



**Official Skill Sheets for Practical Skills Evaluation  
Ontario, Canada**

**FIRE AND LIFE SAFETY EDUCATOR II  
NFPA 1035, Chapter 5, 2015 Edition**

**National Fire Protection Association Standard for  
Fire and Life Safety Educator Professional Qualifications**

**Enquiries regarding completion of this booklet should be directed to your Instructor.**

**Upon successful mastery of all practical skills, completed and signed pages 4 to 6 of  
This document should be sent to:**

**Manager  
Academic Standards and Evaluation Unit  
Ministry of Community Safety and Correctional Services  
Office of the Fire Marshal and Emergency Management  
25 Morton Shulman Avenue, 2<sup>nd</sup> Floor  
Toronto, Ontario  
M3M 0B1  
[OFMTestingandCertification@ontario.ca](mailto:OFMTestingandCertification@ontario.ca)**



**Instructions for Fire and Life Safety Educator II candidates:**

Complete all practical skill sheets within this booklet and ensure that your name is located on the top of each skill sheet. Complete each practical skills sheet when communicated by your Lead Instructor. Please make every effort to print or write legibly.

Candidates must complete the top of page three (3) “Verification of Successful Completion of Practical Skills Course” section. When requested by the Lead Instructor hand in the “Verification of Successful Completion of Practical Skills Course and Evaluation” section (pages 4-5), to the Lead Instructor to confirm that all practical skills have been completed and signed-off.

The practical skills sheets, pages 6-26 should remain with candidates attending external training facilities, and placed in their personnel/training file; to confirm that skill requirements have been verified. For those candidates that attend the Ontario Fire College, practical skill sheets should be given to the instructor upon completion of the course.

**Instructions for Fire and Life Safety Educator II - Lead Instructor:**

It is the responsibility of every Fire and Life Safety Educator Level II Lead Instructor to ensure that each candidate has completed and passed every practical skill sheet. This will indicate that the candidate has successfully mastered all skills relevant to the NFPA Standard. The Lead Instructor must sign the bottom of page 3, to verify that the candidate has successfully completed all of the practical skills required for Fire and Life Safety Educator, Level II.

Only those individuals whose forms have been received by the Office of the Fire Marshal and Emergency Management will be eligible for Certification.

The Lead Instructor must also submit pages entitled "Verification of Successful Completion of Practical Skills Course" and "Verification of Successful Completion of Practical Skills Evaluation (pages 3 to 5), to the Manager, Academic Standards & Evaluation, OFMEM at the address on the cover page within 60 days of the completion of the course. Pages 4-5 must be signed-off by a qualified instructor eligible to perform the function of a Lead Evaluator. This individual cannot instruct the skills being verified.



## **Suggested Readings:**

Information for meeting NFPA 1035, 2015 Edition Job Performance Requirements (JPRs) for FIRE AND LIFE SAFETY EDUCATOR II is found in the following suggested readings:

### Publisher/Title/Edition

1. NFPA 1035, *Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist, and Youth Firesetter Program Manager Professional Qualifications*, 2015 Edition
  - Refer to Chapter 5 regarding Fire and Life Safety Educator II (pages 10 - 11)
2. Government of Ontario, *Fire Protection and Prevention Act, 1997*
3. IFSTA, *Fire and Life Safety Educator*, 3<sup>rd</sup> Edition
  - Refer to Fire and Life Safety Educator II material from Chapters 7 to 11 (pages 183 - 303)

## **OR**

4. Jones and Bartlett, *Fire and Life Safety Educator: Principles and Practice*, 2<sup>nd</sup> Edition
  - Refer to Fire and Life Safety Educator II material in appropriate chapters/sections of this textbook if not using IFSTA resource



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE AND LIFE SAFETY EDUCATOR II  
(NFPA 1035-2015)

PRACTICAL SKILLS

VERIFICATION OF SUCCESSFUL COMPLETION OF PRACTICAL SKILLS COURSE

This completed and signed form must be submitted to the Ontario Office of the Fire Marshal and Emergency Management upon completion of the practical skills during the course. Only those individuals whose forms have been received by the Ontario Office of the Fire Marshal and Emergency Management will be eligible for Certification.

