

**WEST VIRGINIA
SECRETARY OF STATE
NATALIE E. TENNANT
ADMINISTRATIVE LAW DIVISION**

Form #2

Do Not Mark In This Box

2012 JUL 25 PM 2:47

OFFICE WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: WEST VIRGINIA STATE FIRE COMMISSION TITLE NUMBER: 87-8

RULE TYPE: Legislative Rule CITE AUTHORITY: 29-3-5d

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: 87-8

TITLE OF RULE BEING PROPOSED: Volunteer Firefighters' Training, Equipment, and Operating Standards

IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON Aug 24, 2012 AT 4:00 p.m. ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS:

1207 Quarrier Street, 2nd Floor

Charleston, WV 25301

OR emailed to: _____

anthony.w.carrico@wv.gov

THE ISSUES TO BE HEARD SHALL BE LIMITED TO THIS PROPOSED RULE.

Robert S. Sullivan

Authorized Signature

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Volunteer Firefighters' Training, Equipment, and Operating Standards

Rule Title: _____

Type of Rule:

Legislative Interpretive Procedural

Agency:

WEST VIRGINIA STATE FIRE COMMISSION

Address:

1207 Quarrier Street, 2nd Floor
Charleston, WV 25301

Phone Number:

304-558-2191

Email: anthony.w.carrico@wv.gov

Fiscal Note Summary

Summarize in a clear and concise manner what impact this measure will have on costs and revenues of state government.

It is anticipated that this will have no impact on on the costs and revenues of state government.

Fiscal Note Detail

Show over-all effect in Item 1 and 2 and, in Item 3, give an explanation of Breakdown by fiscal year, including long-range effect.

FISCAL YEAR			
Effect of Proposal	Current Increase/Decrease (use "--")	Next Increase/Decrease (use "--")	Fiscal Year (Upon Full Implementation)
1. Estimated Total Cost	0.00	0.00	0.00
Personal Services	0.00	0.00	0.00
Current Expenses	0.00	0.00	0.00
Repairs & Alterations	0.00	0.00	0.00
Assets	0.00	0.00	0.00
Other	0.00	0.00	0.00
2. Estimated Total Revenues	0.00	0.00	0.00

Volunteer Firefighters' Training, Equipment, and Operating Standards

Rule Title: _____

Rule Title: _____

3. Explanation of above estimates (including long-range effect):
Please include any increase or decrease in fees in your estimated total revenues.

There is no anticipated increase or decrease in fees.

MEMORANDUM

Please identify any areas of vagueness, technical defects, reasons the proposed rule **would not** have a fiscal impact, and/or any special issues **not** captured elsewhere on this form.

The implementation of the Rule would not alter the way in which the Comission operates in any manner.

Date: _____

Signature of Agency Head or Authorized Representative

Robert A Sullivan

Proposed Legislative Rule 87-8-1, et seq., Volunteer Firefighters' Training, Equipment, and Operating Standards

During the 2012 Legislative session, West Virginia Code 28-3-5d was enacted providing that:

- (a) On or before July 30, 2012, the State Fire Commission shall propose rules for legislative approval in accordance with the provisions of article three, chapter twenty-nine-a of this code, to establish training requirements for firefighters which:
 - (1) Provide for:
 - (A) Minimum training levels for rescue and fire fighting;
 - (B) Minimum levels of equipment needed to protect life and property within fire service areas;
 - (C) Minimum performance standards the departments must meet in response times, communications, levels of water flow and pressure; and
 - (D) Other performance measures as considered necessary to meet the overall goals of improved fire prevention and control.
 - (2) Allow the training to be offered in segments, blocks or modules: *Provided*, That no firefighter may engage in fire fighting activities, except in response to wildland fires, until he or she has completed all firefighter one training: *Provided*, however, That support members may provide ancillary assistance to firefighters as defined by the rule;
 - (3) Provide for online training;
 - (4) Allow testing to be done in person or online; and
 - (5) Establish the testing requirements which include:
 - (A) If the individual is required to test in person, then the tests must be given regionally at various times throughout the year; and
 - (B) If the individual is authorized to test online, then the requirements for online testing must be established

This rule is proposed in response to this statute.

Within this rule, the Commission has set forth minimum standards for volunteer firefighters' training requirements for both firefighting and rescue, requiring a core set of classes, depending on the level of responsibility the individual wishes to take on within the department. Further, it sets forth the requirements for any curricula which may be offered to achieve those goals, and the process for gaining approval of a curriculum for certification by the Commission.

As required by the statute, there are provisions to allow for modules, segments or blocks within each curriculum, and for on-line instruction and testing. Also, the Commission provided for "in-house training" to be followed by testing by an appropriate individual for purposes of certification. Equivalency provisions have been provided for training done by persons outside of the State of West Virginia.

Minimum performance standards the departments must meet in response times, communications, and levels of water flow and pressure have been established.

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**TITLE 87
LEGISLATIVE RULE
FIRE COMMISSION**

OFFICE WEST VIRGINIA
SECRETARY OF STATE

**SERIES 8
VOLUNTEER FIREFIGHTERS' TRAINING, EQUIPMENT,
AND OPERATING STANDARDS**

§87-8-1. General.

1.1. Scope. -- This rule establishes minimum training levels for rescue and fire fighting; minimum levels of equipment needed to protect life and property within fire service areas; minimum performance standards the departments must meet in response times, communications, levels of water flow and pressure; and other performance measures as considered necessary to meet the overall goals of improved fire prevention and control.

1.2. Authority. -- This legislative rule is issued under authority of W. Va. Code §29-3-5d.

1.3. Filing Date. --

1.4. Effective Date. --

1.5. Incorporation of Other Documents. -- This rule does not include a reprinting of all the requirements imposed by statute or by the incorporation of various National Standards and Codes cited in this rule. For ascertaining these additional standards and requirements it is necessary to make reference to these other documents.

§87-8-2 Definitions

2.1. Active members- an individual that performs the function of fire prevention and suppression, or vehicle and machinery extrications when responding to emergency situations. Depending on the level(s) of training the active member has completed, active members may also perform the tasks and duties of hazardous materials response and mitigation, technical rescue, emergency medical services and any other duties that a specialized support member may provide if so trained.

2.2. Ancillary support member- any person solely performing support, administrative, or day to day functions for the department. Under no circumstance shall an ancillary member perform any function which requires training for an active member or a specialized support member.

2.3. Approved Curriculum- a curriculum for training approved by the West Virginia State Fire Commission

2.4 Assistant Chief otherwise known as Deputy Chief or as Battalion Chief- The second highest fire line officer(s) in charge of the fire department. May take on the responsibilities of the chief in his or her absence. A department may have more than one person filling this position.

