



**Standardized Curriculum Form
Ontario, Canada**

**Office of the Fire Marshal and Emergency Management
Curriculum based on
NFPA 1041, Chapter 4, 2012 Edition**

FIRE SERVICE INSTRUCTOR I

**National Fire Protection Association Standard for
Fire Service Instructor Professional Qualifications**

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Components of the Office of the Fire Marshal and Emergency Management Standardized Curriculum Form

The Office of the Fire Marshal and Emergency Management (OFMEM) Standardized Curriculum Forms in Ontario, Canada, are based on internationally-recognized, competency-based, professional qualifications standards through the National Fire Protection Association (NFPA). Columns within this form from pages 4 and onward are composed of:

NFPA Objective

National Fire Protection Association Objectives are major competencies and Job Performance Requirements (JPR) within a professional qualifications standard that learners must acquire before successful completion of voluntary testing and certification. To attain these competencies, the OFMEM is offering flexible training delivery models centered on being accessible, attainable, and affordable.

Requisite Knowledge

As defined in published NFPA Professional Qualifications Standards, Requisite Knowledge is “Fundamental knowledge one must have in order to perform a specific task”. This can be acquired by referring to the various suggested readings described below. Information used to construct multiple choice test questions in the Provincial Certification Exam for FIRE SERVICE INSTRUCTOR I are derived from these materials.

Requisite Skills

As defined in published NFPA Professional Qualifications Standards, Requisite Skills are “The essential skills one must have in order to perform a specific task”. This can be acquired by referring to the various suggested readings described below along with the latest version of the Office of the Fire Marshal and Emergency Management’s Skills Sheets Booklet for FIRE SERVICE INSTRUCTOR I. This booklet is used by Provincial Examiners to test Requisite Skill requirements for those voluntarily seeking certification to NFPA 1041, Chapter 4, 2012 Edition.

Suggested Readings

Multiple choice test bank questions in the Provincial Certification Exam for FIRE SERVICE INSTRUCTOR I are derived from the following suggested readings:

<u>Publisher/Title/Edition</u>	<u>Key Word Reference</u>
1. NFPA 1041, <i>Standard for Fire Service Instructor Professional Qualifications</i> , 2012 Edition	NFPA 1041, 2012 Ed.
2. IFSTA, <i>Fire and Emergency Services Instructor</i> , 8 th Edition	IFSTA FESI, 8 th Ed.
OR	
3. Jones and Bartlett, <i>Fire Service Instructor, Principles and Practice</i> , 2 nd Edition	J&B FSI P&P, 2 nd Ed.
AND	
4. Government of Ontario, <i>Accessibility for Ontarians with Disabilities Act, 2005</i>	AODA, 2005
5. The Ontario Fire Service Health and Safety Advisory Committee & Ontario Ministry of Labour Guidance Notes under <i>Section 21 of the Occupational Health and Safety Act</i>	OHS Section 21

Knowledge Test Weighting (Out of 100%)

This column references percentage of multiple choice questions that will appear on the Provincial Certification Exam for knowledge-based testing for FIRE SERVICE INSTRUCTOR I.

Questions are validated by a Provincial Advisory Committee (PAC), and used for voluntary, knowledge-based testing of those seeking certification to NFPA 1041, Chapter 4, 2012 Edition through the Academic Standards and Evaluation Section of the Office of the Fire Marshal and Emergency Management. A mark of 70% or better is required to receive a “Pass” on the knowledge test.

Skill Objective

This column references skill objectives that will be evaluated by the Office of the Fire Marshal and Emergency Management, to test Requisite Skill requirements of FIRE SERVICE INSTRUCTOR I for those voluntarily seeking certification to NFPA 1041, Chapter 4, 2012 Edition.

