



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

**FI 2-8**

Certification title

**Fire Instructor 2**  
**PROGRAM MANAGEMENT**  
**COORDINATE TRAINING RECORD KEEPING**

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1041, 2019 Edition**  
**5.2.5**

**IFSTA 9<sup>th</sup> Ed.**  
**Skill Sheet 14-3**

#### Task

Coordinate training record keeping, given training forms, department policy, and training activity, so all agency and legal requirements are met.

#### Conditions and Outcome

Given training forms, department or model policy, and training activity, the candidate will coordinate training recordkeeping, so all agency and legal requirements are met. **The candidate will complete this task with a minimum of 2 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Complete training activity form, according to department or model policy						
2	Provide documents of completed training classes (i.e., roster, evaluation sheet, test results)						
<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

Originally Approved by NJ SME Committee 12/3/2013.

Renumbered, Aligned to 9<sup>th</sup> Edition of 1041, and Approved NJ SME Committee 12/13/2019.