



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## ***PRACTICAL SKILLS EXAMINATION REPORT***

Skill Sheet #

**FO4-3**

Certification title

**Fire Officer 4**  
**HUMAN RESOURCE MANAGEMENT**  
***EDUCATION AND IN-SERVICE TRAINING***

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1021,**  
**2020 Edition**  
**7.2.3**

#### Task

Evaluate the organization's education and in-service training program, given a summary of the job requirements for all positions within the department, so that all members can achieve and maintain required proficiencies.

#### Conditions and Outcome

Given training resources; community needs; internal and external customers; policies and procedures; contractual agreements; and local, state/provincial, and federal regulations, the student shall demonstrate the ability to communicate and to analyze and organize data and resources.

**The candidate will complete this task with a minimum of 8 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Complete a summary of all requirements by position.						
2	Identify department training and education needs by type.						
3	Identify a timeframe for completion of required training.						
4	Evaluate existing training resources and options.						
5	Identify and evaluate existing training budget.						
6	Select and justify training program goals and objectives.						
7	Evaluate and enumerate steps to implement a training program.						
8	Identify a plan for evaluating the program.						
9	Present a written summary of findings.						
<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
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