4	5
• Were questions answered clearly?	1	2	3	4	5
Please make comments on the Presentation					
<b>IV. Instructor</b>					
• How well did Instructor know the material?	1	2	3	4	5
• What is your overall rating of this Instructor?	1	2	3	4	5
• What is your overall rating of this lesson?	1	2	3	4	5
Please Make Comments about the Instructor and the Lesson.					



## Certification Testing Application Form

Implemented January 1, 2014

I certify that \_\_\_\_\_ (please print candidates' name) is a member of the \_\_\_\_\_ (print fire department) and has met the requirements for age and/or years of service, approved training and workers compensation coverage, to be eligible to participate in the following certification examination:

Please indicate appropriate certification level being pursued in which pre-requisites have been met.

### Certification Level

- \_\_\_\_\_ Fire fighter I and II- Proof of completion of approved training program and submission of SMCC Registration Card and completed Progress Charts.
- \_\_\_\_\_ Fire Instructor I and II- 3 Years (Years of service since age 18 and shall be certified Fire fighter I and II)
- \_\_\_\_\_ Fire Officer I and II- 5 Years (Years of service since age 18 and shall be certified Fire fighter I and II and Fire Instructor I)

I attest that the information and statements submitted in this application and its attachments and supporting documents are true and correct to the best of my knowledge, and that all responses to the questions are full and complete, omitting no material information. I understand that any information misinformation or misrepresentation may result in the candidate's dismissal in the certification process.

***Application to participate in a written or skill examination shall be submitted to the MFSI Certification Testing Manager no less than 2 weeks prior to a scheduled test date.***

Name of Fire Chief: \_\_\_\_\_ Department: \_\_\_\_\_  
(Please Print) (Please Print)

Signature of Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:

Received by Certification and Curriculum Office on (date): \_\_\_\_\_ By (MFSI Staff): \_\_\_\_\_



## MISSION

**The Mission of Maine Fire Service Institute is to assist in the development of skills and abilities in support of Maine's Fire Service at the local, regional and State level in collaboration with the fire chiefs of Maine.**