

# HIGH-PERFORMANCE FIRE DEPARTMENT

## Annual JPR Proficiency Check Sheet

### COMPLIANCE

**Name:** All Members

**Year:** 2026

**Cycle:** Annual (1-Year)

**Total JPRs:** 28

**Medical Level:** None / Not Applicable

**Generated:** 6/7/2026

**Instructions:** For each JPR, record the date performed, evaluator initials, and mark P (Proficient) or NI (Needs Improvement). If NI, document a remediation plan in Comments. All JPRs must reflect P by end of the cycle period.

High-Performance Fire Department · Fire Service JPR Training Planner · TrainTeachLead.com · All Members · 2026

### Fire Officer I — NFPA 1020 (2025) Ch. 4

JPR #	TASK DESCRIPTION	DATE	EVALUATOR	P/NI	COMMENTS
<b>Community Relations</b>					
4.3.2	Assemble course materials, given a specific topic, so that the lesson plan and all materials, resources, and equipment needed to deliver the lesson are obtained.				
4.3.3	Prepare requests for resources, given training goals and current resources, so that the resources required to meet training goals are identified and documented.				
4.3.4	Schedule single instructional sessions, given a training assignment, AHJ scheduling procedures, instructional resources, facilities, and timeline for delivery, so that the specified sessions are delivered according to AHJ procedure.				
4.3.5	Complete training records and reports, given policies and procedures, so that required reports are accurate and submitted in accordance with the procedures.				
<b>Strategic Planning</b>					
4.4.1	Definition of Duty. The review and adaptation of prepared instructional materials.				
4.4.2	Review instructional materials, given the materials for a specific topic, target audience, learner characteristics, and learning environment, so that elements of the lesson plan, learning environment, and resources that need adaptation are identified.				
4.4.3	Adapt a prepared lesson plan, given course materials and an assignment, so that the needs of the student and the objectives of the lesson plan are achieved.				
<b>Leadership</b>					

4.5.1	Definition of Duty. The delivery of instructional sessions using prepared course materials.				
4.5.2	Organize the learning environment, given a facility and an assignment, so that lighting, distractions, climate control or weather, noise control, seating, audiovisual equipment, teaching aids, and safety are addressed.				
4.5.3	Inspect the training prop and associated equipment, given a specific training prop, applicable equipment, and AHJ policy, so that all safety features of the prop are present and operate as intended, equipment is in a safe and useable condition, and unsafe props and equipment are removed from service in accordance with AHJ procedures.				
4.5.4	Present and adjust prepared lessons, given a prepared lesson plan that specifies the presentation method(s), so that the method(s) indicated in the plan are used and the stated objectives or learning outcomes are achieved, applicable safety standards and practices are followed, and risks are addressed.				
4.5.5	Adjust to differences in learner characteristics, abilities, cultures, and behaviors, given the instructional environment, so that lesson objectives are accomplished, disruptive behavior is addressed, and a safe and positive learning environment is maintained.				
4.5.6	Operate instructional technology tools and demonstration devices, given a learning environment and equipment, so that the equipment functions, the intended objectives are presented, and transitions between media and other parts of the presentation are accomplished.				
4.5.7	Monitor training participants to safeguard participants, given a training evolution, so that signs and symptoms of fatigue and distress are recognized and that appropriate actions are taken to prevent injury.				
<b>Organizational Mgmt</b>					
4.6.2	Administer oral, written, and performance tests, given the lesson plan, evaluation instruments, and evaluation procedures of the AHJ, so that bias or discrimination is eliminated, the testing is conducted according to procedures, and the security of the materials is maintained.				
4.6.3	Grade student oral, written, or performance tests, given class answer sheets or skills checklists and appropriate answer keys, so the examinations are accurately graded and properly secured.				

4.6.4	Report test results, given a set of test answer sheets or skills checklists, a report form, and policies and procedures for reporting, so that the results are accurately recorded, the forms are forwarded according to procedure, and unusual circumstances are reported.				
4.6.5	Provide evaluation feedback to students, given evaluation data, so that the feedback is timely; specific enough for the student to make efforts to modify behavior; and objective, clear, and relevant; also include suggestions based on the data.				

#### Fire Instructor I – NFPA 1041 (2019) Ch. 4

JPR #	TASK DESCRIPTION	DATE	EVALUATOR	P/NI	COMMENTS
<b>Core</b>					
4.1.1	The Fire and Emergency Services Instructor I shall meet the JPRs defined in Sections [				
4.2.2	Assemble course materials, given a specific topic, so that the lesson plan and all materials, resources, and equipment needed to deliver the lesson are obtained.				
4.2.3	Prepare requests for resources, given training goals and current resources, so that the resources required to meet training goals are identified and documented.				
4.2.5	Complete training records and reports, given policies and procedures, so that required reports are accurate and submitted in accordance with the procedures.				
<b>Leadership</b>					
4.4.2	Organize the learning environment, given a facility and an assignment, so that lighting, distractions, climate control or weather, noise control, seating, audiovisual equipment, teaching aids, and safety are addressed.				
4.4.3	Present and adjust prepared lessons, given a prepared lesson plan that specifies the presentation method(s), so that the method(s) indicated in the plan are used and the stated objectives or learning outcomes are achieved, applicable safety standards and practices are followed, and risks are addressed.				
4.4.5	Operate instructional technology tools and demonstration devices, given a learning environment and equipment, so that the equipment functions, the intended objectives are presented, and transitions between media and other parts of the presentation are accomplished.				
<b>Strategic</b>					

4.5.2	Administer oral, written, and performance tests, given the lesson plan, evaluation instruments, and evaluation procedures of the AHJ, so that bias or discrimination is eliminated, the testing is conducted according to procedures, and the security of the materials is maintained.				
4.5.3	Grade student oral, written, or performance tests, given class answer sheets or skills checklists and appropriate answer keys, so the examinations are accurately graded and properly secured.				
4.5.4	Report test results, given a set of test answer sheets or skills checklists, a report form, and policies and procedures for reporting, so that the results are accurately recorded, the forms are forwarded according to procedure, and unusual circumstances are reported.				

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Firefighter Signature / Date

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Evaluator Signature / Date

**Cert Areas:** Fire Officer I | Fire Instructor I

**Generated:** 6/7/2026 | High-Performance Fire Department | JPR Compliance

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