**Provincial Advisory Committee for FIRE SERVICE INSTRUCTOR I
NFPA 1041, Chapter 4, 2012 Edition**

This document has been reviewed and signed-off by the following representatives of the Office of the Fire Marshal and Emergency Management (OFMEM) in Ontario, Canada:

Educational Consultant Academic Standards and Evaluation Section	Date
Educational Consultant Academic Standards and Evaluation Section	Date
Section Manager Academic Standards and Evaluation Section	Date
Fire Marshal and Chief, Emergency Management Ministry of Community Safety and Correctional Services	Date

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Course: FIRE SERVICE INSTRUCTOR I

Standard: NFPA 1041, Chapter 4, 2012 Edition

NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Objective #
4.1 General					
4.1.1 Definition of Duty					
The Fire Service Instructor I shall meet the JPRs defined in Sections 4.2 through 4.5 of this standard.					
4.2 Program Management					
4.2.1 Definition of Duty					
The management of basic resources and the records and reports essential to the instructional process.					
4.2.2					
Assemble course materials, given a specific topic.	Components of a lesson plan	None required	IFSTA FESI, 8 th Ed. Chapter 4	6% of questions	Objective 1
	Policies and procedures for the procurement of materials and equipment		J&B FSI P&P, 2 nd Ed. Chapters 1, 6		
	Resource availability				
4.2.3					
Prepare requests for resources, given training goals and current resources.	Resource management	Oral and written communication, forms	IFSTA FESI, 8 th Ed. Chapter 9	4% of questions	Objective 2
	Sources of instructional resources and equipment	Forms completion	J&B FSI P&P, 2 nd Ed. Chapters 1, 12		
4.2.4					
Schedule single instructional sessions, given a training assignment, department scheduling procedures, instructional resources, facilities and timeline for delivery.	Department scheduling procedures and resource management	Training schedule completion	IFSTA FESI, 8 th Ed. Chapter 9	5% of questions	Objective 3
			J&B FSI P&P, 2 nd Ed. Chapters 1, 12		



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NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Objective #
4.2.5					
Complete training records and report forms, given policies and procedures and forms.	Types of records and reports required	Basic report writing	IFSTA FESI, 8th Ed. Chapter 9	5% of questions	Objective 4
	Policies and procedures for processing records and reports.	Record completion	J&B FSI P&P, 2nd Ed. Chapters 1, 2, 12		
4.3 Instructional Development					
4.3.1* Definition of Duty					
The review and adaptation of prepared instructional materials.					
4.3.2*					
Review instructional materials, given the materials for a specific topic, target audience and learning environment.	Recognition of student limitations and cultural diversity	Analysis of resources, facilities, and materials	IFSTA FESI, 8th Ed. Chapters 4, 5, 6, 7	10% of questions	Objective 5
	Methods of instruction		J&B FSI P&P, 2nd Ed. Chapters 1, 4, 6, 7		
	Types of resource materials				
	Organization of the learning environment, and policies and procedures				
4.3.3*					
Adapt a prepared lesson plan, given course materials and an assignment.	Elements of a lesson plan	Instructor preparation and organizational skills	IFSTA FESI, 8th Ed. Chapters 3, 4, 5, 7	12% of questions	Objective 6
	Selection of instructional aids and methods		J&B FSI P&P, 2nd Ed. Chapters 1, 6, 8		
	Origination of learning environment				
4.4 Instructional Delivery					
4.4.1 Definition of Duty					
The delivery of instructional sessions utilizing prepared course materials.					
4.4.2					
Organize the classroom, laboratory, or outdoor	Classroom management and safety	Use of instructional media and materials.	IFSTA FESI, 8th Ed.	5% of	Objective 7



