



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

**FO2-6**

Certification title

**Fire Officer II  
ADMINISTRATION  
PREPARE A NEWS RELEASE**

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:  
NFPA 1021, 2009 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
<b>1</b>	Gather all applicable information						
<b>2</b>	Prepare a written news release according to policy and procedures						
<b>3</b>	Utilize proper news release format						
<b>4</b>	Produce a clearly written document reasonably free of grammatical/spelling errors						
<b>5</b>	Effectively communicate information orally and in writing						
<b>6</b>	Message adequately covers the event/topic						
<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

Form DFS-SS-1 10/12

Approved by NJ SME Committee 12/3/2013.