To be completed by the candidate:

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Department/Agency: \_\_\_\_\_

Fire and Life Safety Educator II  
Course Location: \_\_\_\_\_

Fire and Life Safety Educator II  
Course Start Date: \_\_\_\_\_

Fire and Life Safety Educator II  
Course End Date: \_\_\_\_\_

To be completed by the Designated Instructor:

As Designated Instructor for this course, I verify that the above candidate has successfully completed all of the practical skills required for the level of:

Fire and Life Safety Educator II

Print Name: \_\_\_\_\_

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



**VERIFICATION OF SUCCESSFUL COMPLETION OF PRACTICAL SKILLS  
EVALUATION**

*To be completed by the Designated Instructor present for each of the practical skills:*

<b>STUDENT NAME:</b>			
<b>DEPARTMENT/AGENCY:</b>			
<b>COURSE DATES:</b>		<b>LOCATION:</b>	
<b>EVALUATION DATE:</b>		<b>LOCATION:</b>	
<b>LEAD INSTRUCTOR:</b>			

	<i>Pass/Fail</i>
<b>Prepare a Written Budget Proposal for a Specific Program or Activity NFPA 1035-2015, 5.2.1</b>	
<i>Evaluator signature: _____ Date: _____</i>	
<b>Project Program Budget Income/Expenditures NFPA 1035-2015, 5.2.2</b>	
<i>Evaluator signature: _____ Date: _____</i>	
<b>Develop a Public Policy Recommendation for Management NFPA 1035-2015, 5.2.3</b>	
<i>Evaluator signature: _____ Date: _____</i>	

*CONTINUED ON NEXT PAGE*



	<i>Pass/Fail</i>
<b>Evaluate Subordinate Performance</b> NFPA 1035-2015, 5.2.4	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>Establish Fire and Life Safety Education Priorities within a Program</b> NFPA 1035-2015, 5.3.1	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>Facilitate a Fire and Life Safety Collaborative Partnership</b> NFPA 1035-2015, 5.3.2	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>Prepare a Request for Resources from an External Organization</b> NFPA 1035-2015, 5.3.3	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>Develop Informational Material, a Lesson Plan, and Educational Materials</b> NFPA 1035-2015, 5.4.1, 5.4.2, 5.4.3	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	
<b>Design and Revise a Fire and Life Safety Educational Program with an Evaluation Process</b> NFPA 1035-2015, 5.4.4, 5.4.5, 5.5.1, 5.5.2, 5.5.3	
<i>Evaluator signature:</i> _____ <i>Date:</i> _____	



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ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

*FIRE AND LIFE SAFETY EDUCATOR II*  
(NFPA 1035-2015)

*PRACTICAL SKILLS*

**PREPARE A WRITTEN BUDGET PROPOSAL FOR A SPECIFIC PROGRAM  
OR ACTIVITY**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1035-2015:

**Fire and Life Safety Educator II Standard**

**5.2.1** 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.





ADMINISTRATION - NFPA 1035-2015, 5.2.1

PREPARE A WRITTEN BUDGET PROPOSAL FOR A SPECIFIC PROGRAM  
OR ACTIVITY

STUDENT NAME:

SKILL SHEET # 1

**Skill Objective:** Using the attached template, prepare a budget proposal for your assigned program, based on the *Program Cost/Resource Analysis Worksheet*. The budget proposal should include:

- A rationale of why the program should be funded
- The scope of the proposed program
- An estimate of costs, such as personnel, supplies, materials, equipment, implementation and marketing, and evaluation.

You will have 30 minutes to complete this task. Ask the instructor if you have any questions.

