



FIRE SERVICE INSTRUCTOR II RECERTIFICATION TASK BOOK

APRIL 1, 2023



Fire Service Instructor II

INTRODUCTION

This task book is the evaluation tool used to validate the member's proficiency in the skills required to complete the Fire Service Instructor II recertification program. The National Fire Protection Agency (NFPA) 1041: *Standard for Fire and Emergency Services Instructor Professional Qualifications* (2019 Edition) has specified Job Performance Requirements (JPRs) required by individuals to comply with Chapter 5. JPRs provide an individual completing a task with the necessary data to determine when the task is finished and indicate how well the individual performed.

INITIAL STATE CERTIFICATION PREREQUISITES

All rules relating to the Fire Service Instructor II certification can be found in the Joint Committee on Administrative Rules (JCAR) Section 141.320.

1. Current certification as Advanced Technician Firefighter.
2. Current certification as Fire Service Instructor I.
3. Successful completion the Fire Service Instructor II course (minimum of 40 hours).
4. Passage of the State Written and Practical Examinations.
5. Documentation of a minimum of 5 cumulative years of fire service experience.

RECERTIFICATION PROCESS

Each JPR must be completed at least one time to successfully recertify at this level. Members are encouraged to track additional completions as a way of tracking additional training in this area.

The complete recertification process can be found in JCAR Section 141.390 Recertifications.

REFERENCE LIST

Below is the list of the approved reference material.

- Fire and Emergency Services Instructor. 9th Edition. IFSTA.
- Fire Service Instructor Principles and Practice. 3rd Edition. Jones & Bartlett Learning.



Fire Service Instructor II

Name	
	First, Middle, Last
Address	
	Street, City, State, Zip
Phone	
Email Address	
Driver's License #	
Department Affiliation	
By my signature as employing Fire Chief, I attest and affirm this individual is an employee of my fire department meeting specifications in 50 Illinois Compiled Statutes (ILCS) 740/2, Illinois Fire Protection Training Act. I attest that this applicant has exhibited experience, and documentation exists supporting the appropriate Illinois Administrative Code. All recertification requirements for this individual have been met, applicable practical skill evolutions have been successfully accomplished, and training records exist substantiating this documentation and are available for review by the Division of Personnel Standards and Education.	
Fire Chief	

Initial Certification Date	
Task Book Started	
Task Book Completed	
Recertification Date	



Fire Service Instructor II

PROFICIENCY LOG SHEET

5.2	Program Management				Officer Initials
5.2.2	Date		Comments		
5.2.3	Date		Comments		
5.2.4	Date		Comments		
5.2.5	Date		Comments		
5.2.6	Date		Comments		

5.3	Instructional Development				Officer Initials
5.3.2	Date		Comments		

5.4	Instructional Delivery				Officer Initials
5.4.2	Date		Comments		
5.4.3	Date		Comments		

5.5	Evaluation and Testing				Officer Initials
5.5.2	Date		Comments		
5.5.3	Date		Comments		

Fire Chief/Training Officer Signature	Date	Applicant Signature	Date
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Fire Service Instructor II

JOB PERFORMANCE REQUIREMENT

STANDARD: 5.2.2 **TASK:** Assign instructional sessions.

PERFORMANCE OUTCOME: The Instructor II shall assign instructional sessions, so that the specified sessions are delivered according to AHJ policy.

CONDITIONS: The applicant will complete all elements.

EQUIPMENT REQUIRED: Given the AHJ scheduling policy, instructional resources, staff, facilities, and timeline for delivery.

Step	Skill	Experience	Training
1	Sessions are delivered according to AHJ policy.	<input type="checkbox"/>	<input type="checkbox"/>
2	The instructor demonstrates the ability to select resources, staff, and facilities for specified instructional sessions.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Training/Course Topic	
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Instructor II Signature

Date

Applicant Signature

Date



Fire Service Instructor II

JOB PERFORMANCE REQUIREMENT

STANDARD: 5.2.3 **TASK:** Recommend budget needs.

PERFORMANCE OUTCOME: The Instructor II shall recommend budget needs, so that the resources required to meet training goals are identified and documented.

CONDITIONS: The applicant will complete all elements.

EQUIPMENT REQUIRED: Given training goals, AHJ budget policy, and current resources.

Step	Skill	Experience	Training
1	Resources required to meet training goals are identified.	<input type="checkbox"/>	<input type="checkbox"/>
2	Resources required to meet training goals are documented.	<input type="checkbox"/>	<input type="checkbox"/>
3	The instructor demonstrates the ability to analyze resources.	<input type="checkbox"/>	<input type="checkbox"/>
4	The instructor demonstrates the ability to prepare supporting documentation.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Training/Course Topic

Instructor II Signature

Date

Applicant Signature

Date



Fire Service Instructor II

JOB PERFORMANCE REQUIREMENT

STANDARD: 5.2.4 **TASK:** Gather training resources.

