Student Activity Record - Fire Fighter II

Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety
Office of Fire Fighter Training
P.O. Box 30700, Lansing, MI 48909
517-373-7981

This form can be completed by tabbing to each field and typing in the required information.

(Instructions for completion on back)

INSTRUCTOR NAME

COURSE NUMBER

Activity Legend

A - Practical Activity Sheet
C - Classroom Attendance
D - Documented Equivalent
E - Practical Skills Exercise
H - Homework
J - Job Sheets
P - Practical Skills Attendance
S - Student Handout
T - Test Score

Student Number	Last Name, First Name	M-1 Course Intro		I-1 Fire Fighter Orientation & Safety			I-3 Building Construction			I-7 Rescue and Extrication																							Student Number
				I-1 Implementing IMS			I-3 Construction Materials & Building Collapse			I-7A Rescue and Extrication Tools																							
		C		C		H	C		H	C		H	P		J	J	J	J	J	J	J	J	J	J	J	J	J	J	J				
																	Complete (1)					Complete (1)		Complete (1)		Complete (1)						
															7A-1	7A-2	7A-3	7A-4	7A-5	7A-6	7A-9	7A-11	7A-12	7A-14	7A-10	7A-13	7A-15	7A-16	7A-17				
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Electronic Completion - This form may be completed electronically and printed. In order to save your completed form, you must have the full version of Adobe Acrobat.

Purpose - The Student Activity Record is designed to assist the instructor with monitoring and recording mandatory student activities.

Required Use - Course Managers are required to use this form to maintain an up-to-date master record of all mandatory student activities. **The Course Manager must have this record at his or her training sessions without exception.** The record must be presented for review upon request from an authorized OFFT representative. The Course Manager should provide all participating instructors with a copy of this form to be used during class sessions. Completed forms should be returned to the Course Manager immediately following each class session to update the master Student Activity Record form.

Instructions For Use - Below is a legend of the alpha identifiers that appear on the form along with instructions for use.

"A" - **Practical Activity Sheet** - Place an "X" in this column to indicate completion of practical activity sheet.

"C" - **Classroom Attendance** - Place an "X" in this column to indicate classroom attendance and enter the date of the classroom session in the vertical space above. Two columns are provided to accommodate subjects that require more than one class session.

"D" - **Documented Equivalent -** Place an "X" in this column to indicate the student produced acceptable documentation of having received the same or equivalent training and is excused from attendance for the subject indicated.

"E" - **Practical Skills Exercise** - Place an "X" in this column to indicate acceptable completion of each practical skills exercise.

"H" - **Mandatory Pre-Class Homework Assignment** - Record the student homework scores *(percentage of correct answers)*. To determine percentage of correct answers, divide the total number of questions into 100 and multiply the answer *(quotient)* by the number of questions answered correctly.

"J" - **Job Sheets** - Enter the student's FINAL competency rating *(1, 2, or 3)* in each job sheet column as completed. *(1=Unskilled, 2=Moderately Skilled, 3=Skilled)*

"P" - **Practical Skills Attendance** - Place an "X" in this column to indicate practical skills attendance and enter the date of the practical skills session in the vertical space above. Two columns are provided to accommodate subjects that require more than one practical skills session.

"S" - **Student Handout** - Place an "X" in this column to indicate completion of the student handout.

"T" - **Test Score** - Record the student test scores *(percentage of correct answers)* for the Michigan modules that include a test. To determine percentage of correct answers, divide the total number of test questions into 100 and multiply the answer *(quotient)* by the number of questions answered correctly. *(Minimum passing score 70%)*

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Student Number	Last Name, First Name	I-7 Rescue and Extrication (Cont.)			I-11 Water Supply						I-12 Fire Hose										I-13 Fire Streams						I-14 Fire Control					Student Number
		I-7B Vehicle Extrication & Special Rescue			I-11 Hydrant Flow & Operability						I-12 Hose Tools & Appliances										I-13 Foam Fire Streams						I-14 Ignitable Liquid & Flammable Gas Fire Control					
		C		H	C		H	P		J	C		H	P		J	J	J	J	A	C		H	P		J	C		H			
																		Complete (1)														
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Student Number	Last Name, First Name	I-15 Fire Detection, Alarm & Suppression Systems						I-16 Loss Ctrl I-17 Prot Evd of Fire Cause Det			I-18 Fire Department Communications			I-19 Fire Prevention & Public Fire Education			M-5 HazMat First Responder Operations																Student Number
		I-15 Fire Detection, Alarm & Suppression Systems						I-17 Fire Cause & Origin			I-18 Radio Comms & Incident Reports			I-19 Pre-Incident Survey																			
		C		H	P		J	C		H	C		H	C		H	D	C		P													
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38			38
39			39
40			40

Authority: 1966 PA 291
Completion: Voluntary
Penalty: None

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

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