



Office of Training  
and Certification

# New Jersey Division of Fire Safety

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

Skill Sheet #

**FO3-6**

Certification title

**Fire Officer 3**  
**HUMAN RESOURCE MANAGEMENT**  
***PLAN FOR EMPLOYEE ACCOMMODATION***

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1021, 2020 Edition**  
**6.2.6**

**Task**

Develop a plan for providing an employee accommodation, so that adequate information is included to justify the requested change(s).

**Conditions and Outcome**

Given an employee need, the requirements, and applicable law, the candidate shall develop a plan for providing an employee accommodation in which the candidate conducts research and communicates the plan orally and 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	Identify a concern or issue related to reasonable accommodations						
2	Research laws, regulations, policies, and procedures to ensure current accommodations comply with federal employee accommodation requirements						
3	Develop a plan for providing employee accommodations should the conducted research indicate that the organization does not comply with federal employee accommodation requirements.						
4	Disseminate acquired information on appropriate employee accommodations to members of the organization orally or in written form						
5	Design evaluation tool to collect information appropriate to assess results of accommodations						
<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