



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## ***PRACTICAL SKILLS EXAMINATION REPORT***

Skill Sheet #

**FO3-4**

Certification title

**Fire Officer 3**  
**HUMAN RESOURCE MANAGEMENT**  
***PROFESSIONAL DEVELOPMENT PROGRAM***

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1021, 2020 Edition**  
**6.2.4**

**Task**

Develop procedures and programs to encourage members to participate in professional development to achieve their full potential.

**Conditions and Outcome**

Given knowledge, training, and experience of department members, the candidate shall create a professional development program

**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
<b>1</b>	Develop a list of professional development models						
<b>2</b>	Identify classes that should be obtained before consideration for promotion and time frame for completion						
<b>3</b>	Develop written documentation that outlines and tracks professional development progress.						

**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

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Candidate signature

Date

Candidate signature

Date

Candidate signature

Date

Form DFS-SS-1 04/2021

Approved by NJ SME Committee 06/15/2021.