2.5 Certified Evaluator- an individual who has been approved by the Commission to test any applicant for any level of training for certification by the Commission. A certified evaluator shall at a minimum be a certified Fire Instructor through either the West Virginia Department of Education or West Virginia University Fire Extension Service.

2.6 Chief- The highest ranking fire line officer in charge of a fire department.

2.7 Department- is any volunteer fire fighting response organization regulated by the West Virginia State Fire Commission. Department includes a volunteer fire company or volunteer fire brigade, Provided that: private or corporate fire brigades are exempt from this rule.

2.8 Fire Line Officer- Chief, Assistant Chief, Deputy Chief, Battalion Chief, and other officers of the fire department usually referred to as line officers (usually referred to as Lt and Cap)- the third and fourth highest tiers in ranking in charge of the fire department and may take on the responsibilities of the chief or assistants in those person(s)' absence.

2.9 First Response Area or First Due Area- The specified geographical area assigned to a fire department, which has been approved by the WV Fire Commission, to which the assigned fire Department is the primary department responsible for providing fire protection.

2.10 NFPA means the National Fire Protection Association Codes and Standards

2.11 Person- business, corporation, partnership, individual, or any other entity submitting a curriculum for approval.

2.12 Specialized Support member- any person responding solely for the purpose of performing emergency medical services, hazardous materials mitigation, or specialized rescue other than vehicle and machinery rescue.

§87-8-3 Minimum Training Levels for Rescue and Fire Fighting

3.1 All firefighters previously certified by the Fire Commission shall remain certified to the level previously granted by the Fire Commission. Furthermore, all persons having previously completed and passed the old section 1 and 2, or equivalent, are certified at Firefighter 1, all persons also previously completing section 3, or equivalent, are certified at firefighter level 2.

3.2 All active Firefighters must have completed the approved first aid, CPR and Hazardous Materials Awareness curriculum, (NFPA 472) or equivalent, and pass any and all testing required for certification, and maintain current certification at all times, before responding to any

fire, with the exception of responding to wildland fires over which the Department of Natural Resources or Division of Forestry has jurisdiction.

3.3. All active Firefighters that perform automobile extractions must have completed an approved Vehicle and Machinery Rescue Level 1 curriculum (NFPA 1006 or 1670) or equivalent, and pass any and all testing required for certification. Any active firefighter who has completed the certification for Firefighter 2 has met this requirement and does not have to receive a separate training in Auto Extrication Level 1.

3.4. All active Firefighters must have completed an approved Firefighter 1 curriculum, or equivalent, and pass any and all testing required for certification before responding to any fire, with the exception of responding to wildland fires over which the Department of Natural Resources or Division of Forestry has jurisdiction.

3.5. At all times, all active fire line officers, excluding any training coordinator or safety coordinator, must have completed an approved Fire Officer 1 curriculum, or equivalent, and pass any and all testing required for certification as a Fire Officer 1.

3.6. At all times, all active chief and assistant chief members must have completed an approved Fire Officer 2 curriculum, or equivalent, and pass any and all testing required for certification as a Fire Officer 2.

3.7. At all times, all operators of fire department vehicles shall have received a Firefighter 1 certification, have a valid drivers license, and must have completed an approved Emergency Vehicle Operations Course (EVOC), or equivalent, for the type of apparatus operated, and pass any and all testing required for certification.

3.8. All Fire Instructors who wish to instruct or test others in any approved curriculum for purposes of certification by the State Fire Commission must obtain and maintain a valid adult part-time teaching permit, or be a certified Fire Instructor through West Virginia University Fire Extension Service.

3.9. Departments may appoint at least one member of the department to serve as a training coordinator. This person's responsibility shall be to insure that all members achieve the appropriate certifications, and to oversee training within the department. A training coordinator may conduct training within his or her own department. If the training coordinator does not meet the requirements of Fire Instructor, he or she may only conduct training within his or her own department and must have achieved training certification by the Commission to at least one level higher than the course content being trained. *Provided that:* a training coordinator may not test or certify any training unless they have met the requirements for Fire Instructor.

3.10. Any person wishing to achieve training certification following any training conducted by a training coordinator, may apply to a certified evaluator, who shall conduct all appropriate testing

for certification to the Commission. Provided that, a certified evaluator may suspend the testing for any individual if it becomes apparent that the applicant is in danger of physical harm.

3.10.1. The test administered following any training by a training coordinator shall be the same test which would be given to any person receiving training through a Fire Instructor outside of the department, as approved by the Commission through an approved curriculum.

3.12. Active and specialized support members that respond to hazardous materials incidents must have completed and achieved certification for training at or above the level of Hazardous Materials Awareness, and have passed any and all testing required for this certification. Active and specialized support members that operate at hazardous materials incidents must have completed and achieved, at the minimum, certification for training at the Hazardous Materials Operations level, as set forth by the U.S. Environmental Protection Agency and the U.S. Occupational Safety and Health Administration, and have passed any and all testing required for this certification.

3.13. All training beyond any minimum requirement as set forth by this rule is voluntary, but, if completed for purposes of obtaining certification by the Fire Commission, the training must have been approved by the Commission.

§87-8-4 Curriculum Approval

4.1. In order for a curriculum to be approved by the Fire Commission, the following minimum levels of competency must be met:

4.1.1. Firefighter 1- NFPA 1001, chapter 5, as more fully set forth in Table A at the end of this rule.

4.1.2. Vehicle and Machinery Rescue Level 1- NFPA 1006, chapters 5 and 10, as more fully set forth in Table B at the end of this rule.

4.1.3. Firefighter 2- NFPA 1001, chapter 6, as more fully set forth in Table C at the end of this rule.

4.1.4. Fire Officer 1- NFPA 1021, chapter 4, as more fully set forth in Table D at the end of this rule.

4.1.5. Fire Officer 2- NFPA 1021 chapter 5, as more fully set forth in Table E at the end of this rule.

4.1.6. Hazardous Materials Awareness- NFPA 472, chapter 5 sections 1 and 2, as more fully set forth in Table F at the end of this rule.

4.1.7 Driver/Operator- NFPA 1002, chapters 4, 5, 6, and 10, as more fully set forth in Table G at the end of this rule, as applicable.

4.1.8 Fire Instructor- NFPA 1041, ch 4 and 5, as more fully set forth in Table H at the end of this rule. Further, if not a fire instructor employed by West Virginia University Fire Extension Service, a fire instructor shall obtain, and maintain, an adult part-time teaching permit.

