



# FEMA Course Mapping Tool Technical Assistance Guide

*February 1, 2017*



Homeland  
Security

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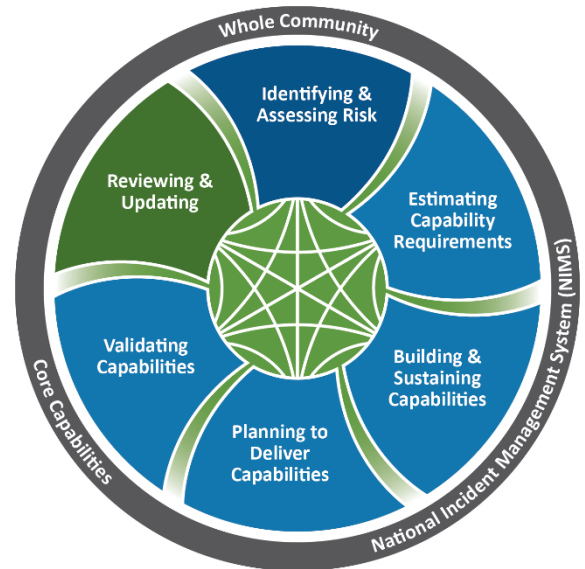
## Introduction

The purpose of mapping training courses to the National Preparedness Goal core capabilities is to better integrate training and education within the National Preparedness System. The purpose of this document is to provide the whole community with a standard approach to mapping new courses or those courses due for recertification. By aligning courses to core capabilities, the Federal Emergency Management Agency (FEMA) and its whole community partners can more effectively target their training programming and investments to better meet the capability-specific requirements of the National Preparedness enterprise and ensure that we close capability gaps across all disciplines and workforce proficiency levels.

The Nation's approach to preparedness is grounded by two key pieces of doctrine: the National Preparedness Goal (the Goal) and the National Preparedness System

### The National Preparedness Goal

*“A secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.”*



(NPS). The Goal defines what it means for the whole community to be prepared for all types of disasters and emergencies. The NPS describes how the whole community can achieve the Goal across the five preparedness mission areas—Prevention, Protection, Mitigation, Response, and Recovery—by providing a consistent and reliable approach to decision making, resource allocation, and measuring progress towards a more secure and resilient nation. Components of the NPS include:

- Identifying and assessing risk;
- Estimating the level of capabilities needed to address those risks;
- Building or sustaining the required levels of capability;
- Developing and implementing plans to deliver those capabilities;
- Validating and monitoring progress; and
- Reviewing and updating efforts to promote continuous improvement.

National preparedness, as defined by the Goal, requires a workforce with the requisite knowledge and skills to address a diverse array of threats and hazards. Whether preventing cyber-attacks, protecting critical infrastructure, or responding to disaster survivors, professionals from a variety of disciplines require training and education that enhances their ability to perform critical missions.

The **National Training and Education System (NTES)** is a combination of programs, tools, and resources required to build and strengthen these knowledge, skills, and abilities across the whole community. By implementing a systematic and coordinated approach consistent with the NPS, the NTES promotes training and education programs that best address priority risks and build needed

capabilities. Through targeted delivery of programming, the NTES maximizes the value of training and education by continuously addressing the evolving competency and capability requirements of communities and organizations.

This document summarizes the core components of the NTES and provides a decision-making framework for the training and education community to better achieve the Goal of a secure and resilient nation.

## NTES Overview

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### *Vision*

The NTES fosters an integrated and systematic approach for building training and education capacity across the whole community and all five mission areas. Four guiding principles support the achievement of this vision:

- Collect and analyze data on training and education requirements and use that analysis to inform decisions on funding, programming, and course design and delivery;
- Promote individual competency areas to build workforce capacity and ensure continual development of education programming;
- Use training and education to build and sustain capabilities that address a community or organization's priority threats and hazards; and
- Coordinate and collaborate across the whole community to build "Communities of Practice" that share information and resources to address training and education requirements.

Through these principles, NTES enables the whole community to translate training and education needs into viable courses of action that produce successful outcomes and strengthen national preparedness.

### *Core Capabilities*

The National Preparedness Goal Core Capabilities provide a common framework for describing training and education requirements. Organized by mission area, the 32 Core Capabilities define all capabilities that are necessary to prepare the Nation for incidents that pose the greatest risks. The Core Capabilities help organize national preparedness activities and greatly enhance the ability to integrate and coordinate training and education across the preparedness enterprise. Because the Core Capabilities convey a common understanding that is not exclusive to any single government or organization, they can be used by any member of the whole community.

## Core Capabilities by Mission Area

Prevention	Protection	Mitigation	Response	Recovery
Planning	Planning	Planning	Planning	Planning
Public Information and Warning	Public Information and Warning	Public Information and Warning	Public Information and Warning	Public Information and Warning
Operational Coordination	Operational Coordination	Operational Coordination	Operational Coordination	Operational Coordination
Forensics and Attribution Intelligence and Information Sharing Interdiction and Disruption Screening, Search, and Detection	Access Control and Identity Verification Cybersecurity Intelligence and Information Sharing Interdiction and Disruption Physical Protective Measures Risk Management for Protection Programs and Activities Screening, Search, and Detection Supply Chain Integrity and Security	Community Resilience Long-Term Vulnerability Reduction Risk and Disaster Resilience Assessment Threats and Hazard Identification	Critical Transportation Environmental Response/Health and Safety Fatality Management Services Fire Management and Suppression Infrastructure Systems Mass Care Services Mass Search and Rescue Operations On-Scene Security and Protection Operational Communications Public and Private Services and Resources Public Health and Medical Services Situational Assessment	Economic Recovery Health and Social Services Housing Infrastructure Systems Natural and Cultural Resources

Planning, Public Information and Warning, and Operational Coordination are core capabilities common to all mission areas.

