

Fire and Life Safety Educator I Portfolio Checklist

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 portfolio 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 portfolio.

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. Each requirement must have a minimum of one (1) submission. Candidates may submit more documentation if desired.
 - c. Each requirement should list the corresponding skill number and NFPA reference on the submitted documentation.
 - d. 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 portfolios 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 9.

Skill(s)	NFPA Reference	Description of Skill/Knowledge	Completed by Candidate	Approved by Evaluator
1	9.3.1	Provide a sample of a form used by your agency to schedule public education activities, showing what activities you have recorded.		
2	9.3.2	Provide a sample of a completed written activity report of a public education presentation(s) that you conducted.		
2, 3	9.3.3	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.		
3	9.3.4, 9.4.1	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.		
4	9.5.1	Provide three (3) examples of instructional materials with learning objectives, and explain who the intended audience is.		
4	9.5.2	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.		
4	9.5.1, 9.5.3, 9.5.4	Provide documentation of a public education presentation you gave, and the lesson plan. Explain in detail the presentation methods used and learning objectives taught. 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.		
5	9.5.5, 9.5.6, 9.5.7	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. Describe how you notified the public, any legal requirements for posting, and any policies for distribution. Explain who the intended audience was for, and intended timeframe of the incident, situation, or event.		
6	9.6.1, 9.6.2	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		

N/A	9.6.3	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.		
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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.			
Applicant Signature:			
Chief/Training Officer Signature:			
Date:			



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.