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NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Objective #
learning environment, given a facility and an assignment.			Chapters 3, 4, 5, 6, 7	questions	
	Advantages and limitations of audiovisual equipment and teaching aids		J&B FSI P&P, 2 nd Ed. Chapters 1, 7, 8, 9		
	Classroom arrangement				
	Methods and techniques of instruction				
4.4.3					
Present prepared lessons, given a prepared lesson plan that specifies the presentation method(s).	The laws and principles of learning	Oral communication techniques	IFSTA FESI, 8 th Ed. Chapters 2, 3, 4, 6, 7	10% of questions	Objective 8
	Methods and techniques of instruction	Methods and techniques of instruction	J&B FSI P&P, 2 nd Ed. Chapters 1, 3, 4, 5, 6		
	Lesson plan components and elements of the communication process	Utilization of lesson plans in the instructional setting			
	Lesson plan terminology and definitions				
	Impact of cultural differences on instructional delivery				
	Safety rules, regulations and practices				
	Identification of training hazards				
	Elements and limitations of distance learning				
	Distance learning delivery methods				
	The instructor's role in distance learning				
4.4.4*					
Adjust presentation, given a lesson plan and changing circumstances in the class environment.	Methods of dealing with changing circumstances.	None required.	IFSTA FESI, 8 th Ed. Chapter 3	9% of questions	Objective 9
			J&B FSI P&P, 2 nd Ed. Chapters 1, 3, 6		
4.4.5					
Adjust to differences in learning styles, abilities, cultures and behaviors, given the instructional environment.	Motivation techniques	Basic coaching and motivational techniques	IFSTA FESI, 8 th Ed. Chapters 2, 6	7% of questions	Objective 10
	Learning styles	Correction of disruptive behaviors	J&B FSI P&P, 2 nd Ed.		



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NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Objective #
	Types of learning disabilities and methods for dealing with them	Adaptation of lesson plans or materials to specific instructional situations.	Chapters 1, 3, 4, 9		
	Methods of dealing with disruptive and unsafe behavior				
4.4.6					
Operate audiovisual equipment and demonstration devices, given a learning environment and equipment.	Components of audiovisual equipment	Use of audiovisual equipment	IFSTA FESI, 8th Ed. Chapters 4, 6	4% of questions	Objective 11
		Cleaning Field level maintenance	J&B FSI P&P, 2nd Ed. Chapters 1, 8		
4.4.7					
Utilize audiovisual materials, given prepared topical media and equipment.	Media types	Transition techniques within and between media	IFSTA FESI, 8th Ed. Chapters 4, 6	3% of questions	Objective 12
	Limitations Selection criteria		J&B FSI P&P, 2nd Ed. Chapters 1, 8		
4.5 Evaluation and Testing					
4.5.1* Definition of Duty					
The administration and grading of student evaluation instruments.					
4.5.2					
Administer oral, written, and performance tests, given the lesson plan, evaluation instruments, and the evaluation procedures of the agency.	Test administration, agency policies, laws and policies pertaining to discrimination during training and testing	Use of skills checklists	IFSTA FESI, 8th Ed. Chapters 1, 6, 8	7% of questions	Objective 13
	Methods for eliminating testing bias	Oral questioning techniques	J&B FSI P&P, 2nd Ed. Chapters 1, 10		
	Laws affecting records and disclosure of training information Purposes of evaluation and testing and performance skills evaluation				
4.5.3					
Grade student oral, written, or performance tests,	Grading methods	None required	IFSTA FESI, 8th Ed.	5% of	Objective 14



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NFPA Objective	Requisite Knowledge	Requisite Skills	Suggested Readings	Knowledge Test Weighting	Skill Objective #
given class answer sheets or skills checklists and appropriate answer keys.			Chapter 8	questions	
	Methods for eliminating bias during grading Maintaining confidentiality of scores		J&B FSI P&P, 2nd Ed. Chapters 1, 10		
4.5.4					
Report test results, given a set of test answer sheets or skills checklists, a report form, and policies and procedures for reporting.	Reporting procedures	Communication skills	IFSTA FESI, 8th Ed. Chapters 6, 8	3% of questions	Objective 15
	The interpretation of test results	Basic coaching	J&B FSI P&P, 2nd Ed. Chapters 1, 10		
4.5.5*					
Provide evaluation feedback to students, given evaluation data.	Reporting procedures	Communication skills	IFSTA FESI, 8th Ed. Chapters 6, 8	5% of questions	Objective 16
	The interpretation of test results	Basic coaching	J&B FSI P&P, 2nd Ed. Chapters 1, 10		