## Basic Mapping Protocol Steps

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1. Select the new course or existing course due for recertification course to be mapped to the National Preparedness Goal.
2. Compile the course's Plan of Instruction / Syllabus which must consist of, at a minimum, basic course information such as Course Title, Course Number, Enabling Learning Objectives (ELO), etc. Refer to the Data Input section, [Steps 1–11](#), for the specific requirements.
3. Select and assign specific personnel to form the mapping team, see Mapping Team Composition recommendations below.
4. Appoint a member of the mapping team as the Team Lead, who shall:
  - a. Create a new mapping file for the selected course;
  - b. Populate all the required fields of the mapping file with basic course information, such as Course Title, Course Description, etc. Refer to the Data Input section, [Steps 1–11](#), for more information;
  - c. Distribute the populated mapping file to other team members for data input.
5. Each team member shall then score each ELO based on Bloom's New Taxonomy (included in the mapping tool), select a Core Capability for each ELO, and select a Mission Area for the chosen Core Capability. Refer to the Data Input Section, [Steps 12–16](#), for more detail.
6. After each team member has completed the entire mapping process detailed in the Data Input Section [Steps 12–16](#), the Team Lead shall gather the completed mapping files from all team members and compare responses on:
  - a. Bloom's New Taxonomy scoring on knowledge, skill, and attitude;
  - b. Selected Core Capabilities; and
  - c. Selected Mission Areas.
7. If or when there is disagreement in one or more of the compared fields (Bloom's New Taxonomy scoring, section of Core Capability, and/or selection of Mission Area), the entire mapping team shall discuss their reasoning for their specific selection. The entire team shall take a vote on the proper disposition of the selected data point and a majority rule of the entire team will decide the selected new value to be used.
8. The Team Lead shall then create a master mapping file for the course and ensure the data fields properly reflect the agreed upon values for each of the compared fields.
9. The completed course mapping file shall then be routed through the proper local administrative channels for submission to FEMA for review and comment.
10. If at any time there are technical questions on the mapping tool or mapping process, email FEMA at [FEMA-NTES@FEMA.DHS.GOV](mailto:FEMA-NTES@FEMA.DHS.GOV).

## Mapping Administrative Process

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### ***Mapping Team Composition***

To ensure the highest level of quality in the mapping process, it is recommended that each mapping team consist of at least three people, composed of one instructional system designer (ISD), one course-content subject matter expert, and one project manager. The project manager should be an individual having *intermediate* or *advanced* credentials or formal education in the discipline or broad range of subject-area knowledge pertaining to the courses being evaluated. As an alternative, the project manager can be replaced with an *intermediate* or *advanced* ISD professional.

### ***Excel Calculations***

In MS Excel Options - Formulas submenu, if “Workbook Calculation” is not set to Automatic – it causes cells to not automatically calculate when data is entered. Either change the setting to Automatic or press F9 to manually update all fields requiring calculations.



## Data Input

### Course Descriptive Information

When creating a new mapping file for a new course or existing course to be submitted for re-certification, the following information must be initially entered before distributing to other mapping team members (all fields in blue on the top left corner of the “Input” tab):

#### Step 1: Course Title

Enter the current or proposed course title.

#### Step 2: Course Description

Enter the detailed course description. The box will expand to an area larger than what is seen on the screen. This information is vital to determine much of the subsequent information, so be sure to have as much information as possible to allow for proper course assessment.

#### Step 3: Primary Threat Addressed in Course

This is a drop-down combination box with a baseline set of threats and hazards listed in the *Threat and Hazards Identification and Risk Assessment (THIRA)* and/or the *2011 Strategic National Risk Assessment (SNRA)*. If your desired threat or risk is not in the current list, you will need to add to the list of threats found on the hidden “Threats” tab. Refer to [Appendix C](#) to learn how to unhide tabs.

#### Step 4: Target Audience

This heading is a drop-down combination box with 23 static target audience selections. Select the primary target audience for this course. If your desired audience is unlisted, email [FEMA-NTES@FEMA.DHS.GOV](mailto:FEMA-NTES@FEMA.DHS.GOV) for technical assistance.

<b>Course Title:</b>	Wide Area Search
<b>Course Description:</b>	This course is designed to provide training for search responders to effectively conduct wide area searches due to natural disasters or human-made incidents.
<b>Primary Threat Addressed in Course:</b>	All Hazards
<b>Target Audience:</b>	Emergency Medical Services
<b>Training Partner:</b>	Texas A&M Engineering Extension Service (TEEX)
<b>Course Number:</b>	PER 213
<b>Delivery Mode:</b>	R - Resident
<b>Contact Hours:</b>	22



### Step 5: Training Partner

This heading is a drop-down combination box with a baseline set of training partners. If your training partner name is not in the current list, you will need to add the name to the list of training partners found on the hidden “Training Partners” tab. see Appendix C to learn how to unhide tabs.

### Step 6: Course Number

Enter the current number for re-certified courses or proposed course number for new course numbers.

### Step 7: Delivery Mode

This heading is a drop-down combination box with a baseline set of delivery modes. Select the delivery mode to be used for this course.

### Step 8: Contact Hours

Enter the number of direct instructional contact with students in hours. This will be compared to the amount of time calculated for each ELO.

