



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
1	Develop a list of professional development models						
2	Identify classes that should be obtained before consideration for promotion and time frame for completion						
3	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		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

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Approved by NJ SME Committee 06/15/2021.