



Office of Training
and certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#
FM-19

Certification Title
Fire Official
Communications
Create Media Communication Strategy

Applicant Information

Candidate name	DFS ID #	Course #
----------------	----------	----------

Evaluation

Standard:
NFPA 1037, 2016 Edition
4.4.3 and 4.4.4

Task
Develop a strategy for handling contacts with media.

Conditions and Outcome
Given need to release information to media, Candidate will demonstrate the ability to communicate verbally and in writing. **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	Prepare a press release for a Fire Official required duty						
2	Hold a simple press conference to update status on an active assignment						
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 #1	
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