#### Course Title:

Wide Area Search

#### Course Description:

This course is designed to provide training for search responders to effectively conduct wide area searches due to natural disasters or human-made incidents.

#### Primary Threat Addressed in Course:

All Hazards

#### Target Audience:

Emergency Medical Services

#### Training Partner:

Texas A&M Engineering Extension Service (TEEX)

#### Course Number:

PER 213

#### Delivery Mode:

R - Resident

#### Contact Hours:

22

ELO #	Module #	Module ELO #	Enabling Learning Objectives (ELO)	Time (hours) 6 min=0.1 hr	Knowledge (0 - 6 scale)	Skill (0 - 7 scale)	Attitudes (0 - 5 scale)	KSA Total (0 - 18)	ELO Complexity	Core Capability	Mission Area
1	1	1	Define wide area search.	0.60	1	0	0	1	0.60	Mass Search and Rescue Operations	Response
2	1	2	Describe the events that necessitate a wide area search.	0.60	1	1	1	3	1.80	Mass Search and Rescue Operations	Response
3	1	3	Assess safety factors of a wide area search.	0.60	5	0	3	8	4.80	Mass Search and Rescue Operations	Response

### Step 9: Module Number

Enter the value for the Module of Instruction for this ELO.

### Module Enabling Learning Objective Number

This value will automatically update and requires no input.

### Step 10: Enabling Learning Objective

Enter the specific ELO for the Module Number and Module ELO Number listed to the left on the same line, so the first word is the “action verb” to be assessed via Bloom’s New Taxonomy rubrics for knowledge, skill, and attitude. Refer to Steps 12-14 for more detail. If the entire line for the ELO appears red, refer to [Appendix D](#) for instructions on how to fix the issue.

### Step 11: Time

For each Module of Instruction, using the Time Calculator (see image to the right) input the number of hours, minutes, and number of ELO in the specific Module of Instruction. The Time Calculator will calculate the average amount of time per ELO to be used in the Time field for that Module of Instruction. Re-do this calculation for each Module of Instruction.

Time Calculator			
Hours	Minutes	# of ELOs	Time / ELO

ELO #	Module #	Module ELO #	Enabling Learning Objectives (ELO)	Time (hours) 6 min=0.1 hr	Knowledge (0 - 6 scale)	Skill (0 - 7 scale)	Attitudes (0 - 5 scale)	KSA Total (0 - 18)	ELO Complexity	Core Capability	Mission Area
1	1	1	Define wide area search.	0.60	1	0	0	1	0.60	Mass Search and Rescue Operations	Response
2	1	2	Describe the events that necessitate a wide area search.	0.60	1	1	1	3	1.80	Mass Search and Rescue Operations	Response
3	1	3	Assess safety factors of a wide area search.	0.60	5	0	3	8	4.80	Mass Search and Rescue Operations	Response

### Step 12: Knowledge – Bloom’s New Taxonomy

Once an ELO has been entered into the ELO field ([Step 10](#)), the first word will be considered the “action verb” and is automatically scored using the Knowledge rubric from Bloom’s New Taxonomy. The specific action verb score is assigned via the library of action verbs found on the “Knowledge Verbs” tab. To select the calculated score, click on the Knowledge cell for the specific ELO. A drop-down list of possible scores is given; if only one score is listed, then select the assigned score. However, if there is more than one possible score, the following protocol must be used to choose the correct score:

- Review the entire ELO, Course Description, and Target Audience. The Course Description and Target Audience will provide context to the ELO and based upon this context,
- Select the best score based on the score definitions found in the Knowledge rubric on the “Knowledge” tab.

### Step 13: Skill – Bloom’s New Taxonomy

Once an ELO has been entered into the ELO field ([Step 10](#)), the first word is considered the “action verb” and is automatically scored using the Skill rubric from Bloom’s New Taxonomy. The specific action verb score is assigned via library of action verbs found on the “Skill Verbs” tab. To select the calculated score, click on the Skill cell for the specific ELO. A drop-down list of possible scores is given. If only one score is listed, then select the assigned score. However, if there is more than one possible score, the following protocol must be used to choose the correct score:

- Review the entire ELO, Course Description, and Target Audience. The Course Description and Target Audience provide context to the ELO; considering this context
- Select the best score based on the score definitions found in the Skill rubric on the “Skill” tab.

ELO #	Module #	Module ELO #	Enabling Learning Objectives (ELO)	Time (hours) 6 min=0.1 hr	Knowledge (0 - 6 scale)	Skill (0 - 7 scale)	Attitudes (0 - 5 scale)	KSA Total (0 - 18)	ELO Complexity	Core Capability	Mission Area
1	1	1	Define wide area search.	0.60	1	0	0	1	0.60	Mass Search and Rescue Operations	Response
2	1	2	Describe the events that necessitate a wide area search.	0.60	1	1	1	3	1.80	Mass Search and Rescue Operations	Response
3	1	3	Assess safety factors of a wide area search.	0.60	5	0	3	8	4.80	Mass Search and Rescue Operations	Response

### Step 14: Attitudes – Bloom’s New Taxonomy

Once an ELO has been entered into the ELO field ([Step 10](#)), the first word is considered the “action verb” and is automatically scored using the Attitude and Ability rubric from Bloom’s New Taxonomy. The specific action verb score is assigned via library of action verbs found on the “AA Verbs” tab. To select the calculated score, click on the Attitude cell for the specific ELO. A drop-down list of possible scores is given. If only one score is listed, select the assigned score. However, if there is more than one possible score, the following protocol must be used to choose the correct score:

- Review the entire ELO, Course Description, and Target Audience. The Course Description and Target Audience will provide context to the ELO and based upon this context,
- Select the best score based on the score definitions found in the Attitude rubric on the “Attitudes and Ability” tab.