PERFORMANCE OUTCOME: The Instructor II shall gather training resources, so that the resources are obtained within established timelines, budget constraints, and according to AHJ policy.

CONDITIONS: The applicant will complete all elements.

EQUIPMENT REQUIRED: Given an identified need.

Step	Skill	Experience	Training
1	Resources are obtained within established timelines.	<input type="checkbox"/>	<input type="checkbox"/>
2	Resources are obtained within established budget constraints.	<input type="checkbox"/>	<input type="checkbox"/>
3	Resources are obtained according to AHJ policy.	<input type="checkbox"/>	<input type="checkbox"/>
4	The instructor demonstrates the ability to record completions.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Training/Course Topic

Instructor II Signature

Date

Applicant Signature

Date



Fire Service Instructor II

JOB PERFORMANCE REQUIREMENT

STANDARD: 5.2.5 **TASK:** Manage training record-keeping.

PERFORMANCE OUTCOME: The Instructor II shall manage training record-keeping, so that all AHJ and legal requirements are met.

CONDITIONS: The applicant will complete all elements.

EQUIPMENT REQUIRED: Given training records, AHJ policy, and training activity.

Step	Skill	Experience	Training
1	AHJ requirements are met.	<input type="checkbox"/>	<input type="checkbox"/>
2	Legal requirements are met.	<input type="checkbox"/>	<input type="checkbox"/>
3	The instructor demonstrates the ability to manage records.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Training/Course Topic	
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Instructor II Signature

Date

Applicant Signature

Date



Fire Service Instructor II

JOB PERFORMANCE REQUIREMENT

STANDARD: 5.2.6 **TASK:** Evaluate instructors.

PERFORMANCE OUTCOME: The Instructor II shall evaluate instructors, so that the evaluation identifies areas of strengths and weaknesses, recommends changes in instructional style and communication methods, and provides opportunity for instructor feedback to the evaluator.

CONDITIONS: The applicant will complete all elements.

EQUIPMENT REQUIRED: Given an evaluation tool, AHJ policy, and objectives.

Step	Skill	Experience	Training
1	The evaluation identifies areas of strengths and weaknesses.	<input type="checkbox"/>	<input type="checkbox"/>
2	The evaluation recommends changes in instructional style and communication methods.	<input type="checkbox"/>	<input type="checkbox"/>
3	The evaluation provides opportunity for instructor feedback to the evaluator.	<input type="checkbox"/>	<input type="checkbox"/>
4	The instructor demonstrates the ability to coach.	<input type="checkbox"/>	<input type="checkbox"/>
5	The instructor demonstrates the ability to observe.	<input type="checkbox"/>	<input type="checkbox"/>
6	The instructor demonstrates the ability to complete evaluation records.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Training/Course Topic	
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Instructor II Signature

Date

Applicant Signature

Date



Fire Service Instructor II

JOB PERFORMANCE REQUIREMENT

STANDARD: 5.3.2 **TASK:** Create a lesson plan.

PERFORMANCE OUTCOME: The Instructor II shall create a lesson plan, so that learning objectives, a lesson outline, course materials, instructional technology tools, an evaluation plan, and learning objectives for the topic are addressed.

CONDITIONS: The applicant will complete all elements.

EQUIPMENT REQUIRED: Given a topic, learner characteristics, and a lesson plan format.

Step	Skill	Experience	Training
1	That learning objectives for the topic are addressed.	<input type="checkbox"/>	<input type="checkbox"/>
2	A lesson outline for the topic is addressed.	<input type="checkbox"/>	<input type="checkbox"/>
3	Course materials for the topic are addressed.	<input type="checkbox"/>	<input type="checkbox"/>
4	Instructional technology tools for the topic are addressed.	<input type="checkbox"/>	<input type="checkbox"/>
5	An evaluation plan for the topic is addressed.	<input type="checkbox"/>	<input type="checkbox"/>
6	Learning objectives for the topic are addressed.	<input type="checkbox"/>	<input type="checkbox"/>
7	The instructor demonstrates the ability to conduct research.	<input type="checkbox"/>	<input type="checkbox"/>
8	The instructor demonstrates the ability to develop behavioral objectives.	<input type="checkbox"/>	<input type="checkbox"/>
9	The instructor demonstrates the ability to assess student needs.	<input type="checkbox"/>	<input type="checkbox"/>
10	The instructor demonstrates the ability to develop instructional technology tools.	<input type="checkbox"/>	<input type="checkbox"/>
11	The instructor demonstrates the ability to utilize lesson outline techniques.	<input type="checkbox"/>	<input type="checkbox"/>
12	The instructor demonstrates the ability to utilize evaluation techniques.	<input type="checkbox"/>	<input type="checkbox"/>
13	The instructor demonstrates the ability to perform a resource needs analysis.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Training/Course Topic	
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Instructor II Signature

Date

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Fire Service Instructor II

JOB PERFORMANCE REQUIREMENT

STANDARD: 5.4.2 **TASK:** Conduct a class using a lesson plan.

