



Office of Training
and Certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill Sheet #

FO3-7

Certification title

Fire Officer 3
HUMAN RESOURCE MANAGEMENT
DEVELOP AN EDUCATION TRAINING PROGRAM

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2020 Edition
6.2.7

Task

Develop an ongoing education training program so that members of the organization are given appropriate training to meet the mission of the organization.

Conditions and Outcome

Given department organizational training requirements, training policies, procedures, and/or manuals, the candidate shall provide a needs assessment in which the candidate relates interpersonally and communicates orally or in writing.

The candidate will complete this task with a minimum of 4 items answered correctly

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Conduct a needs assessment for the development of an ongoing education training program.						
2	Provide justification for current agency policies and procedures for ongoing education.						
3	Provide an improvement plan to current training practices based on needs assessment.						
4	Develop a list of personnel and recommended training courses						
5	Conduct a formal briefing to Command staff in reference to needs assessment, plan development, and implementation of the new ongoing education training program						
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