### KSA Total & ELO Complexity

These values will automatically calculate and require no input.

### Step 15: Core Capability

This heading is a drop-down combination box with a list of the 32 Core Capabilities listed in the National Preparedness Goal, 2nd Edition. To select the proper Core Capability for the specific ELO, the following protocol must be used:

- Review the entire ELO, Course Description, and Target Audience. The Course Description and Target Audience provide context to the ELO; considering this context
- Use the definitions of each Core Capability from the “Core Capabilities Definitions” tab and select the **best** possible match from the list of Core Capabilities based upon the context given by the Course Description and Target Audience.
- If none of the Core Capabilities are a match, then select the “None” option from the drop-down list of the 32 Core Capabilities.

## Step 16: Mission Area

This is a drop-down combination box with a list of the Mission Areas that align to the selected Core Capability from Step 15. If more than one Mission Area selection is possible, the following protocol must be used:

- Review the entire ELO, Course Description, and Target Audience. The Course Description and Target Audience provide context to the ELO; considering this context
- Use the definitions of each Core Capability, Mission Area, and their associated Preliminary Targets listed in the “Core Capabilities Definitions” tab and determine which Preliminary Target **best** matches the intent of the ELO and select the associated Mission Area.

## Data Output

A *Course Output Information* summary box is located on the “Input” tab and just above the data input for the ELOs. The summary box provides information about the course’s designated Course Level, Primary DHS Mission Area, and Primary and Secondary Core Capabilities. A more detailed data output on the course is found on the “Output” tab.

### **Course Output Information**

**Course Level:** Basic

**Primary DHS Mission Area for this Course:** Response

**Primary Core Capability for this Course:** Mass Search and Rescue Operations

Operational Coordination

Planning

**Secondary Core Capabilities for this Course:**

The “Output” tab gives the Course Description Information, Course Output Information, a chart of percentage of ELOs by DHS Mission Area, and a chart showing Percentage of ELOs by Core Capability. This is to be used so that course developers can determine how the course is populated across the 32 Core Capabilities.

<b>Course Title:</b>	<b>Course Output Information</b>	
Wide Area Search	<b>Course Level:</b> Basic	
<b>Course Description:</b>	<b>Primary DHS Mission Area for this Course:</b> Response	
This course is designed to provide training for search responders to effectively conduct wide area searches due to natural disasters or human-made incidents.	<b>Primary Core Capability for this Course:</b> Mass Search and Rescue Operations	
<b>Primary Threat Addressed in Course:</b>	Operational Coordination	
All Hazards	Planning	
<b>Target Audience:</b>	<b>Secondary Core Capabilities for this Course:</b>	
Emergency Medical Services		
<b>Training Partner:</b>		
Texas A&M Engineering Extension Service (TEEX)		
<b>Course Number:</b>		
PER 213		
<b>Delivery Mode:</b>		
R - Resident		
<b>Contact Hours:</b>		
22		

	Mission Area Percentage	
Prevention		
Recovery		
Mitigation		
Response		
Protection		
None		
	0%	20% 40% 60% 80% 100%

<b>Mission Area Graph Colors:</b>  <b>Green</b> areas represent enabling objectives from the Primary Core Capability  <b>Blue</b> areas represent enabling objectives from all of the Secondary Core Capabilities (if any or made from this course)  <b>Black</b> areas represent enabling objectives that insufficiently address time, depth, or breadth in one or more of the three domains of learning (KSAs).
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Figure 1: Output Tab – Upper Half