4.1.9. All Other training, if being presented to the Commission for approval for certification, must meet or exceed the National Standard for the corresponding training objective as set forth by NFPA.

4.2. Persons seeking approval for a curriculum must submit 1 copy of the text and teaching materials, and 15 copies of the proposed curriculum outline to the Fire Commission. Each course curriculum must provide for the following:

4.2.1. Course content meeting or exceeding the current National Standard as set forth by NFPA or other accrediting entity, including Job Performance Requirements.

4.2.2. On-line training in the subject matter being taught, including a break down of the course content being offered on-line and an approximate time table describing the amount of time needed for delivery of the content, or an explanation as to why this is not applicable.

4.2.3. On-line testing, in a controlled, proctored environment, or an explanation as to why this is not applicable.

4.2.4. In person training on the subject matter, including a break down of the course content being offered in person and an approximate time table describing the amount of time needed for delivery of the content, or an explanation as to why this is not applicable.

4.2.5. In person testing in a controlled, proctored environment, or an explanation as to why this is not applicable.

4.2.6. A regional testing schedule for the course if in person testing is required, stating the general vicinity of the tests, and the minimum number of times the test shall be offered in each location.

4.2.7. The procedure for administering the on-line instruction or testing, if applicable, which shall include, at a minimum:

4.2.7.a. A controlled, proctored environment for testing;

4.2.7.b. The party responsible for providing the computer equipment and internet service; and,

4.2.7.c. Minimum equipment and service levels for the instruction and/or testing environment.

4.2.8. The course content, broken down into segments, blocks or modules, and the method of testing for the course content, or an explanation as to why this is not applicable.

4.2.9 The anticipated fee to be charged per student for receiving the training and testing.

4.3. All materials submitted for the Courses for Certification in Firefighter 1, Firefighter 2, Fire Officer 1, Fire Officer 2, Vehicle and Machinery Rescue Level 1, and Hazardous Materials Awareness and/or Operations must include on-line training, as either its entire course, or as a blended course of on-line and in person training, or an explanation as to why this is not applicable.

4.4. Upon receipt of the proposed curriculum, the Fire Commission Training Committee shall review the submitted materials to ensure that each curriculum complies with the minimum standards as set forth in sections 4.1 and 4.2 of this rule.

4.4.1. If, after review, the subcommittee finds that the materials do not comply with the standard set forth in sections 4.1 and 4.2 of this rule, the text book and teaching materials, and one copy of the curriculum outlines shall be returned to the person submitting the materials, with an explanation as to why the curriculum is being returned.

4.4.2. If after review, the subcommittee finds that the submitted materials comply with the standards set forth in sections 4.1 and 4.2 of this rule, the submitted materials shall be made available for review by the general public, upon request, and a 30 day written comment period shall be announced at the next meeting of the Fire Commission with all written comments being submitted to the State Fire Commission at 1207 Quarrier Street, Charleston, WV 25031.

4.4.3. Following the written comment period, but not prior to the next regular Fire Commission meeting, the Commission shall vote to accept or reject the proposed curriculum, and the person submitting the curriculum shall be notified of the results of the vote, and if approved, the allowed start date to provide the approved curriculum to the public for Certification.

4.5. All Curricula must be approved by the Commission at a minimum every 5 years to insure that training is meeting or exceeding the standards set forth in the current edition of the NFPA.

4.5.1 If a Curricula is not submitted for re-approval after five years have passed, the approval for the curricula will automatically be suspended.

4.6. The Commission, if it has received notice that the standard for a particular curriculum has changed, shall notify the party or parties affected, and any updated curricula shall be submitted,

in accordance with the standards as stated in sections 4.1 and 4.2 of this rule within a period of time not to exceed 12 months.

4.6.1 If an updated curricula is not submitted for approval after 12 months have passed, the approval for the curricula will automatically be suspended.

§87-8-5 Equivalency

5.1 Individuals holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board on Fire Service Professional Qualifications (ProBoard) must comply with the following guidelines:

5.1.1 Applicant must complete the appropriate application and attach supporting documentation through either the certification division of West Virginia University Fire Service Extension, or to the West Virginia Department of Education.

5.1.2 The applicant must be a member of a West Virginia State Fire Commission recognized fire department and must have the signature of the Fire Chief in order to request reciprocity.

5.2. Individuals not holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board on Fire Service Professional Qualifications (ProBoard) must comply with the following guidelines:

5.2.1. Applicant must complete the appropriate application and attach supporting documentation through the certification division of West Virginia University Fire Service Extension, or through the West Virginia Department of Education.

5.2.2. The applicant must be a member of a West Virginia State Fire Commission recognized fire department and must have the signature of the Fire Chief in order to request reciprocity.

5.2.3. Applicant must submit documentation of training and testing that complies with each component of the appropriate NFPA Standard for the desired level of certification. Documentation must be dated within the last 5 years.

5.2.4. If documentation is insufficient, applicant must successfully pass a certification written exam with a minimum score of 70% for the desired level of certification and practical skills exam, where applicable.

5.2.5. Applicant must meet the general requirements for certification as outlined by the West Virginia State Fire Commission.

5.3. The West Virginia University Fire Service Extension Certification Division or the West Virginia Department of Education will review and verify all documentation. Once documentation has been reviewed and verified to meet the certification criteria, the candidate will be issued reciprocity. 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.

5.4. Applicants seeking Fire Officer I/Fire Officer II equivalency shall submit:

5.4.1. A portfolio outlining the certification being sought and associated files containing the Job Performance Requirements which meet the respective NFPA 1021 standard.

5.4.2. A list of all current training and certifications courses which were taken to achieve the equivalent certification.

5.5. If the equivalency application is refused or denied, the applicant may apply to the Commission, pursuant to WV Code Rules § 87-6-12, for a hearing on the merits of the application, and the Commission shall issue a final decision upon the application.

§87-8-6 Minimum Equipment and Performance Standards

6.1. At all times, Departments shall operate in accordance with Federal, State, and Local laws, as well as their own Constitution, Bylaws, Rules, and Regulations.

6.2. All departments shall report fire losses to the State Fire Marshal's Office in accordance with West Virginia Code § 8-15-8a.

6.3. Each Department shall make provisions for the receipt of alarms and the notification of members of all emergency calls received.

6.4. Each Department, or County Fire Association, as defined by West Virginia Code § 7-17-6, shall prepare and submit to the Fire Commission a map outlining the "first due" area of the Department. This agreement must be updated with the Fire Commission each time any agreement is modified or changed. Further, each department shall submit to the Fire Commission copies of any and all mutual aid agreements with other departments, and any subsequent changes to such agreements.