<u>Items to be checked</u>	<i>Pass/Fail</i>
<i>If the candidate:</i>	
1. Included rationale for the program	
2. Included scope of the program	
3. Estimated and included break-down of costs, such as personnel, supplies, materials, equipment, implementation and marketing, and evaluation	
4. Completed budget forms	
5. Completed requisitions/purchase orders	
6. Collected, organized, and formatted budgetary information	
7. Completed program budget proposal	
8. Completed purchase requests	

***Candidate MUST successfully master each step listed to pass this skill.***

***Candidate's Grade:***

*Pass*

*Fail*

***Evaluator's Signature:*** \_\_\_\_\_

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



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

*FIRE AND LIFE SAFETY EDUCATOR II*  
(NFA 1035-2015)

*PRACTICAL SKILLS*

## **PROJECT PROGRAM BUDGET INCOME/EXPENSES**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1035-2015:

### **Fire and Life Safety Educator II Standard**

**5.2.2** Project program budget income/expenditures, 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.



ADMINISTRATION - NFPA 1035-2015, 5.2.2  
PROJECT PROGRAM BUDGET INCOME/EXPENSES

STUDENT NAME:

SKILL SHEET # 2

**Skill Objective:** Complete the *Program Cost/Resource Analysis Worksheet* for your assigned program. The worksheet must include:

- Personnel costs
- Available resources/materials
- Required resources/materials
- Projected costs

You will have 30 minutes to complete this task. Ask the instructor if you have any questions.

<u>Items to be checked</u>	<i>Pass/Fail</i>
<i>If the candidate:</i>	
1. Retrieved and organized past budget information	
2. Included personnel costs	
3. Included available resources/materials	
4. Included required resources/materials	
5. Included projected income/costs/expenditures	
6. Prepared a budget	

***Candidate MUST successfully master each step listed to pass this skill.***

***Candidate's Grade:***

*Pass*

*Fail*

***Evaluator's Signature:*** \_\_\_\_\_

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



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

*FIRE AND LIFE SAFETY EDUCATOR II*  
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*PRACTICAL SKILLS*

## **DEVELOP A PUBLIC POLICY RECOMMENDATION FOR MANAGEMENT**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1035-2015:

### **Fire and Life Safety Educator II Standard**

**5.2.3** 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.



ADMINISTRATION - NFPA 1035-2015, 5.2.3

DEVELOP A PUBLIC POLICY RECOMMENDATION FOR MANAGEMENT

STUDENT NAME:

SKILL SHEET # 3

**Skill Objective:** Prepare a proposal recommending an intervention strategy to address a fire concern in your community. Your proposal must include the following:

- An overview of the fire concern issue
- A description of the target audience
- An explanation of identified solutions
- The impact and benefits of adopting the intervention strategy

You will have 30 minutes to complete this task. Ask the instructor if you have any questions.

<u>Items to be checked</u>	<i>Pass/Fail</i>
<i>If the candidate:</i>	
1. Included an overview of the fire concern issue	
2. Included a description of the target audience	
3. Included an explanation of identified solutions	
4. Formatted a policy	
5. Included the projected outcome and benefits of adopting the intervention strategy	

***Candidate MUST successfully master each step listed to pass this skill.***

***Candidate's Grade:***

*Pass*

*Fail*

***Evaluator's Signature:*** \_\_\_\_\_

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



**EVALUATE SUBORDINATE PERFORMANCE**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1035-2015:

**Fire and Life Safety Educator II Standard**

**5.2.4** 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.



ADMINISTRATION - NFPA 1035-2015, 5.2.4  
EVALUATE SUBORDINATE PERFORMANCE

STUDENT NAME:

SKILL SHEET # 4

**Skill Objective:** Working with a partner, conduct a mock employee evaluation, based on the assigned scenario. The mock evaluation must address the following:

- Review performance expectations, as per *Employee Appraisal Form*
- Discuss employee’s actual performance and results
- Give the employee the opportunity for feedback
- Agree to a plan of action going forward
- Document the employee evaluation on the *Employee Appraisal Form*

You will have 30 minutes to complete this task. Be prepared to share the results of your mock employee evaluation with the class. Ask the instructor if you have any questions.