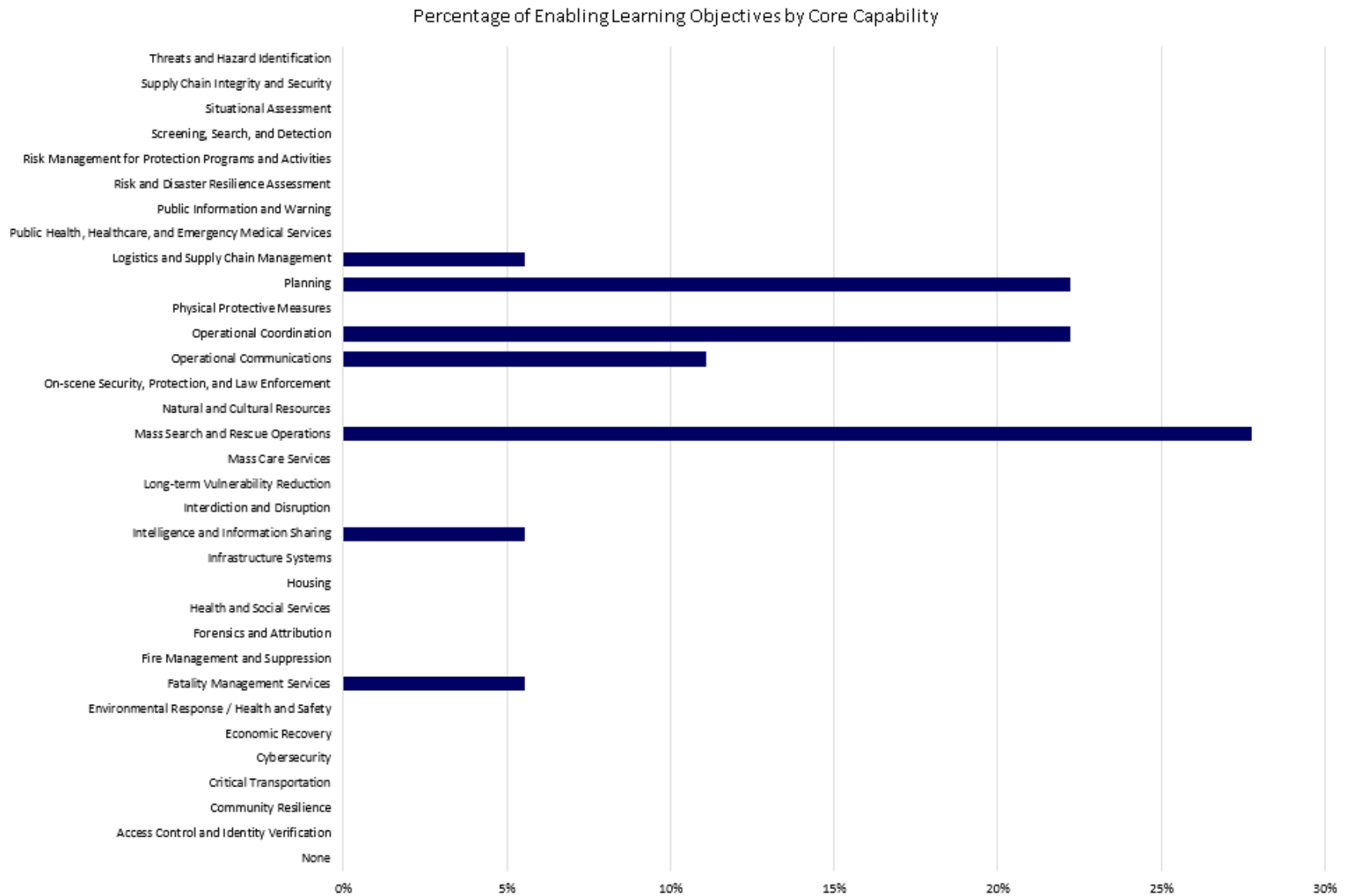


Figure 2: Output Tab – Lower Half



For inquiries about this product, write to: [FEMA-NTES@FEMA.DHS.GOV](mailto:FEMA-NTES@FEMA.DHS.GOV)

**Course Title:**  
Wide Area Search

**Course Description:**  
This course is designed to provide training for search responders to effectively conduct wide area searches due to natural disasters or human-made incidents.

**Primary Threat Addressed in Course:**  
All Hazards

**Target Audience:**  
Emergency Medical Services

**Training Partner:**  
Texas A&M Engineering Extension Service (TEEX)

**Course Number:**  
PER 213

**Delivery Mode:**  
R - Resident

**Contact Hours:**  
22

**Mapping Tool Version Date:** November 23, 2016

**Date of Course Creation / Revision:**

**Time Calculator**

Hours	Minutes	# of ELOs	Time / ELO

**Contact Hours Sum Check:**  
22.00

**Course Output Information**

**Course Level:** Basic

**Primary DHS Mission Area for this Course:** Response

**Primary Core Capability for this Course:** Mass Search and Rescue Operations

**Operational Coordination**  
Planning

**Secondary Core Capabilities for this Course:**

ELO #	Module #	Module ELO #	Enabling Learning Objectives (ELO)	Time (hours) 6 min=0.1 hr	Knowledge (0 - 6 scale)	Skill (0 - 7 scale)	Attitudes (0 - 5 scale)	KSA Total (0 - 18)	ELO Complexity	Core Capability	Mission Area
1	1	1	Define wide area search.	0.60	1	0	0	1	0.60	Mass Search and Rescue Operations	Response
2	1	2	Describe the events that necessitate a wide area search.	0.60	1	1	1	3	1.80	Mass Search and Rescue Operations	Response
3	1	3	Assess safety factors of a wide area search.	0.60	5	0	3	8	4.80	Mass Search and Rescue Operations	Response

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Input

Output

Knowledge

Skill

Attitude and Ability

Knowledge Verbs

Skill Verbs

AA Verbs

Core Capabilities Definitions

About the Tool

+ : < >

Figure 3: Input Tab

## Appendix A: Action Verb List

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The following pages list the current performance / action verbs aligned to Bloom's New Taxonomy and score for each level of Bloom's New Taxonomy. The scores are listed for the Knowledge, Skill, and Attitude domains of learning that are accounted for in the mapping tool. **If a new action verb needs to be added to the list, see Appendix D on how to do this.**

### *Sources of Action Verbs*

[Using Blooms Taxonomy to Design E-learning](http://www.infosemantics.com.au/adobe-captivate-advanced-elearning-tutorials/using-blooms-taxonomy-to-design-e-learning-interactivity) (<http://www.infosemantics.com.au/adobe-captivate-advanced-elearning-tutorials/using-blooms-taxonomy-to-design-e-learning-interactivity>)

[Bloom's Taxonomy of Learning Domains](http://www.nwlink.com/~donclark/hrd/bloom.html) (<http://www.nwlink.com/~donclark/hrd/bloom.html>)

