



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #
FI 2-5

Certification title

Fire Instructor 2
PROGRAM MANAGEMENT
Schedule Training

Applicant Information

Candidate name	DFS ID #	Course #
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Evaluation

<p>Standard: NFPA 1041, 2019 Edition 5.2.2</p> <p>IFSTA 9th Ed. Skill Sheet 14-1</p>	<p style="text-align: center;">Task</p> <p>Schedule instructional sessions, given department scheduling policy, instructional resources, staff, facilities and timeline for delivery, so that the specified sessions are delivered according to department policy.</p> <hr/> <p style="text-align: center;">Conditions and Outcome</p> <p>Given a department scheduling policy, forms or calendars, instructional resources, staff, facilities and a timeline for delivery the candidate shall schedule instructional sessions so that they are delivered according to department policy. The candidate will complete this task with a minimum of 4 items answered correctly</p>
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Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Used appropriate scheduling form or calendar						
2	Followed department policy with regard to scheduling resources						
3	Avoided conflicting courses, staff, other resources						
4	Provided for course delivery according to given timelines						
5	Made effective use of available resources						
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