



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

FO2-4

Certification title

Fire Officer II
ADMINISTRATION
DEVELOP A PROJECT OR DIVISIONAL BUDGET
REQUEST

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2009 Edition
5.4.2

Task

Develop a project or divisional budget request so that the request is in the proper format and is supported with data

Conditions and Outcome

Given actual or simulated fiscal needs and budget forms the candidate shall be able to communicate in writing a budget request. **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	Develop a written budget request						
2	Prepare a budget request in the proper format (include specifications, descriptions, etc.)						
3	Correctly determine capital, operating and personnel costs						
4	Justify the need for the budget request with supporting data						
5	Suggest a source of revenue to support the request						
6	Prepare a written request that is clear, concise and reasonable free of grammatical/spelling errors						
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