Score	Level	Definition and Example(s)	Verbs		
1	Remembering (Fact Learning)	<p><b>Definitions:</b></p> <ol style="list-style-type: none"> <li>1. Recall data or information.</li> <li>2. The learning of verbal or symbolic information. (e.g., names, formulas, facts).</li> <li>3. Recall or remember previously learned information without necessarily understanding, using, or changing it.</li> </ol> <p><b>Examples:</b> Recite a policy. Quote prices from memory to a customer. Knows the safety rules.</p>	Advise Answer Brief Calculate Count Define Describe Draw Elaborate Enumerate Express Identify Indicate Inform	Instruct Know Label List Mark Match Name Outline Point Quote Read Recall Recite Recognize	Recommend Record Recount Repeat Reproduce Select Specify State Tabulate Tell Trace View Write
2	Comprehending (Rule Learning)	<p><b>Definitions:</b></p> <ol style="list-style-type: none"> <li>1. Understand the meaning, translation, interpolation, and interpretation of instructions and problems. State a problem in one's own words.</li> <li>2. Learn to use two or more facts in a manner that will provide regularity of behavior in an infinite variation of situations.</li> </ol> <p><b>Examples:</b> Rewrites the principles of test writing. Explain in one's own words the steps for performing a complex task. Translates an equation into a computer spreadsheet.</p>	Appraise Associate Communicate Compare Compile Compose Comprehend Compute Contrast Convert Defend Describe Discuss	Distinguish Encrypt Estimate Evaluate Explains Express Extends Extrapolate Format Forward Generalize Give an example Infer	Interpolate Interpret Measure Outline Paraphrase Predict Replace Restate Rewrite Route Summarize Translate

Score	Level	Definition and Example(s)	Verbs		
3	Applying (Procedure Learning)	<p><b>Definitions:</b></p> <ol style="list-style-type: none"> <li>1. Use a concept in a new situation or unprompted use of an abstraction. Applies what was learned in the classroom to novel situations in the work place.</li> <li>2. Learn to perform step-by-step actions in the proper sequence.</li> <li>3. Apply knowledge and concepts learned to solve new, concrete, or abstract problems in the work place.</li> </ol> <p><b>Examples:</b> Use a manual to calculate an employee's vacation time. Apply laws of statistics to evaluate the reliability of a written test.</p>	Administer Apply Calculate Change Chart Check Collect Complete Compute Condense Construct Control Delete Demonstrate Deploy Determine	Discover Edit Examine Execute Find Inform Initiate Instruct Implement Manipulate Modify Navigate Operate Pause Predict	Prepare Present Produce Relate Report Resume Set up Show Solve Start Stop Teach Transfer Use Utilize
4	Analyzing (Discrimination Learning)	<p><b>Definitions:</b></p> <ol style="list-style-type: none"> <li>1. Separate material or concepts into component parts so that its organizational structure may be understood. Distinguishes between facts and inferences.</li> <li>2. Learn to group similar and dissimilar items according to their distinct characteristics.</li> <li>3. Break problems, materials, or concepts into component parts to understand structural relationships and abstract organizational principles.</li> </ol> <p><b>Examples:</b> Troubleshoot a piece of equipment by using logical deduction. Recognize logical fallacies in reasoning. Gathers information from a department and selects the required tasks for training.</p>	Allocate Analyze Arrange Assign Break down Categorize Classify Collate Compare Confirm Consolidate Contrast Correlate Cross-check Deconstruct Designate Diagram Differentiate Discriminate	Distinguish Distribute Divide Eliminate Examine Extract Finalize Focus Group Identify Illustrate Infer Isolate Label Level Match Order Organize Outline	Prioritize Rank Realign Redistribute Reexamine Relate Reorganize Resolve Restate Schedule Select Separate Sort Subdivide Task Template Transform Translate Tune

Score	Level	Definition and Example(s)	Verbs		
5	Evaluating	<p><b>Definitions:</b></p> <ol style="list-style-type: none"> <li>1. Make judgments about the value of ideas or materials.</li> <li>2. Use definite criteria to make assessments and/or value judgements to choose between different applications of concepts, ideas, methods, or materials to achieve a given purpose.</li> </ol> <p><b>Examples:</b> Select the most effective solution. Hire the most qualified candidate. Explain and justify a new budget.</p>	Appraise Approve Assess Compare Conclude Contrast Criticize Critique Decide	Determine Defend Describe Discriminate Evaluate Explain Grade Interpret Judge	Justify Measure Rank Rate Recommend Relate Select Support Test
6	Creating (Problem Solving)	<p><b>Definitions:</b></p> <ol style="list-style-type: none"> <li>1. Build a structure or pattern from diverse elements. Put parts together to form a whole, with emphasis on creating a new meaning or structure.</li> <li>2. Learn to synthesize lower knowledge for the resolution problems.</li> <li>3. Combine components or elements together in structures or patterns to create new concepts, meanings, objects, or wholes.</li> </ol> <p><b>Examples:</b> Write a company operations or process manual. Design a machine to perform a specific task. Integrates training from several sources to solve a problem. Revises and process to improve the outcome.</p>	Adapt Analyze Annotate Apply Arrange Assemble Build Categorize Change Combine Compile Compose Conclude Construct Convert Create Criticize Debug Decide Defend Derive Design Determine Develop Devise	Diagram Discover Draft Effect Explain Extend Facilitate Find Formulate Generalize Generate Hypothesize Illustrate Incorporate Infer Integrate Investigate Locate Manipulate Model Modify Negotiate Organize Personalize Plan	Predict Prepare Produce Project Propose Rearrange Reconstruct Relate Reorganize Resolve Restructure Revise Rewrite Search Solve Structure Substitute Summarize Synthesize Tell Triage Use War game Write

