

Fire and Life Safety Educator I Product Documentation

Date of Submission:			
Full Name:			
Department or Agency:			
Current Job Title:		Birthdate (mm/dd/yyyy):	

To obtain certification as a **Fire and Life Safety Educator I** within the Utah Fire Service Certification System, this checklist must be completed (prior to the written exam). You must provide documentation as required for each area listed. This information and the supporting documentation will constitute as your product documentation.

Instructions to Candidate:

1. To obtain certification as a Fire and Life Safety Educator I within the Utah Fire Service Certification System, complete the following form and provide documentation as required.
 - a. Address each requirement in the standard and document how you meet the criteria.
 - b. All work must be your own work. (See policy 12.33.1)
 - c. Each requirement must have a minimum of one (1) submission. Candidates may submit more documentation if desired.
 - d. Each requirement should list the corresponding skill number and NFPA reference on the submitted documentation.
 - e. Each requirement must be completed during the current NFPA standard rotation schedule. NFPA 1030 is updated every 5 years.
2. Documents should be submitted in a binder and in an orderly fashion. Items should be tabbed and well documented.
3. A letter of recommendation from your immediate supervisor or fire chief to include verification of skills.
4. Candidates must meet these requirements before certification will be processed.
5. These requirements for Fire and Life Safety Educator I certification are based on NFPA 1030, Chapter 9, 2024 edition.

Appeals Process

Examinations and product documentation may be appealed. Candidates desiring to appeal should submit their appeal to the Certification Office in writing within 30 days of taking the exam. If resolution does not occur by the Certification Office, the candidate can appeal to the Certification Council. If the Certification Council turns down the appeal, the candidate can appeal to the Standards and Training Council. If that council turns down the appeal, the candidate can appeal to the Fire Prevention Board. If that board turns down the appeal, the candidate can request a judicial review. A judicial review of all final board actions resulting from informal adjudicative proceedings is available pursuant to UCA, Section 63-46b-15.

See next page.

<i>These requirements are based on NFPA 1030 (2024), chapter 9.</i>				
Skill(s)	NFPA Reference	Description of Skill/Knowledge	Completed by Candidate	Approved by Evaluator
1	9.3.1	<p>Description of skill and/or knowledge: Provide a sample of a form used by your agency to schedule public education activities, showing what activities, you have recorded.</p> <p>Criteria to meet standard: Provide a sample of a form used by your agency to schedule public education activities, showing what activities, you have recorded. The recorded information should include the following: date of training, name(s) of instructors for training session, participant(s) attending instructions, topic taught during training session, hours of instructions, record of test or evaluation scores of participant(s) if applicable.</p>		
2	9.3.2	<p>Description of skill and/or knowledge: Provide a sample of a completed written activity report of a public education presentation(s) that you conducted.</p> <p>Criteria to meet standard: Prepare an activity report using AHJ forms, activity requests, and pre-activity requirements and time allotments. The list of events should include at least 5. Describe the training need or goal of the activity requests. Describe the community resources, services, and organizations. Describe department procedures for scheduling a facility. Describe required instructor(s) to deliver course. Create a timeline that identifies due dates for the delivery of a course. Complete required forms to request facility, materials, resources and budget needs. Complete calendar showing schedule of activities over a one week period.</p>		
2, 3	9.3.3	<p>Description of skill and/or knowledge: Provide example(s) and description of how you schedule presentations, the timeline, pre-activity requirements, and calendar of events. Describe how they are scheduled without conflict.</p> <p>Criteria to meet standard: Prepare an activity report using AHJ forms, activity requests, and pre-activity requirements and time allotments. The list of events should include at least 5. Describe the training need or goal of the activity requests. Describe the community resources, services, and organizations. Describe department procedures for scheduling a facility. Describe required instructor(s) to deliver course. Create a timeline that identifies due dates for the delivery of a course. Complete required forms to request facility, materials,</p>		