6.5. Each member of the department shall respond to any emergency call in a manner consistent to preserve the life, safety, and property of the public and members of the department.

6.6. Departments shall, within five minutes of arriving on the scene at a structure or vehicle fire, be capable of delivering a minimum water flow at the rate of two hundred fifty (250)

gallons per minute for a minimum of five (5) continuous minutes.

6.7. Departments shall, within its first due area, achieve the minimum classification for a municipality or rural fire protection district as determined by the Insurance Service Office (ISO).

6.8. Departments shall maintain records of routine inspections and maintenance for all in service apparatus and equipment, including emergency repairs, for a minimum of five (5) years and shall produce these documents upon request to the Fire Commission, Fire Marshal, or governmental entity overseeing the Department.

6.9. At all times, at least one member of the department shall be certified as a repairperson for SCBA or the department may show evidence of an agreement with, or documentation of yearly testing by a qualified repairman or firm/shop to provide such services.

6.10. All fire pumps and hoses, and aerial apparatus shall be tested at least annually for compliance with NFPA 1901, 1911, 1961, and 1962. Records of these tests shall be maintained by the department for a minimum of 5 years and shall be produced by the department upon request to the Fire Commission, Fire Marshal, or governmental entity overseeing the Department.

6.11. All apparatus and associated equipment shall meet the standard for that particular apparatus or piece of equipment as set forth in NFPA 1901 as adopted in the West Virginia Fire Code: Provided that, if an apparatus is not capable of transporting the required equipment as set forth in 1901 to an emergency scene, a written plan must be kept on file, and be capable of being produced upon demand to the Fire Commission, Fire Marshal, or overseeing governmental agency, setting forth a detailed procedure for transporting all necessary equipment as detailed in 1901 to the emergency scene, which shall be strictly adhered to. The plan not being able to be produced, or the plan not being adhered to is a violation of this standard and may result in revocation of the department's certification.

6.12. At all times, departments shall maintain workers compensation coverage for all personnel.

§87-8-7 Personal Protective Equipment

8.1 All personal protective equipment must have been approved for structural firefighting at the time of purchase by the current owner.

8.2 For structural firefighters, all personal protective equipment shall be less than 10 years old from date of manufacture and shall include the following:

8.2.1. Helmet;

8.2.2. Coat;

8.2.3. Pants;

8.2.4. Gloves;

8.2.5. Nomex Hood, or equivalent; and

8.2.6. Boots.

§87-8-9 Penalty

Failure to maintain minimum levels of performance in training, equipment maintenance and performance standards in this rule shall make the department subject to removal of its certification, as set forth in West Virginia Code Rules 87-6-1 et seq.

TABLE 87-8 A
NFPA 1001 - Fire Fighter I - 2008 Edition

5.1	Requirements of NFPA 472, Operations Level; Chapter 5, Sec 6.6 (to include Sec 6.2)
5.2.1	Initiate the response to a reported emergency
5.2.1(A)	RK: reporting an emergency
5.2.1(B)	RS: operate communications equipment
5.2.2	Receive a business or personal telephone call
5.2.2(A)	RK: Fire department procedures for answering nonemergency telephone calls
5.2.2(B)	RS: fire station telephone and intercom equipment
5.2.3	Transmit and receive messages via the fire department radio
5.2.3(A)	RK: Departmental radio procedures
5.2.3(B)	RS: radio equipment and discriminate between routine and emergency traffic
5.3.1	Use SCBA during emergency operations
5.3.1(A)	RK: respiratory protection
5.3.1(B)	RS: use SCBA
5.3.2	Respond on apparatus to an emergency scene
5.3.2(A)	RK: riding fire apparatus
5.3.2(B)	RS: use each piece of provided safety equipment
5.3.3	Operate in established work areas at emergency
5.3.3(A)	RK: Potential hazards at emergency scene
5.3.3(B)	RS: Operate in protected area
5.3.4	Force entry into a structure
5.3.4(A)	RK: Basic construction
5.3.4(B)	RS: transport and operate hand and power tools and to force entry
5.3.5	Exit a hazardous area as a team
5.3.5(A)	RK: Personnel accountability systems
5.3.5(B)	RS: operate as a team
5.3.6	Set up ground ladders
5.3.6(A)	RK: parts and hazards of ladders
5.3.6(B)	RS: carry raise and extend ladders
5.3.7	Attack a passenger vehicle fire operating as a member of a team
5.3.7(A)	RK: fire streams
5.3.7(B)	RS: automobile fire
5.3.8	Extinguish fires in exterior Class A materials
5.3.8(A)	RK: attack lines and water streams
5.3.8(B)	RS: handlines or master streams

5.3.9	Conduct a search and rescue in a structure operating as a member of a team
5.3.9(A)	RK: forcible entry tools
5.3.9(B)	RS: SCBA, set up ladders, rescue, and assess areas to determine tenability
5.3.10	Attack an interior structure fire operating as a member of a team
5.3.10(A)	RK: fire streams
5.3.10(B)	RS: water hammers; flow and patterns; apply water, and suppress interior wall and subfloor fires
5.3.11	Perform horizontal ventilation on a structure operating as part of a team
5.3.11(A)	RK: ventilation;
5.3.11(B)	RS: ventilation tools and equipment
5.3.12	Perform vertical ventilation on a structure operating as part of a team
5.3.12(A)	RK: heat transfer;
5.3.12(B)	RS: ventilation tools and equipment
5.3.13	Overhaul a fire scene
5.3.13(A)	RK: attack lines and water application devices
5.3.13(B)	RS: attack line; expose void spaces; apply water, signs of area of origin and arson; and complete extinguishment
5.3.14	Conserve property as a member of a team
5.3.14(A)	RK: property conservation
5.3.14(B)	RS: covering materials;
5.3.15	Connect a fire department pumper to a water supply as a member of a team
5.3.15(A)	RK: mobile water supply apparatus; fire hydrant operation; and suitable static water supply
5.3.15(B)	RS: lay a supply hose;
5.3.16	Extinguish incipient Class A, Class B, and Class C fires
5.3.16(A)	RK: classifications of fire;
5.3.16(B)	RS: operate portable fire extinguishers
5.3.17	Illuminate the emergency scene
5.3.17(A)	RK: Safety principles
5.3.17(B)	RS: department power supply
5.3.18	Turn off building utilities
5.3.18(A)	RK: electricity, gas, and water systems;
5.3.18(B)	RS: utility control devices
5.3.19	Combat a ground cover fire operating as a member of a team
5.3.19(A)	RK: ground cover fires
5.3.19(B)	RS: exposure threats
5.5.1	Clean and check ladders, ventilation equipment, self-contained breathing apparatus (SCBA), ropes, salvage equipment, and hand tools
5.5.1(A)	RK: cleaning methods
5.5.1(B)	RS: correct tools
5.5.2	Clean, inspect, and return fire hose to service
5.5.2(A)	RK: noting a defective hose
5.5.2(B)	RS: clean hose;