Score	Level	Definition and Example(s)	Verbs		
1	Perception (Encoding)	<p><b>Definitions:</b></p> <ol style="list-style-type: none"> <li>1. The ability to use sensory cues to guide motor activity. This ranges from sensory stimulation, through cue selection, to translation.</li> <li>2. The perception of sensory stimuli that translate into physical performance.</li> </ol> <p><b>Examples:</b> Detect non-verbal communication cues. Estimate where a ball will land after it is thrown and then moving to the correct location to catch the ball. Adjust heat of stove to correct temperature by smell and taste of food. Adjust the height of the forks on a forklift by comparing where the forks are in relation to the pallet.</p>	Choose Describe Detect Differentiate Distinguish Feel	Hear Identify Isolate Relate Scan	See Select Smell Taste Visualize
2	Set (Gross Motor Skills)	<p><b>Definitions:</b></p> <ol style="list-style-type: none"> <li>1. Readiness to act. It includes mental, physical, and emotional sets. These three sets are dispositions that predetermine a person's response to different situations (sometimes called mindsets).</li> <li>2. Learns manual dexterity in the performance of physical skills.</li> </ol> <p><b>Examples:</b> Knows and acts upon a sequence of steps in a manufacturing process. Recognize one's abilities and limitations. Shows desire to learn a new process (motivation). NOTE: This subdivision of Psychomotor is closely related with the "Responding to phenomena" subdivision of the Affective domain.</p>	Assault Begin Carry Creep Depart Display Explain Fall Fire	Hold Jump Lift Move Proceed Pull React Run Show	State Stay Swim Throw Turn Twist Volunteer Wear
3	Guided Response (Readiness)	<p><b>Definitions:</b></p> <ol style="list-style-type: none"> <li>1. The early stages in learning a complex skill that includes imitation and trial and error. Adequacy of performance is achieved by practicing.</li> <li>2. Learning to have readiness to take a particular action.</li> </ol> <p><b>Examples:</b> Performs a mathematical equation as demonstrated. Follows instructions to build a model. Responds hand-signals of instructor while learning to operate a forklift.</p>	Able Assist Challenge Copy Cross Delay	Follow Guard Prepare Prime React Ready	Reproduce Respond Set Stand to Trace
4	Mechanism (Basic proficiency)	<p><b>Definitions:</b></p> <ol style="list-style-type: none"> <li>1. This is the intermediate stage in learning a complex skill. Learned responses have become habitual and the movements can be performed with some confidence and proficiency.</li> </ol>	Access Activate Actuate	Fit Fix Fuel Grind Ground	Reestablish Refuel Record Release

Score	Level	Definition and Example(s)	Verbs		
		<p>2. Learning to perform a complex physical skill with confidence and proficiency.</p> <p><b>Examples:</b> Use a personal computer. Repair a leaking faucet. Drive a car.</p>	Adjust Administer Align Apply Archive Assemble Attach Balance Breach Calibrate Camouflage Center Clean Clear Close Collect Connect Construct Cover Debrief Decontaminate Deliver Destroy Diagnose Disassemble Disconnect Disengage Dismantle Dispatch Display Dispose Disseminate Drive Egress Elevate Emplace Employ Engage Energize Enter	Harden Heat Initialize Input Insert Inspect Install Integrate Intercept Isolate Issue Launch Log Lubricate Maintain Manage Manipulate Measure Mend Mix Mount Move Navigate Obtain Open Operate Order Organize Place Park Perform Plot Police Position Post Press Pressurize Process Procure Provide	Relocate Remove Repair Replace Replenish Retrieve Return Reset Rotate Save Secure Send Service Shutdown Sight Signal Sketch Splint Squeeze Stockpile Store Stow Strike Submit Supervise Support Sweep Take Take charge Tap Test Tighten Trace Transfer Transmit Transport Treat Troubleshoot Type



Score	Level	Definition and Example(s)	Verbs		
			Exchange Establish Evacuate Fasten Fill out Fire	Publish Raise Range Reach	Unload Utilize Update Write Zero
5	Complex Overt Response (Expert; Continuous Movement)	<b>Definitions:</b> 1. The skillful performance of motor acts that involve complex movement patterns. Proficiency is indicated by a quick, accurate, and highly coordinated performance, requiring a minimum of energy. This category includes performing without hesitation, and automatic performance. For example, players are often utter sounds of satisfaction or expletives as soon as they hit a tennis ball or throw a football, because they can tell by the feel of the act what the result will produce. 2. Learning to track, make compensatory movements based on feedback.	Advance Assemble Build Calibrate Construct Control Dismantle Display Fasten Fix	Follow Grind Guide Heat Hover Land Maneuver Manipulate Measure	Mend Mix Organize Regulate Sketch Steer Take off Track Traverse
		<b>Examples:</b> Maneuvers a car into a tight parallel parking spot. Operates a computer quickly and accurately. Displays competence while playing the piano.	<b>NOTE:</b> The Key Words are largely the same as Mechanism (4) but will have adverbs or adjectives that indicate that the performance is quicker, better, more accurate, etc.		
6	Adaptation	<b>Definitions:</b> 1. Skills are well developed and the individual can modify movement patterns to fit special requirements. 2. Learning to modify a complex physical skill to accommodate a new situation.  <b>Examples:</b> Responds effectively to unexpected experiences. Modifies instruction to meet the needs of the learners. Perform a task with a machine that it was not originally intended to do (machine is not damaged and there is no danger in performing the new task).	Acclimatize Accommodate Adapt Alter Ambush Attack Bypass Change Conduct Deploy Direct Draw Evade	Infiltrate Lay Lead Load Map Neutralize Occupy Orient Pack Patrol Prevent Program Protect	Queue Rearrange Reconcile Recover Reduce Relieve Reorganize Revise Suppress Tailor Temper Train Vary