<u>Items to be checked</u>	<i>Pass/Fail</i>
<i>If the candidate:</i>	
1. Reviewed performance expectations	
2. Discussed employee’s actual performance and results	
3. Gave the employee the opportunity for feedback	
4. Agreed to a plan of action going forward	
5. Completed a specific evaluation form; documented the employee evaluation on the <i>Employee Appraisal Form</i>	
6. Documented subordinate performance	

**Candidate MUST successfully master each step listed to pass this skill.**

**Candidate’s Grade:**                       *Pass*                                       *Fail*

**Evaluator’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**ESTABLISH FIRE AND LIFE SAFETY EDUCATION PRIORITIES WITHIN  
A PROGRAM**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1035-2015:

**Fire and Life Safety Educator II Standard**

**5.1.2 General Requisite Skills.** Analyze community risk, design and manage program, integrate prevention interventions to address community risk, create and lead a risk reduction program, work in collaboration with internal and external organizational members.

**5.3.1\*** Establish fire and life safety education priorities within a program, given relevant local loss injury data, so that local fire and life safety education activities address identified risk priorities.





**PLANNING AND DEVELOPMENT - NFPA 1035-2015, 5.1.2, 5.3.1**  
**ESTABLISH FIRE AND LIFE SAFETY EDUCATION PRIORITIES WITHIN**  
**A PROGRAM**

STUDENT NAME:

SKILL SHEET # 5

**Skill Objective:** Using 3 years of OFMEM fire loss data for your municipality, complete a risk assessment for your community:

- Analyze data to determine high risk locations, times, victims and causes, and summarize findings
- Prioritize risks
- Identify current interventions that address identified risks
- Describe one new or enhanced intervention to address top fire risk

<u>Items to be checked</u>	<i>Pass/Fail</i>
<i>If the candidate:</i>	
1. Collected data	
2. Analyzed and interpreted data	
3. Summarized findings of analysis of municipal fire loss data	
4. Established and addressed priority risk issues; prioritized fire risks based on municipal fire loss data	
5. Identified current interventions that address fire risk issues	
6. Described one new or enhanced intervention to address top fire risk	

**Candidate MUST successfully master each step listed to pass this skill.**

**Candidate's Grade:**

*Pass*

*Fail*

**Evaluator's Signature:** \_\_\_\_\_

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



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

*FIRE AND LIFE SAFETY EDUCATOR II*  
(NFPA 1035-2015)

*PRACTICAL SKILLS*

**FACILITATE A FIRE AND LIFE SAFETY COLLABORATIVE PARTNERSHIP**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1035-2015:

**Fire and Life Safety Educator II Standard**

**5.3.2** 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.



PLANNING AND DEVELOPMENT - NFPA 1035-2015, 5.3.2

FACILITATE A FIRE AND LIFE SAFETY COLLABORATIVE PARTNERSHIP

STUDENT NAME:

SKILL SHEET # 6

**Skill Objective:** Select an educational program that will require partners for successful implementation. With this program in mind, prepare a report that discusses how you will develop and maintain this partnership. The report must include all of the following elements:

- Identify the partner, and the reasons for your choice
- Describe the resources the partner will contribute to the program
- Explain how you will facilitate the partnership, including:
  - communicating the goals and objectives of the partnership
  - fostering group interaction
  - negotiating tasks so that all parties have the opportunity to participate
  - resolving conflict

<u>Items to be checked</u>	<i>Pass/Fail</i>
<i>If the candidate:</i>	
1. Identified partner and reason for choice	
2. Described resources the partner will contribute	
3. Explained how partnership will be facilitated, including: <ul style="list-style-type: none"> <li>- communicating the goals and objectives of the partnership</li> <li>- fostering group interaction and facilitating a small-group process</li> <li>- negotiating tasks so that all parties participate</li> <li>- resolving conflict and recognizing opportunity for shared effort</li> </ul>	

