



State of Connecticut



COMMISSION ON FIRE PREVENTION AND CONTROL  
Public Fire and Life Safety Educator I  
Evaluation Skill Sheet Index

SS #	Skill Sheet Title	NFPA 1035 Objectives Addressed 2015 Edition
4.2A	Narrative Report Writing	4.2.1, 4.2.1(A)(B), 4.2.2, 4.2.2(A)(B)
4.2B	Scheduling	4.2.3, 4.2.3(A)(B), 4.2.4, 4.2.4(A)(B)
4.3A	Planning and Development	4.3.1, 4.3.1(A)(B), 4.4.4, 4.4.4(A)(B)
4.4A	Selecting Instructional Material	4.4.1, 4.4.1(A)(B), 4.4.4, 4.4.4 (A)(B)
4.4B	Presentation of Program using Multiple Methods	4.4.3, 4.4.3(A)(B), 4.5.1, 4.5.1(A)(B), 4.5.2, 4.5.2(A)(B)
4.4C	Use of Multiple Presentation Methods	4.4.3, 4.4.3(A)(B), 4.4.4, 4.4.4(A)(B)
4.4D	Press Release	4.4.5, 4.4.5(A)(B), 4.4.6, 4.4.6 (A)(B), 4.4.7, 4.4.7 (A)(B)

3/21/18

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Skill No.	<b>4.2A</b>	Primary Task:	<b>Narrative Report Writing</b>	
Objective(s) :	4.2.1, 4.2.1(B), 4.2.2, 4.2.2(B)	NFPA Standard:	1035, 2015 Ed.	Candidate # <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px;"></span>
Performance Evaluation Sheet				
<b>Task:</b>				
			1st	2nd
1.	Provides a presentable, formatted, report			
2.	Includes appropriate subject matter			
3.	Uses narrative form of writing			
4.	Information is easily understood			
5.	Uses proper grammar and sentence structure			
6.	Includes all pertinent dates, times and places			
7.	Includes name, address, subject matter, type of presentation			
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass	<b>5</b>

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Skill No.	<b>4.2B</b>	Primary Task:	<b>Scheduling</b>
Objective(s) :	4.2.3, 4.2.3(B), 4.2.4, 4.2.4(B)	NFPA Standard:	1035, 2015 Ed
		Candidate #	
Performance Evaluation Sheet			
<b>Task :</b>			
			1st      2nd
1.	Provides information regarding presentation request		
2.	Provides time and date		
3.	Provides alternate dates and times		
4.	Provides program content		
5.	Includes pertinent information regarding resources available		
6.	Includes information on type of audience		
7.	Includes number of participants expected		
8.	Includes travel and set-up times		
9.	Includes any challenges to schedule		
10.	Identifies and convey information to a target audience		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>7</b>

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Skill No.	<b>4.3A</b>	Primary Task:	<b>Planning and Development</b>		
Objective(s) :	4.3.1, 4.3.1(B), 4.4.4, 4.4.4(B)	NFPA Standard:	1035, 2015 ED	Candidate # <input style="width: 50px;" type="text"/>	
Performance Evaluation Sheet					
<b>Task :</b>					
				1st	2nd
1.	Identifies organizations with common fire and life safety goals				
2.	Explains purpose of partnering with community organizations				
3.	Identifies benefits of forming partnerships with community organizations				
4.	Develops an action plan for forming a partnership				
5.	Presents action plan				
* Critical Step		Failure of this step mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>4</b>

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Skill No.	<b>4.4B</b>	Primary Task:	<b>Presentation of Program using Multiple Methods</b>		
Objective(s) :	4.4.3, 4.4.3(B), 4.5.1, 4.5.1(B), 4.5.2, 4.5.2(B)	NFPA Standard:	1035,2015 Ed	Candidate #	
Performance Evaluation Sheet					
<b>Task :</b>					
				1st	2nd
1.	Presentation includes motivation step				
2.	Subject matter and objectives are communicated to students				
3.	Eye contact was made with audience				
4.	Presentation step was appropriate to objectives and content				
5.	Instructor elicits student participation				
6.	Presentation includes activities				
7.	Presentation includes evaluation				
8.	Presentation includes appropriate closing				
9.	Presentation was completed in allotted time				
10.	Document lesson outcome including evaluation process				
11.	Demonstrates Safety in the Classroom				
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is	<b>PARAMOUNT</b>	Total number steps candidate must complete to pass	<b>8</b>

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Skill No.	<b>4.4A</b>	Primary Task:	<b>Selecting Instructional Material</b>		
Objective(s) :	JPR 4.4.1, 4.4.1(A)(B), 4.4.4, 4.4.4 (A)(B)	NFPA Standard:	1035, 2015 Ed	Candidate #	
Performance Evaluation Sheet					
<b>Task :</b>					
				1st	2nd
1.	Identifies program to be presented				
2.	Identifies various resources available				
3.	Identifies objectives of program				
4.	Determines tasks to be accomplished				
5.	Determines what material is used in each stage of presentation				
6.	Identifies intended audience and adapts lesson to meet audience needs.				
* Critical Step	Failure of this step mandates failure on the entire objective		Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass	<b>4</b>

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Skill No.	<b>4.4C</b>	Primary Task:	<b>Use of Multiple Presentation Methods</b>			
Objective(s):	4.4.3, 4.4.3(A)(B), 4.4.4, 4.4.4(A)(B)	NFPA Standard:	1035,2015Ed	Candidate #		
Performance Evaluation Sheet						
<b>Task:</b>						
				1st	2nd	
1.	Speaks in a clear, well modulated voice					
2.	Speech was reasonably clear of language errors					
3.	Presentation includes one of the following: Lecture, Skit, Role-Play, Questioning, Team Teaching, Music Characterization/Drama, Demonstration and Modeling					
4.		Properly uses audiovisual materials				
*5.	Includes fire safety activity					
* Critical Step		Failure of this step mandates failure on the entire objective	<b>Safety is PARAMOUNT</b>	Total number steps candidate must complete to pass	<b>3</b>	

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Skill No.	<b>4.4D</b>	Primary Task:	<b>Press Release</b>
Objective(s) :	4.4.5, 4.4.5(A)(B), 4.4.6, 4.4.6(A)(B), 4.4.6, 4.4.6 (A)(B), 4.4.7, 4.4.7 (A)(B)	NFPA Standard:	1035, 2015 Ed
			Candidate #
Performance Evaluation Sheet			
<b>Task :</b>			
			1st      2nd
1.	Provides description of event including purpose and relevance		
2.	Provides date, time , location, pertinent background information		
3.	Release is on recognized letterhead		
4.	Provides a contact name,telephone number or Email address.		
5.	Release is simply written		
6.	Release is limited to page one		
7.	Release contains no technical terms		
8.	Release uses original quotes		
9.	Release uses proper language and sentences		
10.	Release meets deadline requirements		
11.	Identifies means of disseminating information including electronic forms		
* Critical Step	Failure of this step mandates failure on the entire objective	Safety is <b>PARAMOUNT</b>	Total number steps candidate must complete to pass <b>8</b>

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