



Office of Training
and Certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill Sheet #

FO4-9

Certification title

Fire Officer 4
ADMINISTRATION
FORECAST TRAINING REQUIREMENTS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021,
2020 Edition
7.4.2

Task

Evaluate and forecast training requirements, facility, and building needs, given data that reflect community needs and resources, so that departmental training needs are met.

Conditions and Outcome

Given policies and procedures; physical and geographic characteristics; building and fire codes; departmental plan; staffing requirements; training standards; needs assessment; contractual agreements; and local, State/Provincial, and Federal regulations, the student shall demonstrate the ability to communicate, make public presentation, interpret fiscal analysis, forecast needs, and analyze data.

The candidate will complete this task with a minimum of 5 items answered correctly

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Identify a method for evaluating training and facility needs.						
2	Review and analyze data to identify departmental needs.						
3	Select and define goals and objectives.						
4	Develop requirements for meeting departmental goals and objectives.						
5	Summarize alternatives.						
6	Develop a timeline and implement the plan.						
7	Identify budgetary requirements.						
8	Provide a plan for periodic program review.						
9	Develop an executive summary/statement.						
10	Present a summary of findings.						
Final Test Result for Entire Task							

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Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #2	
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

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Approved by NJ SME Committee 06/15/2021.