New Jersey Division of Fire Safety
PRACTICAL SKILLS EXAMINATION REPORT

Office of Training and Certification	**Skill Sheet #** **FO3-9**	**Certification title** **Fire Officer 3** **ADMINISTRATION** ***DEVELOP BUDGET***

Applicant Information		
Candidate name	**DFS ID #**	**Course #**

Evaluation

<table>
<tr><td rowspan="2">Standard:
NFPA 1021, 2020 Edition
6.4.1</td><td>Task
Develop a division or departmental budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.</td></tr>
<tr><td>Conditions and Outcome
Given department schedules, policies, procedures, and guidelines, the candidate shall develop a divisional or departmental budget in which the candidate demonstrates the ability to allocate finances, relate interpersonally, and communicates orally or in writing.
The candidate will complete this task with a minimum of 5 items answered correctly</td></tr>
</table>

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	**Fail**	**Pass**	**Fail**	**Pass**	**Fail**
1	Identify a division/department of the organization in need of a budget review						
2	Identify capital, operating, and personnel costs associated within the described division/department.						
3	Identify funding overages or shortages in selected budget						
4	Develop division/department budget based on associated costs for capital, operations, and personnel.						
5	Appropriately allocate finances for associated costs based on the analysis and evaluation of the division/department budget						
6	Distribute approved division/department budget to appropriate personnel orally or in writing.						
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**