		resources and budget needs. Complete calendar showing schedule of activities over a one week period.		
3	9.3.4, 9.4.1	<p><u>Description of skill and/or knowledge:</u> Provide a list of partners, organizations and/or associations in your community used to support your agency's public education program, and explain how you will convey this information to them and the public. See skill 3.</p> <p><u>Criteria to meet standard:</u> Provide documentation describing organization with common fire/life safety issues/goals. Describe opportunities to work together and the needs of each organization.</p>		
4	9.5.1	<p><u>Description of skill and/or knowledge:</u> Provide three (3) examples of instructional materials with learning objectives and explain who the intended audience is.</p> <p><u>Criteria to meet standard:</u> Provide documentation of three examples of instructional materials with learning objectives and explain who the intended audience is.</p>		
4	9.5.2	<p><u>Description of skill and/or knowledge:</u> Explain how you practice safety during fire and life safety education activities, listing the equipment used, and what was done to prevent injury to the educator and/or participants.</p> <p><u>Criteria to meet standard:</u> Provide documentation explaining how safety is practiced during fire and life safety education activities. Document the equipment used and what was done to prevent injury to the educator and/or participants.</p>		
4	9.5.1, 9.5.3, 9.5.4	<p><u>Description of skill and/or knowledge:</u> Provide documentation of a public education presentation you gave, and the lesson plan. Explain in detail the presentation methods used and learning objectives taught.</p> <p>This documentation shall list the: date, location, audience (i.e., audience needs, cultural competence), subject, time frame, number of students, and all others assisting with the presentation.</p> <p><u>Criteria to meet standard:</u> Provide documentation of a public education presentation given including the lesson plan. The documentation should include the following: date, location, audience, subject, time frame, number of students, and everyone assisting with the presentation. Explain in detail the presentation methods used and learning objectives taught.</p>		

5	9.5.5, 9.5.6, 9.5.7	<p>Description of skill and/or knowledge:</p> <p>Provide a sample of educational information that you distributed in your community using materials and electronic forms of communication (i.e., social media) in your community.</p> <p>Describe how you notified the public, any legal requirements for posting, and any policies for distribution.</p> <p>Explain who the intended audience was for, and intended timeframe of the incident, situation, or event.</p> <p>Criteria to meet standard:</p> <p>Provide a sample of educational material that has been distributed to the community you serve using materials and electronic forms of communication. The location, time, topic, and sponsoring agency are included, and that information reaches the intended audience within a specified time. Describe any legal requirements and policies for distribution and posting of materials. Describe the intended audience, time requirements for distribution of the material, and the distribution method. Develop, maintain, and strengthen interaction through electronic forms of communication.</p>		
6	9.6.1, 9.6.2	<p>Description of skill and/or knowledge:</p> <p>Provide a sample of an evaluation instrument that you have administered and describe in detail how you evaluated the results (scoring and grading techniques/scales). Describe how the lesson outcomes are measured and reported. See skill 6</p> <p>Criteria to meet standard:</p> <p>Provide an example of an evaluation instrument given to a student so that validity is determined, and necessary changes are accomplished. Describe testing policies and procedures, grade and rank student test scores, and determine mean score of the test group. Describe your evaluation method to evaluate test scores to determine if questions are skewed. Provide an example of recording test scores. Provide an example of reporting test scores to students following policy.</p>		
N/A	9.6.3	<p>Description of skill and/or knowledge:</p> <p>Provide a sample of a student evaluation instrument that you have administered. Explain how student feedback is given on the instructor/program. Document student evaluation policies and procedures.</p> <p>Criteria to meet standard:</p> <p>Provide an example of an evaluation instrument used for a student to provide feedback. Provide documentation of how the student feedback is given on the instructor and/or program. Provide documentation of student evaluation policies and</p>		

		procedures.		

By signing below, I attest that the documents and materials contained in this portfolio are true and accurate and were created, presented, and compiled by myself (the candidate). I also attest that I (the candidate) gave a 15-minute (plus or minus 2 minutes) presentation that met the requirements of NFPA 1030.

Certification Office Use Only

Approved by Certification Council? Yes No

Date approved: _____

Evaluator Qualifications:

1. Evaluators of the portfolio will be selected from the members of the Certification Council.
2. Evaluators shall be certified to, or above, the level.
3. Should a qualified member of the Certification Council not be available, the Certification Program Manager shall assign the portfolio review to a qualified SME within the state.
4. Evaluators shall be fair and impartial.
5. Should the evaluator have any conflict of interest, the evaluator will abstain from reviewing the portfolio and it will be assigned to another qualified evaluator.