



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## *PRACTICAL SKILLS EXAMINATION REPORT*

Skill Sheet #

**FO3-7**

Certification title

**Fire Officer 3**  
**HUMAN RESOURCE MANAGEMENT**  
***DEVELOP AN EDUCATION TRAINING PROGRAM***

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1021, 2020 Edition**  
**6.2.7**

**Task**

Develop an ongoing education training program so that members of the organization are given appropriate training to meet the mission of the organization.

**Conditions and Outcome**

Given department organizational training requirements, training policies, procedures, and/or manuals, the candidate shall the candidate shall provide a needs assessment in which the candidate relates interpersonally and communicates orally or in writing.

**The candidate will complete this task with a minimum of 4 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Conduct a needs assessment for the development of an ongoing education training program.						
2	Provide justification for current agency policies and procedures for ongoing education.						
3	Provide an improvement plan to current training practices based on needs assessment.						
4	Develop a list of personnel and recommended training courses						
5	Conduct a formal briefing to Command staff in reference to needs assessment, plan development, and implementation of the new ongoing education training program						
<b>Final Test Result for Entire Task</b>							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
<b>Candidate signature &amp; acknowledgement, Test #1</b>		<b>Candidate signature &amp; acknowledgement, Retest #1</b>		<b>Candidate signature &amp; acknowledgement, Retest #2</b>	
By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments	
Candidate signature	Date	Candidate signature	Date	Candidate signature	Date