TABLE 87-8 B
NFPA 1006 - Vehicle and Machinery Rescue - 2008 Edition

SECTION	OBJECTIVE / JPR, RK, RS	ABBREVIATED TEXT
5.2.1		needed support resources
5.2.1(A)		RK: Equipment organization and tracking methods
5.2.1(B)		RS: track equipment inventory
5.2.2		Size up a rescue incident
5.2.2(A)		RK: reference materials and their uses
5.2.2(B)		RS: use information gathering sources
5.2.3		Manage incident hazards
5.2.3(A)		RK: Resource capabilities and limitations
5.2.3(B)		RS: resource capabilities and limitations
5.2.4		Manage resources
5.2.4(A)		RK: Incident management system
5.2.4(B)		RS: implement an incident management system
5.2.5		Conduct a search
5.2.5(A)		RK: site-specific search environment
5.2.5(B)		RS: enter, maneuver in, and exit the search environment
5.2.6		ground support operations
5.2.6(A)		RK: Ground support operations
5.2.6(B)		RS: provide ground support operations
5.2.7		Terminate the incident
5.2.7(A)		RK: IC Functions
5.2.7(B)		RS: Hazard recognition, risk analysis
5.3.1		Triage victims
5.3.1(A)		RK: Types and systems of triage
5.3.1(B)		RS: ability to use triage materials
5.3.2		Move a victim
5.3.2(A)		RK: Types of transport equipment and removal systems
5.3.2(B)		RS: ability to secure a victim
5.3.3		Transfer a victim to emergency medical services
5.3.3(A)		RK: Medical protocols for victim transfer
5.3.3(B)		RS: report victim condition and history
5.4.1		inspect hazard-specific personal protective equipment
5.4.1(A)		RK: personal protective equipment
5.4.1(B)		RS: wear and damage indicators
5.4.2		Inspect and maintain rescue equipment
5.4.2(A)		RK: Functions and operations of rescue equipment
5.4.2(B)		RS: Identify wear and damage indicators
5.5.1		Tie knots, bends and hitches
5.5.1(A)		RK: Knot efficiency, proper knot utilization
5.5.1(B)		RS: Tie representative knots

SECTION	OBJECTIVE / JPR, RK, RS	ABBREVIATED TEXT
5.5.2	single-point anchor system	
5.5.2(A)	RK: Application of knots	
5.5.2(B)	RS: select rope and equipment	
5.5.3	Edge protection	
5.5.3(A)	RK: Materials and devices	
5.5.3(B)	RS: select protective devices.	
5.5.4	rope mechanical advantage system	
5.5.4(A)	RK: Principles of mechanical advantage	
5.5.4(B)	RS: select rope and equipment	
5.5.5	Direct a team in the operation of a simple rope mechanical advantage system	
5.5.5(A)	RK: Principles of mechanical advantage	
5.5.5(B)	RS: Direct personnel effectively	
5.5.6	Direct a team	
5.5.6(A)	RK: Principles of mechanical advantage.	
5.5.6(B)	RS: ability to direct personnel effectively	
5.5.7	Function as a litter tender	
5.5.7(A)	RK: Task-specific selection criteria	
5.5.7(B)	RS: ability to select and use rescuer harness	
5.5.8	Construct a lowering system	
5.5.8(A)	RK: Capabilities and limitations of various devices	
5.5.8(B)	RS: ability to tie knots	
5.5.9	Direct a lowering operation	
5.5.9(A)	RK: Application and use of descent control devices	
5.5.9(B)	RS: ability to direct personnel	
5.5.10	Direct a lowering operation	
5.5.10(A)	RK: Application and use of descent control devices	
5.5.10(B)	RS: ability to direct personnel	
5.5.11	Construct a belay system	
5.5.11(A)	RK: Principles of belay systems	
5.5.11(B)	RS: ability to select a system	
5.5.12	Operate a belay system	
5.5.12(A)	RK: Application and use of belay devices	
5.5.12(B)	RS: ability to tend a belay system	
5.5.13	Belay a falling load	
5.5.13(A)	RK: Application and use of belay devices	
5.5.13(B)	RS: ability to operate a belay system	
5.5.14	Conduct a system safety check	
5.5.14(A)	RK: System safety check procedures	
5.5.14(B)	RS: ability to apply and use personal protective equipment	
Chapter 10	Vehicle and Machinery Rescue	
10.1	Plan for a vehicle/machinery incident	Level I
10.1.1(A)	RK: Operational protocols	

SECTION	OBJECTIVE / JPR, RK, RS	ABBREVIATED TEXT
10.1.1(B)	RS: ability to apply operational protocols	
10.1.2	RK: Establish "scene" safety zones	
10.1.2(A)	RK: Use and selection of personal protective equipment	
10.1.2(B)	RS: ability to select and use personal protective equipment	
10.1.3	Establish fire protection	
10.1.3(A)	RK: Types of fire and explosion hazards	
10.1.3(B)	RS: ability to identify fire and explosion hazards	
10.1.4	Stabilize a common passenger vehicle	
10.1.4(A)	RK: Types of stabilization devices	
10.1.4(B)	RS: ability to apply and operate stabilization devices	
10.1.5	Isolate potentially harmful energy sources	
10.1.5(A)	RK: Types and uses of personal protective equipment,	
10.1.5(B)	RS: ability to select and use task- and incident-specific personal protective	
10.1.6	Determine the common passenger vehicle or small machinery access and egress points	
10.1.6(A)	RK: Common passenger vehicle or small machinery construction/features	
10.1.6(B)	RS: ability to identify entry and exit points	
10.1.7	Create access and egress openings	
10.1.7(A)	RK: Common passenger vehicle or small machinery construction	
10.1.7(B)	RS: ability to identify common passenger vehicle or small machinery construction features	
10.1.8	Disentangle victim(s)	
10.1.8(A)	RK: Tool selection and application	
10.1.8(B)	RS: ability to operate disentanglement tools	
10.1.9	remove a packaged victim	
10.1.9(A)	RK: Patient handling techniques	
10.1.9(B)	RS: Use of immobilization, packaging, and transfer devices	
10.1.10	Terminate a Level I vehicle/machinery incident.	

