



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

FO1-12

Certification title

Fire Officer I
ADMINISTRATION
PREPARE A BUDGET REQUEST

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021-2009 Edition
4.4.3

Task

Prepare a budget request, so that the request is in the proper format and is supported with data. The candidate shall demonstrate the ability to create a budget request using the proper forms, procedures, and supporting data, and communicate a budget request in writing.

Conditions and Outcome

Given Budget planning, department policies and procedures (SOP/SOG), budget request forms, special reports, and notepad. **The candidate will complete this task with a minimum of 6 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Obtain proper budget request forms						
2	Research revenue sources for budget						
3	Obtain supporting data to the budget request						
4	Develop and organize an outlined budget plan						
5	Produce completed plan using the appropriate forms and reports						
6	Submit complete budget packet to proper budget coordinator						
7	Demonstrate understanding/compliance with budget policies and procedures						
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

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Approved by NJ SME Committee 12/3/2013.