

## Fire and Life Safety Educator II Product Documentation

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

To obtain certification as a **Fire and Life Safety Educator II** 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 your product documentation.

### **Instructions to Candidate:**

1. To obtain certification as a Fire and Life Safety Educator II 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 II certification are based on NFPA 1030, Chapter 10, 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.

*These requirements are based on NFPA 1030 (2024), chapter 10.*

Skill	NFPA Reference	Description of Skill/Knowledge	Completed by Candidate	Approved by Evaluator
1	10.2.1	<p><b><u>Description of skill and/or knowledge:</u></b>  Provide a written budget proposal you have developed for a program used by your agency. See skill 1</p> <p><b><u>Criteria to meet standard:</u></b>  Provide documentation of budget proposal you have developed for a program used by your agency. The budget proposal shall include a description of the training program and its needs, a review and documentation of past actual expenses, documentation of assessing and updating educational material, documentation of determining and projecting costs (materials, personnel salary and benefits, equipment, facility, and travel), and documentation of tracking and recording actual expenses (materials, personnel salary and benefits, equipment, facility and travel).</p>		
1	10.2.2	<p><b><u>Description of skill and/or knowledge:</u></b>  Retrieve, organize, and provide past budget information and project income/expenditures. Prepare a budget. See skill 1</p> <p><b><u>Criteria to meet standard:</u></b>  Provide documentation retrieving, organizing and providing past budget information and project income/expenditures by preparing a budget.</p>		
2	10.2.3	<p><b><u>Description of skill and/or knowledge:</u></b>  Provide a public policy recommendation for management within a program used by your agency. See skill 2</p> <p><b><u>Criteria to meet standard:</u></b>  Provide a public policy recommendation for management within a program used by your agency. Write the policy and describe justification for the policy. Explain the issue and describe solutions. Explain the impact/ benefit from adopting the policy.</p>		
13	10.2.4	<p><b><u>Description of skill and/or knowledge:</u></b>  Provide an evaluation on a subordinate's performance within a program used by your agency, including the written performance criteria and policies and procedures.</p> <p><b><u>Criteria to meet standard:</u></b>  Provide and complete an evaluation form your AHJ uses following AHJ policies on performance evaluations. Complete the evaluation form documenting the subordinate's performance. Verify outcomes by incorporating the written performance criteria and the organizations policies and procedures and document the feedback you would give to the subordinate based on their performance evaluation.</p>		
3	10.3.1	<p><b><u>Description of skill and/or knowledge:</u></b>  Provide fire and life safety education priorities within a program used by your agency that addresses identified risk priorities. Describe those risks.</p>		

		<p><b><u>Criteria to meet standard:</u></b></p> <p>Provide documentation of fire and life safety education priorities within a program used by your agency that addresses identified risk priorities. Identify and describe sources of data and content of reports. Describe the collection of data relevant to community needs. Analyze the data collected and describe risk areas by answering the questions of who, what, when, where, and how. Describe educational priorities to meet the needs of the identified risk priorities. Describe and select educational activities to meet the priorities.</p>		
4	10.3.2	<p><b><u>Description of skill and/or knowledge:</u></b></p> <p>Describe in what manner you have facilitated Fire and Life Safety collaborative partnerships within your organization. Provide a list of agencies that have a partnership with your public education program and why. Describe the strengths, goals, and organizational guidelines created as you have interacted in those groups.</p> <p><b><u>Criteria to meet standard:</u></b></p> <p>Provide documentation describing fire and life safety collaborative partnerships within your organization. Provide a list of agencies that have a partnership with your public education program and why. Describe the strengths, goals, and needs of each partner.</p>		
5	10.3.3	<p><b><u>Description of skill and/or knowledge:</u></b></p> <p>Provide a sample of your method for requesting resources.</p> <p><b><u>Criteria to meet standard:</u></b></p> <p>Provide documentation of requesting for support resources. The documentation shall include a description of potential funding resources, a written policy for requesting additional funds, and a description of the funding needs for resources and the requirements.</p>		
6	10.4.1	<p><b><u>Description of skill and/or knowledge:</u></b></p> <p>Provide your developed informational material, showing information provided is accurate, relevant to the objective, and specific to the audience.</p> <p><b><u>Criteria to meet standard:</u></b></p> <p>Provide documentation of informational materials in an organized format. Describe written communication relevant to the needs of target population. Describe resources to assist with special needs and language issues.</p>		
7	10.4.2	<p><b><u>Description of skill and/or knowledge:</u></b></p> <p>Provide a sample of a lesson plan that you have designed and developed. Include the objectives, and targeted audience.</p> <p><b><u>Criteria to meet standard:</u></b></p> <p>Develop a lesson plan for a specified audience. Describe lesson objectives. Describe learning characteristics of the target audience. Describe methods and activities that meet lesson objectives, audience needs, and time constraints.</p>		
8	10.4.3	<p><b><u>Description of skill and/or knowledge:</u></b></p> <p>Provide a sample of support material that you have developed for a specific lesson plan. Describe how the materials support the lesson plan, the specific audience, and</p>		