TABLE 87-8 C
NFPA 1001 - Fire Fighter II - 2008 Edition

SECTION	OBJECTIVE / JPR, RK, RS	ABBREVIATED TEXT
6.1.1	Fire Fighter I	
6.2.1	Complete a basic incident report	
6.2.1(A)	RK: basic incident reports	
6.2.1(B)	RS: complete reports	
6.2.2	Communicate the need for team assistance	
6.2.2(A)	RK: Standard operating procedures	
6.2.2(B)	RS: operate fire department communications equipment	
6.3.1	Extinguish an ignitable liquid fire	
6.3.1(A)	RK: foam	
6.3.1(B)	RS: prepare a foam concentrate	
6.3.2	Coordinate an interior attack line team's accomplishment of an assignment in a structure fire	
6.3.2(A)	RK: proper nozzle and hose	
6.3.2(B)	RS: assemble a team	
6.3.3	Control a flammable gas cylinder fire operating as a member of a team	
6.3.3(A)	RK: Characteristics of pressurized flammable gases	
6.3.3(B)	RS: advances and retreats	
6.3.4	Protect evidence of fire cause and origin	
6.3.4(A)	RK: assess origin and cause	
6.3.4(B)	RS: locate the fire's origin area	
6.4.1	Extricate a victim entrapped in a motor vehicle as part of a team	
6.4.1(A)	RK: fire department's role at a vehicle accident	
6.4.1(B)	RS: operate hand and power tools	
6.4.2	Assist rescue operation teams	
6.4.2(A)	RK: fire fighter's role at a technical rescue operation	
6.4.2(B)	RS: identify and retrieve various types of rescue tools	
6.5.1	Perform a fire safety survey in a private dwelling	
6.5.1(A)	RK: Organizational policy and procedures	
6.5.1(B)	RS: complete forms	
6.5.2	Present fire safety information to station visitors or small groups	
6.5.2(A)	RK: informational materials	
6.5.2(B)	RS: document presentations and using prepared materials	
6.5.3	Prepare a preincident survey	
6.5.3(A)	RK: sources of water supply	
6.5.3(B)	RS: components of fire suppression and detection systems	
6.5.4	Maintain power plants, power tools, and lighting equipment	
6.5.4(A)	RK: Types of cleaning methods	
6.5.4(B)	RS: correct tools	

SECTION	OBJECTIVE / JPR, RK, RS ABBREVIATED TEXT
6.5.5	Perform an annual service test on fire hose
6.5.5(A)	RK: hose service testing
6.5.5(B)	RS: hose testing equipment and nozzles and to record results

TABLE 87-8 D

NFPA 1021 - Fire Officer I - 2009 Edition

OBJECTIVE / JPR, RK, RS

SECTION	ABBREVIATED TEXT
4.1	meet the requirements of Fire Fighter II & Fire Instructor I
4.2.1	Assign tasks or responsibilities
4.2.1(A)	RK: Verbal communications during emergency situations
4.2.1(B)	RS: condense instructions for frequently assigned unit tasks
4.2.2	Assign tasks or responsibilities
4.2.2(A)	RK: Verbal communications under nonemergency situations
4.2.2(B)	RS: instructions for frequently assigned unit tasks
4.2.3	Direct unit members during a training evolution
4.2.3(A)	RK: Verbal communication techniques
4.2.3(B)	RS: distribute issue-guided directions
4.2.4	Recommend action for member-related problems
4.2.4(A)	RK: signs and symptoms of member-related problems
4.2.4(B)	RS: recommend a course of action for a member in need of assistance
4.2.5	Apply human resource policies and procedures
4.2.5(A)	RK: Human resource policies and procedures
4.2.5(B)	RS: communicate verbally and in writing
4.2.6	Coordinate the completion of assigned tasks
4.2.6(A)	RK: Principles of supervision
4.2.6(B)	RS: plan and to set priorities
4.3.1	initiate action on a community need
4.3.1(A)	RK: community demographics
4.3.1(B)	RS: Familiarity with public relations
4.3.2	initiate action to a citizen's concern
4.3.2(A)	RK: Interpersonal relationships
4.3.2(B)	RS: Familiarity with public relations
4.3.3	Respond to a public inquiry
4.3.3(A)	RK: Written and verbal communication techniques
4.3.3(B)	RS: relate interpersonally and to respond to public inquiries

SECTION	OBJECTIVE / JPR, RK, RS	ABBREVIATED TEXT
4.4.1		recommend changes to a departmental policy
4.4.1(A)		RK: Written and oral communication
4.4.1(B)		RS: relate interpersonally
4.4.2		Execute routine unit-level administrative functions
4.4.2(A)		RK: Administrative policies and procedures and records management
4.4.2(B)		RS: communicate verbally and in writing
4.4.3		prepare a budget request
4.4.3(A)		RK: policy and procedures
4.4.3(B)		RS: communicate orally and in writing
4.4.4		Explain the purpose of each management component of the organization
4.4.4(A)		RK: Organizational structure
4.4.4(B)		RS: ability to communicate verbally
4.4.5		Explain the needs and benefits of collecting incident response data
4.4.5(A)		RK: agency's records management system
4.4.5(B)		RS: ability to communicate
4.5.1		Describe the procedures of the AHJ for conducting fire inspections
4.5.1(A)		RK: Inspection procedures
4.5.1(B)		RS: ability to communicate
4.5.2		Identify construction, alarm, detection, and suppression features
4.5.2(A)		RK: Fire behavior; building construction;
4.5.2(B)		inspection and incident reports
4.5.3		RS: ability to use evaluative methods
4.5.3(A)		Secure an incident scene
4.5.3(B)		RK: Types of evidence
4.6.1		RS: ability to establish perimeters
4.6.1(A)		Develop an initial action plan
4.6.1(B)		RK: Elements of a size-up
4.6.2		RS: ability to analyze emergency scene conditions;
4.6.2(A)		Implement an action plan
4.6.2(B)		RK: Standard operating procedures
4.6.3		RS: ability to implement an incident management system
4.6.3(A)		Develop and conduct a post-incident analysis
4.6.3(B)		RK: Elements of a post-incident analysis
4.7.1		RS: ability to write reports
4.7.1(A)		Apply safety regulations at the unit level
4.7.1(B)		RK: most common causes of personal injury and accident to members
4.7.2		RS: ability to identify safety hazards
4.7.2(A)		Conduct an initial accident investigation
4.7.2(B)		RK: Procedures for conducting an accident investigation
4.7.3		RS: ability to communicate
4.7.3(A)		Explain the benefits of being physically and medically capable
4.7.3(B)		RK: National death and injury statistics
		RS: ability to communicate orally