**Candidate MUST successfully master each step listed to pass this skill.**

Candidate's Grade:

Pass

Fail

Evaluator's Signature: \_\_\_\_\_

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



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

*FIRE AND LIFE SAFETY EDUCATOR II*  
(NFPA 1035-2015)

*PRACTICAL SKILLS*

**PREPARE A REQUEST FOR RESOURCES FROM AN EXTERNAL  
ORGANIZATION**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1035-2015:

**Fire and Life Safety Educator II Standard**

**5.3.3\*** 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.



**PLANNING AND DEVELOPMENT - NFPA 1035-2015, 5.3.3**  
**PREPARE A REQUEST FOR RESOURCES FROM AN EXTERNAL ORGANIZATION**

STUDENT NAME:

SKILL SHEET # 7

**Skill Objective:** Given a specific program, prepare a proposal requesting resources from an external organization in support of the program. The proposal must include all of the elements below.

<u>Items to be checked</u>	<i>Pass/Fail</i>
<i>If the candidate:</i>	
1. <b>Introduction:</b> provided an overview of the organization and the need for the program	
2. <b>Outcomes:</b> stated what the program is expected to achieve	
3. <b>Request:</b> described the resources required from the organization	
4. <b>Program Plan:</b> described the program activities, implementation and how the resources will be used	
5. <b>Evaluation:</b> Provided a brief synopsis of how the program will be evaluated	
6. <b>Summary:</b> Recapped the request and included follow-up and contact information.	

***Candidate MUST successfully master each step listed to pass this skill.***

***Candidate's Grade:***

*Pass*

*Fail*

***Evaluator's Signature:*** \_\_\_\_\_

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



**DEVELOP INFORMATIONAL MATERIAL, A LESSON PLAN, AND  
EDUCATIONAL MATERIALS**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1035-2015:

**Fire and Life Safety Educator II Standard**

**5.4.1** 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.

**5.4.2** 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.

**5.4.3** Develop educational materials, given a lesson plan and a specified audience, so that the materials support the lesson plan and are specific to the audience and are congruent with nationally standardized campaign themes and messages reflecting current best practices.



EDUCATION - NFPA 1035-2015, 5.4.1, 5.4.2, 5.4.3  
DEVELOP INFORMATIONAL MATERIAL, A LESSON PLAN, AND  
EDUCATIONAL MATERIALS

STUDENT NAME:

SKILL SHEET # 8

**Skill Objective:** Given a specific fire and life safety issue and target audience, develop a lesson plan that meets the learning outcomes. The lesson plan must include the following elements:

- **Topic** – the focus of the lesson plan
- **Target audience** – e.g. age, special needs, knowledge level
- **Learning outcomes** – what the target audience will know or be able to do as a result of the lesson
- **Timeframe** – how long the lesson will take to present
- **Required materials:** the informational and educational materials that will be needed
- **Evaluation** – how will the learning outcomes be measured
- **Step-by-step delivery guide** – easy to follow instructions explaining how to deliver the lecture and learning activities
- **Develop educational/informational materials** to support the learning outcomes of the lesson plan. The materials must be appropriate for the target audience.

<i><b>Items to be checked</b></i>	<i><b>Pass/Fail</b></i>
<i>If the candidate:</i>	
1. Assembled information in a specific format	
2. Generated written communication relevant to the needs of the target population	
3. Located resources to assist with specific challenges such as special needs populations and language issues	
<b>Lesson plan includes</b>	
1. Topic	
2. Target audience	

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EDUCATION - NFPA 1035-2015, 5.4.1, 5.4.2, 5.4.3  
DEVELOP INFORMATIONAL MATERIAL, A LESSON PLAN, AND  
EDUCATIONAL MATERIALS

STUDENT NAME:

SKILL SHEET # 8

<u>Items to be checked</u>	<i>Pass/Fail</i>
<i>If the candidate:</i>	
<b>Lesson plan includes (continued)</b>	
3. Learning outcomes	
4. Time frame	
5. Required materials	
6. Evaluation	
7. Step-by-step delivery guide	
8. Educational/informational material supports the learning outcomes and is appropriate for the target audience	