		<p>are congruent to national themes and messages regarding best practices.</p> <p><b>Criteria to meet standard:</b></p> <p>Develop educational materials so that the materials support the lesson plan, are specific to the audience, and congruent to national best practices. Describe available resources for course delivery. Describe how you chose and developed the support material that meets the needs of the audience. Describe how the materials support the lesson plan, the audience, and best practices.</p>		
10	10.4.4	<p><b>Description of skill and/or knowledge:</b></p> <p>Provide a sample of a fire and life safety program that you have designed and organized. Describe the comprehensive educational strategy, the target audience, and how the goals of the strategy were addressed. Explain how you've evaluated the program elements.</p> <p><b>Criteria to meet standard:</b></p> <p>Provide a description of a fire and life safety education program designed and organized by you. Describe the overall educational strategy. Describe the development of an action plan. Describe partners, resources and methods. Describe the development of lesson objectives. Describe the target audience and how their needs are met. Determine the evaluation method for the educational program. Describe how the goals of the strategy are addressed.</p>		
9	10.4.5	<p><b>Description of skill and/or knowledge:</b></p> <p>Provide the results of an evaluation process administered, then develop and provide a new revision of the educational program. Document new objectives, a new lesson plan, and describe how you analyzed the data. Display cultural competence.</p> <p><b>Criteria to meet standard:</b></p> <p>Describe how you would adapt a lesson plan so that this modified lesson plan is responsive to the specific characteristics of a new target audience. Provide documentation of new objectives and how you analyzed the data. Develop a new lesson plan by describing available resources for course delivery and describing how the new lesson plan meets the needs of the audience.</p>		
11	10.5.1,	<p><b>Description of skill and/or knowledge:</b></p> <p>Provide an evaluation strategy you've developed. Document how program outcomes are measured and cultural competence considered. Describe how information was collected, analyzed and implemented.</p> <p><b>Criteria to meet standard:</b></p> <p>Develop an evaluation strategy so that program outcomes are measured. Describe the evaluation strategy in detail and explain how the program outcomes are measured. Describe the process of collecting data and analyzing the information. Describe the implementation process of the evaluation strategy and how you reevaluated evaluation outcomes. Based on your reevaluation discuss any changes that you would like to make.</p>		

12	10.5.2	<p><b><u>Description of skill and/or knowledge:</u></b></p> <p>Provide an evaluation instrument you've designed to meet educational program goals. Describe those goals and objectives. Document how program outcomes are measured and validated with the testing instrument.</p> <p><b><u>Criteria to meet standard:</u></b></p> <p>Provide an example of your evaluation instrument. Describe the implementation of an evaluation strategy. Describe the program goals and objectives. Describe how the program outcomes are measured and validated with the testing instrument. Describe how cultural competence is demonstrated.</p>		
12	10.5.3	<p><b><u>Description of skill and/or knowledge:</u></b></p> <p>Provide a detailed description of how you implemented an evaluation strategy and how educational program outcomes were measured and achieved.</p> <p><b><u>Criteria to meet standard:</u></b></p> <p>Describe how you implemented an evaluation strategy and how the educational program outcomes are measured and achieved.</p>		

By signing below, I attest that the documents contained in this portfolio are true and accurate, were created and compiled by the candidate, and meet the requirements of NFPA 1030.

<b>Applicant Signature:</b>	
<b>Chief/Training Officer Signature:</b>	
<b>Date:</b>	

**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.