



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

FO2-6

Certification title

Fire Officer 2
ADMINISTRATION
PREPARE A NEWS RELEASE

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2020 Edition
5.4.4

Task
Prepare a news release so that information is accurate and formatted correctly

Conditions and Outcome
Given an actual or simulated event or topic, news release policies and procedures the candidate shall be able to communicate verbally and in writing a news release. **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	Gather all applicable information.						
2	Prepare a written news release according to policy, procedures and practices.						
3	Utilize proper news release format						
4	Produce a clearly written document reasonably free of grammatical/spelling errors						
5	Effectively communicate information orally and in writing						
6	Message adequately covers the event/topic						
Final Test Result for Entire Task							

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

Form DFS-SS-1 04/2021

Approved by NJ SME Committee 06/15/2021.