*Candidate MUST successfully master each step listed to pass this skill.*

*Candidate's Grade:*

*Pass*

*Fail*

*Evaluator's Signature:* \_\_\_\_\_

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





**DESIGN AND REVISE A FIRE AND LIFE SAFETY EDUCATIONAL PROGRAM  
WITH AN EVALUATION PROCESS**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1035-2015:

**Fire and Life Safety Educator II Standard**

**5.1.2 General Requisite Skills.** Analyze community risk, design and manage program, integrate prevention interventions to address community risk, create and lead a risk reduction program, work in collaboration with internal and external organizational members.

**5.4.4\*** 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.

**5.4.5** Revise an educational program, given results of an evaluation process and program objectives, so that the program is modified and objectives achieved.

**5.5.1** Develop an evaluation strategy, given educational program goals and objectives and evaluation instrument(s), so that program outcomes are measured.

**5.5.2** Design an evaluation instrument, given educational program goals and objectives and an evaluation strategy, so that the evaluation instrument measures the program outcome.

**5.5.3** Implement an evaluation strategy, given educational program goals and objectives and evaluation instrument(s) so that education program outcomes are measured.



EDUCATION AND EVALUATION - NFPA 1035-2015, 5.1.2, 5.4.4, 5.4.5, 5.5.1,  
5.5.2, 5.5.3

DESIGN AND REVISE A FIRE AND LIFE SAFETY EDUCATIONAL PROGRAM  
WITH AN EVALUATION PROCESS

STUDENT NAME:

SKILL SHEET # 9

**Skill Objective:** Select one of the priority fire risk issues identified in the community risk assessment for your community. Design and revise an educational program and prepare a summary report that describes how program will address the identified risk. The program must be of your own design and include all of the following elements:

<u>Items to be checked</u>	<i>Pass/Fail</i>
<i>If the candidate:</i>	
<b>Fire and life safety education program includes:</b>	
1. Compiled, organized, and evaluated educational program elements	
2. Specific objectives	
3. Lesson plans	
4. Evaluation strategy and collected and analyzed data	
5. Evaluation instrument and measured program outcomes	
6. Validated testing instrument	
7. Statistical analysis methods and resources	
8. Developed evaluation methods	
9. Implemented evaluation methods	

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EDUCATION AND EVALUATION - NFPA 1035-2015, 5.1.2, 5.4.4, 5.4.5, 5.5.1,  
5.5.2, 5.5.3

DESIGN AND REVISE A FIRE AND LIFE SAFETY EDUCATIONAL PROGRAM  
WITH AN EVALUATION PROCESS

STUDENT NAME:

SKILL SHEET # 9

<u>Items to be checked</u>	<i>Pass/Fail</i>
<i>If the candidate:</i>	
<b>Summary report includes:</b>	
10. <b>Program selection:</b> supported by community risk assessment data	
11. <b>Description of program,</b> including program activities and implementation strategy	
12. <b>Program outreach:</b> explained how much of the target audience will be reached with the program within stated timeframes	
13. <b>Program Outcomes:</b> stated the intended results of the program	
14. <b>Required resources,</b> summarizing staff requirements, funding and materials. Identify program partner(s) and their contributions to this effort.	
15. <b>Marketing Strategy,</b> describing how the program will be publicized	
16. <b>Evaluation Strategy,</b> summarizing how the objectives will be measured.	
17. <b>Evaluation Instrument,</b> designed to measure the program outcomes	
18. <b>Implementation of Evaluation Strategy,</b> including analysis of results	
19. <b>Program Revisions,</b> based on implementation of the evaluation strategy	

*Candidate MUST successfully master each step listed to pass this skill.*

*Candidate's Grade:*

*Pass*

*Fail*

*Evaluator's Signature:* \_\_\_\_\_

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