



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #  
**FO2-6**

Certification title

**Fire Officer 2**  
**ADMINISTRATION**  
**PREPARE A NEWS RELEASE**

### Applicant Information

Candidate name	DFS ID #	Course #
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### Evaluation

<b>Standard:</b> NFPA 1021, 2020 Edition <b>5.4.4</b>	<p style="text-align: center;"><b>Task</b></p> <p>Prepare a news release so that information is accurate and formatted correctly</p> <p style="text-align: center;"><b>Conditions and Outcome</b></p> <p>Given an actual or simulated event or topic, news release policies and procedures the candidate shall be able to communicate verbally and in writing a news release. <b>The candidate will complete this task with a minimum of 5 items answered correctly</b></p>
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Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
<b>1</b>	Gather all applicable information.						
<b>2</b>	Prepare a written news release according to policy, procedures and practices.						
<b>3</b>	Utilize proper news release format						
<b>4</b>	Produce a clearly written document reasonably free of grammatical/spelling errors						
<b>5</b>	Effectively communicate information orally and in writing						
<b>6</b>	Message adequately covers the event/topic						
<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