Score	Level	Definition and Example(s)	Verbs		
7	Origination	<p><b>Definitions:</b></p> <ol style="list-style-type: none"> <li>1. Creating new movement patterns to fit a particular situation or specific problem. Learning outcomes emphasize creativity based upon highly developed skills.</li> <li>2. Learning to create a new complex physical skill to accommodate a new situation.</li> </ol> <p><b>Examples:</b> Constructs a new theory. Develops a new and comprehensive training programming. Creates a new gymnastic routine.</p>	Arrange Build Cause Combine Compose	Construct Contrive Correct Create Design	Initiate Invent Make Originate

Score	Level	Definition and Example(s)	Verbs		
1	Receiving (Perception; Situation Awareness)	<p><b>Definitions:</b></p> <ol style="list-style-type: none"> <li>1.Awareness, willingness to hear, selected attention.</li> <li>2.Learning and demonstrating the ability to perceive the normal, abnormal, and emergency condition cues associated with the performance of an operational procedure. Situational Awareness of operational condition cues.</li> </ol> <p><b>Examples:</b> Listen to others with respect. Listen for and remember the name of newly introduced people.</p>	Ask Attend closely Choose Describe Erect Follow Give Hold Identify	Listen Listen attentively Locate Monitor Name Observe Perceive Point to Recognize	Reconnoiter Reply Select Show awareness Show sensitivity Sit Use Wait
2	Responding (Interpreting)	<p><b>Definitions:</b></p> <ol style="list-style-type: none"> <li>1.Active participation on the part of the learners. Attends and reacts to a particular phenomenon. Learning outcomes may emphasize compliance in responding, willingness to respond, or satisfaction in responding (motivation).</li> <li>2.Learning and demonstrating mental preparedness to encode operational cues as indicators of normal, abnormal and emergency conditions associated with the performance of an operational procedure.</li> </ol> <p><b>Examples:</b> Participates in class discussions. Gives a presentation. Questions new ideals, concepts, models, etc. in order to fully understand them. Know the safety rules and practices them.</p>	Accomplish Achieve Acknowledge Aid Announce Answer Ask Assist Communicate Complete Comply Conform Demonstrate	Describe Discuss Encode Execute Give Greet Help Indicate Interpret Label Notify Obey rules Perform	Practice Present React Read Recite Report Request Respond Resume Select Show Tell Write

Score	Level	Definition and Example(s)	Verbs		
3	Valuing (Judgement)	<p><b>Definitions:</b></p> <ol style="list-style-type: none"> <li>1. The worth or value a person attaches to a particular object, phenomenon, or behavior. This ranges from simple acceptance to the more complex state of commitment. Valuing is based on the internalization of a set of specified values, while clues to these values are expressed in the learner's overt behavior and are often identifiable.</li> <li>2. Learning and demonstrating the ability to judge the worth or quality of normal, abnormal, and emergency cues associated with the performance of an operational procedure.</li> </ol> <p><b>Examples:</b> Demonstrates belief in the democratic process. Is sensitive towards individual and cultural differences (value diversity). Shows the ability to solve problems. Proposes a plan to social improvement and follows through with commitment. Informs management on matters that one feels strongly about.</p>	Alert Appreciate Approve Assess Authenticate Believe Cancel Choose Complete Demonstrate Differentiate	Explain Follow Form Initiate Invite Join Judge Justify Prioritize Propose Qualify	Read Reassess Report Review Select Share Study Validate Verify Work
4	Organization (Competence; application of resource management strategies and tactics)	<p><b>Definitions:</b></p> <ol style="list-style-type: none"> <li>1. Organizes values into priorities by contrasting different values, resolving conflicts between them, and creating a unique value system. The emphasis is on comparing, relating, and synthesizing values.</li> <li>2. Learning and demonstrating the mental preparedness to make decisions by using prioritized strategies and tactics in response to normal, abnormal, and emergency condition cues associated with the performance of an operational procedure.</li> </ol> <p><b>Examples:</b> Recognizes the need for balance between freedom and responsible behavior. Accepts responsibility for one's behavior. Explains the role of systematic planning in solving problems. Accepts professional ethical standards. Creates a life plan in harmony with abilities, interests, and beliefs. Prioritizes time effectively to meet the needs of the organization, family, and self.</p>	Adhere Allow Alter Arrange Assume Combine Command Compare Complete	Coordinate Defend Enforce Ensure Explain Formulate Generalize Identify Influence	Integrate Modify Order Organize Prepare Prescribe Relate Serve Synthesize

Score	Level	Definition and Example(s)	Verbs		
5	Internalizing Values/ Characterization (Innovation; Generation of new resource management strategies and tactics)	<p><b>Definitions:</b></p> <ol style="list-style-type: none"> <li>1. Has a value system that controls their behavior. The behavior is pervasive, consistent, predictable, and most importantly, characteristic of the learner. Instructional objectives are concerned with the student's general patterns of adjustment (personal, social, emotional).</li> <li>2. Learning and demonstrating the mental preparedness to make decisions by generating the results expected upon completion of a prioritized strategies or tactics in response to normal, abnormal, and emergency cues associated with the performance of an operational procedure, and the ability to generate new prioritized strategies and tactics in response to abnormal or emergency cues.</li> </ol> <p><b>Examples:</b> Shows self-reliance when working independently. Cooperates in group activities (displays teamwork). Uses an objective approach in problem solving. Displays a professional commitment to ethical practice on a daily basis. Revises judgments and changes behavior in light of new evidence. Values people for what they are, not how they look.</p>	Act Conceive Conjecture Develop Devise Discriminate Display Formulate	Imagine Influence Innovate Listen Modify Perform Practice	Propose Qualify Question Revise Serve Solve Verify