TABLE 87-8 E

NFPA 1021 - Fire Officer II - 2009 Edition

OBJECTIVE / JPR, RK, RS

SECTION	ABBREVIATED TEXT
5.1	requirements of Fire Instructor I
5.2.1	initiate actions to maximize member performance
5.2.1(A)	RK: Human resource policies and procedures
5.2.1(B)	RS: communicate orally and in writing
5.2.2	Evaluate the job performance of assigned members
5.2.2(A)	RK: Human resource policies and procedures
5.2.2(B)	RS: communicate orally and in writing
5.2.3	Create a professional development plan
5.2.3(A)	RK: Development of a professional development guide
5.2.3(B)	RS: ability to communicate
5.3.1	Explain the benefits to the organization of cooperating
5.3.1(A)	RK: Agency mission and goals
5.3.1(B)	RS: ability to develop interpersonal relationships
5.4.1	develop a policy or procedure
5.4.1(A)	RK: Policies and procedures and problem identification
5.4.1(B)	RS: communicate in writing and to solve problems
5.4.2	Prepare a project or divisional budget request
5.4.2(A)	RK: supplies and equipment necessary for ongoing or new projects
5.4.2(B)	RS: allocate finances
5.4.3	process of purchasing
5.4.3(A)	RK: purchasing laws, policies and procedures
5.4.3(B)	RS: ability to use evaluative methods and to communicate
5.4.4	Prepare a news release
5.4.4(A)	RK: Policies and procedures and the format used for news releases
5.4.4(B)	RS: communicate orally and in writing
5.4.5	Prepare a concise report for transmittal to a supervisor
5.4.5(A)	RK: data processing system
5.4.5(B)	RS: communicate in writing and to interpret data
5.4.6	Develop a plan to accomplish change
5.4.6(A)	RK: Planning and implementing change
5.4.6(B)	RS: ability to clearly communicate
5.5.1	Determine the point of origin and preliminary cause of a fire
5.5.1(A)	RK: Methods used by arsonists
5.5.1(B)	RS: communicate orally and in writing and to apply knowledge using deductive skills

TABLE 87-8 F
NFPA 472 - HazMat Operational w/Response to Illicit Laboratory Incident's Specific Competencies - 2008 Edition

SECTION	OBJECTIVE / JPR, RK, RS	ABBREVIATED TEXT
		awareness level (Chapter 4), all core competencies at the operations level (Chapter 5), all mission-specific competencies for personal protective equipment (Section 6.2), and all competencies in this section.
6.9.1.1.2		determine if incident is illicit lab operation
6.9.2.1		Given examples of illicit drug manufacturing methods, describe the operational considerations, hazards, and products
6.9.2.1(1)		Given examples of illicit chemical WMD methods describe the operational considerations, hazards, and products
6.9.2.1(2)		Given examples of illicit biological WMD methods, describe the operational considerations
6.9.2.1(3)		Given examples of illicit laboratory operations, describe the potential booby traps
6.9.2.1(4)		describe the agencies that have investigative authority
6.9.2.1(5)		identify possible response options
6.9.3.1		identify the unique operational aspects associated with illicit drug manufacturing
6.9.3.2.1		describe law enforcement securing and preserving the scene
6.9.3.2.2(1)		describe joint hazardous materials and EOD personnel site reconnaissance
6.9.3.2.2(2)		describe atmospheric hazards through air monitoring and detection
6.9.3.2.2(3)		describe mitigation of immediate hazards
6.9.3.2.2(4)		describe coordinated crime scene operation
6.9.3.2.2(5)		describe documenting personnel and scene activities
6.9.3.3(1)		identify the law enforcement agency(s)
6.9.3.4.1		identify and describe the unique tasks and operations
6.9.3.4.2(1)		describe hazards, safety procedures, and tactical guidelines
6.9.3.4.2(2)		describe factors to be evaluated in selection of appropriate personal protective equipment
6.9.3.4.2(3)		describe factors to be considered in selection of appropriate decontamination
6.9.3.4.2(4)		describe factors to be evaluated in the selection of detection devices
6.9.3.4.2(5)		describe factors to be considered in the development of a remediation plan
6.9.3.5		select personal protective equipment
6.9.4.1.1(1)		Describe safe and effective methods for law enforcement to secure the scene.
6.9.4.1.1(2)		Demonstrate decontamination procedures for tactical law enforcement personnel
6.9.4.1.1(3)		Demonstrate methods to identify and avoid potential unique safety hazards
6.9.4.1.1(4)		Demonstrate methods to conduct joint hazardous materials/EOD operations
6.9.4.1.2		demonstrate methods of identifying various manufacturing operations
6.9.4.1.3		describe joint agency crime scene operations.
6.9.4.1.4		describe the policy and procedures for post-crime scene processing
6.9.4.1.5		describe local procedures for performing decontamination upon

TABLE 87-8 G

NFPA 1002 - Driver/Operator - 2009 Edition

SECTION	OBJECTIVE / JPR, RK, RS	ABBREVIATED TEXT
Chapter 4: General Requirements		
4.2.1	Perform routine tests	
4.2.1(A)	RK: Manufacturer specifications and requirements	
4.2.1(B)	RS: correct any deficiency	
4.2.2	document routine tests, inspections, and servicing functions	
4.2.2(A)	RK: documenting maintenance	
4.2.2(B)	RS: tools and equipment	
4.3.1	Operate a fire department vehicle	
4.3.1(A)	RK: vehicle control	
4.3.1(B)	RS: passenger restraint devices	
4.3.2	Back a vehicle	
4.3.2(A)	RK: principles of safe vehicle operation	
4.3.2(B)	RS: operate the vehicle safely	
4.3.3	Maneuver a vehicle around obstructions	
4.3.3(A)	RK: principles of safe vehicle operation	
4.3.3(B)	RS: operate the vehicle safely	
4.3.4	Turn a fire department vehicle 180 degrees	
4.3.4(A)	RK: principles of safe vehicle operation	
4.3.4(B)	RS: operate the vehicle safely	
4.3.5	Maneuver a fire department vehicle in areas with restricted horizontal and vertical clearances	
4.3.5(A)	RK: principles of safe vehicle operation	
4.3.5(B)	RS: operate the vehicle safely	
4.3.6	defensive driving	
4.3.6(A)	RK: vehicle control	
4.3.6(B)	RS: operate safely	
4.3.7	fixed systems and equipment	
4.3.7(A)	RK: operating procedures, policies, and procedures	
4.3.7(B)	RS: recognize and correct system problems	
Chapter 5: Apparatus Equipped with Fire Pump		
5.1	requirements of Fire Fighter I as specified in NFPA 1001 or Advanced Exterior Industrial Fire Brigade Member or Interior Structural Fire Brigade Member as specified in NFPA 1081	
5.1.1	routine tests, inspections, and servicing functions	
5.1.1(A)	RK: Manufacturer specifications	
5.1.1(B)	RS: recognize system problems	