PERFORMANCE OUTCOME: The Instructor II shall conduct a class using a lesson plan that the instructor has prepared and that involves the utilization of multiple teaching methods and techniques, so that the lesson is delivered in a safe and effective manner and the objectives are achieved.

CONDITIONS: The applicant will complete all elements.

EQUIPMENT REQUIRED: Given a topic and a target audience.

Step	Skill	Experience	Training
1	The lesson is delivered in a safe and effective manner.	<input type="checkbox"/>	<input type="checkbox"/>
2	The objectives are achieved.	<input type="checkbox"/>	<input type="checkbox"/>
3	The instructor demonstrates the ability to facilitate instructional sessions.	<input type="checkbox"/>	<input type="checkbox"/>
4	The instructor demonstrates the ability to apply student-centered learning.	<input type="checkbox"/>	<input type="checkbox"/>
5	The instructor demonstrates the ability to evaluate instructional delivery.	<input type="checkbox"/>	<input type="checkbox"/>
6	The instructor demonstrates the ability to use and evaluate instructional technology tools, evaluation techniques, and resources.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Training/Course Topic

Instructor II Signature

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Date



Fire Service Instructor II

JOB PERFORMANCE REQUIREMENT

STANDARD: 5.4.3 **TASK:** Supervise other instructors and students.

PERFORMANCE OUTCOME: The Instructor II shall supervise other instructors and students during a training, so that applicable safety standards and practices are followed, and instructional goals are met.

CONDITIONS: The applicant will complete all elements.

EQUIPMENT REQUIRED: Given a specialized training scenario.

Step	Skill	Experience	Training
1	Applicable safety standards and practices are followed.	<input type="checkbox"/>	<input type="checkbox"/>
2	Instructional goals are met.	<input type="checkbox"/>	<input type="checkbox"/>
3	The instructor demonstrates the ability to conduct a safety briefing.	<input type="checkbox"/>	<input type="checkbox"/>
4	The instructor demonstrates the ability to communicate.	<input type="checkbox"/>	<input type="checkbox"/>
5	The instructor demonstrates the ability to implement an incident management system.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Training/Course Topic

Instructor II Signature

Date

Applicant Signature

Date



Fire Service Instructor II

JOB PERFORMANCE REQUIREMENT

STANDARD: 5.5.2 **TASK:** Develop student evaluation instruments.

PERFORMANCE OUTCOME: The Instructor II shall develop student evaluation instruments, so that the evaluation instrument measures whether the student has achieved the learning objective.

CONDITIONS: The applicant will complete all elements.

EQUIPMENT REQUIRED: Given learning objectives, learner characteristics, and training goals.

Step	Skill	Experience	Training
1	The evaluation instrument measures whether the student has achieved the learning objective.	<input type="checkbox"/>	<input type="checkbox"/>
2	The instructor demonstrates the ability to evaluate item construction.	<input type="checkbox"/>	<input type="checkbox"/>
3	The instructor demonstrates the ability to assemble evaluation instruments.	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Training/Course Topic	
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Instructor II Signature

Date

Applicant Signature

Date



Fire Service Instructor II

JOB PERFORMANCE REQUIREMENT

STANDARD: 5.5.3 **TASK:** Develop a class evaluation instrument.

PERFORMANCE OUTCOME: The Instructor II shall develop a class evaluation instrument, so that students have the ability to provide feedback on instructional methods, communication techniques, learning environment, course content, and student materials.

CONDITIONS: The applicant will complete all elements.

EQUIPMENT REQUIRED: Given AHJ policy and evaluation goals.

Step	Skill	Experience	Training
1	Students have the ability to provide feedback on instructional methods.	<input type="checkbox"/>	<input type="checkbox"/>
2	Students have the ability to provide feedback on communication techniques.	<input type="checkbox"/>	<input type="checkbox"/>
3	Students have the ability to provide feedback on the learning environment.	<input type="checkbox"/>	<input type="checkbox"/>
4	Students have the ability to provide feedback on course content.	<input type="checkbox"/>	<input type="checkbox"/>
5	Students have the ability to provide feedback on student materials.	<input type="checkbox"/>	<input type="checkbox"/>
6	The instructor demonstrates the ability to develop training evaluation instruments.	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Training/Course Topic	
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Instructor II Signature

Date

Applicant Signature

Date