New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Office of Training and Certification

Skill sheet #	Certification title
FI 2-7	**Fire Instructor 2** **PROGRAM MANAGEMENT** ***FORMULATE BUDGET NEEDS***

Applicant Information

Candidate name	DFS ID #	Course #

Evaluation

Standard:
NFPA 1041, 2019 Edition
5.2.3

IFSTA 9th Ed.
Skill Sheet 14-2

Task

Formulate budget needs given training goals, agency budget policy, and current resources, so the resources required to meet training goals are identified and documented.

Conditions and Outcome

Using the department training goals, agency's budget policy, and current resources and given an identified need and timeline the candidate will formulate budget needs, so the resources required to meet training goals are identified and documented. **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	Conduct and document a needs analysis						
2	Submit completed budget for course (i.e., equipment cost, instructor, etc.) so that training goal is met						
3	Identify resources required						
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

Form DFS-SS-1, 10/12
Originally Approved by NJ SME Committee 12/3/2013.
Renumbered, Aligned to 9th Edition of 1041, and Approved NJ SME Committee 12/13/2019.
Revised 4/27/2022