SECTION	OBJECTIVE / JPR, RK, RS ABBREVIATED TEXT
5.2.1	Produce effective hand or master streams
5.2.1(A)	RK: Hydraulic calculations and safe operation of the pump
5.2.1(B)	RS: position a fire department pumper to operate
5.2.2	Pump a supply line of 2 1/2 in. (65 mm) or larger
5.2.2(A)	RK: Hydraulic calculations and, safe operation of the pump
5.2.2(B)	RS: position a fire department pumper
5.2.3	Produce a foam fire stream
5.2.3(A)	RK: foam systems
5.2.3(B)	RS: operate foam proportioning equipment
5.2.4	Supply water to fire sprinkler and standpipe systems
5.2.4(A)	RK: operating principles of sprinkler systems
5.2.4(B)	RS: position a fire department pumper to operate at a fire hydrant and at a static water source
Chapter 6 Apparatus: Equipped with an Aerial Device	
requirements of Fire Fighter I as specified in NFPA 1001 or Advanced Exterior Industrial Fire Brigade Member or Interior Structural Fire Brigade Member as specified in NFPA 1081	
6.1	tests, inspections, and servicing
6.1.1	tests, inspections, and servicing
6.1.1(A)	RK: procedures
6.1.1(B)	RS: hand tools
6.2.1	Maneuver and position an aerial apparatus
6.2.1(A)	RK: Capabilities and limitations of aerial devices
6.2.1(B)	RS: appropriate position for the apparatus
6.2.2	Stabilize an aerial apparatus
6.2.2(A)	RK: hydraulic systems
6.2.2(B)	RS: transfer power
6.2.3	Maneuver and position the aerial
6.2.3(A)	RK: Aerial device hydraulic systems
6.2.3(B)	RS: raise, rotate, extend, and position
6.2.4	Lower an aerial device
6.2.4(A)	RK: Aerial device hydraulic systems
6.2.4(B)	RS: rotate and position
6.2.5	Deploy and operate an elevated master stream
6.2.5(A)	RK: Nozzle reaction, range of operation, and weight limitations
6.2.5(B)	RS: connect a water supply
Chapter 10 Mobile Water Supply Apparatus	
10.1.1	tests, inspections, and servicing functions
10.1.1(A)	RK: specifications and requirements, policies, and procedures
10.1.1(B)	RS: use hand tools
10.2.1	Maneuver and position a mobile water supply apparatus at a water shuttle fill site
10.2.1(A)	RK: establishing a water shuttle fill site
10.2.1(B)	RS: correct position for the apparatus
10.2.2	Maneuver and position a mobile water supply apparatus at a water shuttle dump site
10.2.2(A)	RK: operating a water shuttle dump site
10.2.2(B)	RS: position for the apparatus
10.2.3	Establish a water shuttle dump site
10.2.3(A)	RK: water shuttle dump site
10.2.3(B)	RS: portable water tanks

TABLE 87-8 H

NFPA 1041 - Fire Service Instructor I - 2007 Edition

OBJECTIVE / JPR, RK, RS

SECTION	ABBREVIATED TEXT
4.2.2	Assemble course materials RK: Components of a lesson plan; policies and procedures for the procurement of materials and equipment
4.2.2(A)	and resource availability
4.2.3	Prepare training records and report forms
4.2.3(A)	RK: Types of records and reports required; policies and procedures for processing records and reports
4.2.3(B)	RS: Basic report writing
4.3.2	Review instructional materials RK: Recognition of student limitations, methods of instruction, types of resource materials; organizing the learning environment; policies and procedures
4.3.2(A)	RS: Analysis of resources, facilities, and materials
4.3.2(B)	Adapt a prepared lesson plan
4.3.3	
4.3.3(A)	RK: Elements of a lesson plan, selection of instructional aids and methods, origination of learning environment
4.3.3(B)	RS: Instructor preparation and organizational skills
4.4.2	Organize the classroom, laboratory or outdoor learning environment
4.4.2(A)	RK: Classroom management and safety
4.4.2(B)	RS: Use of instructional media and materials
4.4.3	Present prepared lessons
4.4.3(A)	RK: Laws and principles of learning
4.4.3(B)	RS: Oral communication techniques, teaching methods and techniques
4.4.4	Adjust presentation
4.4.4(A)	RK: Methods of dealing with changing circumstances
4.4.5	Adjust to differences in learning styles, abilities and behaviors
4.4.5(A)	RK: Motivation techniques, learning styles, types of learning disabilities and methods for dealing with them
4.4.5(B)	RS: Basic coaching and motivational techniques, adaptation of lesson plans or materials to specific instructional situations

SECTION	OBJECTIVE / JPR, RK, RS	ABBREVIATED TEXT
4.4.6	Operate audiovisual equipment, and demonstration devices	
4.4.6(A)	RK: Components of audiovisual equipment	
4.4.6(B)	RS: Use of audiovisual equipment, cleaning, and field level maintenance	
4.4.7	Utilize audiovisual materials	
4.4.7(A)	RK: Media types, limitations, and selection criteria	
4.4.7(B)	RS: Transition techniques within and between media	
4.5.2	Administer oral, written, and performance tests	
4.5.2(A)	RK: Test administration, agency policies, laws affecting records and disclosure of training information:	
4.5.2(B)	RS: Use of skills checklists and oral questioning techniques	
4.5.3	Grade student oral, written, or performance tests	
4.5.3(A)	RK: Grading and maintaining confidentiality of scores	
4.5.4	Report test results	
4.5.4(A)	RK: Reporting procedures, the interpretation of test results	
4.5.4(B)	RS: Communication skills, basic coaching	
4.5.5	Provide evaluation feedback to students	
4.5.5(A)	RK: Reporting procedures, the interpretation of test results	
4.5.5(B)	RS: Communication skills, basic coaching	