



Office of Training
and certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-12

Certification Title

Fire Official

Community Risk reduction

Evaluate Risk Management Solutions

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
4.3.6

Task

Given a risk management solution plan, evaluate potential internal and external impacts on the risk management solutions.

Conditions and Outcome

Given a risk management solution plan, the candidate will list internal and external impacts that may impact the solutions. **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	Identify two internal impacts						
2	Identify two external impacts						
6.	Submit Inspection report in accordance with policies of jurisdiction						
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	
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 Office of Training and certification	<h1 style="text-align: center;">New Jersey Division of Fire Safety</h1> <h2 style="text-align: center;"><i>PRACTICAL SKILLS EXAMINATION REPORT</i></h2>	
	Skill sheet# FM-13	Certification Title Fire Official <i>Community Risk reduction</i> Integrate RM Solutions with related groups

Applicant Information		
Candidate name	DFS ID #	Course #

Evaluation	
Standard: NFPA 1037, 2016 Edition 4.3.7	Task Included with 4.2.1.
	Conditions and Outcome . The candidate will complete this task with a minimum of _ items answered correctly

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
Final Test Result for Entire Task							

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Updated on 1/20/2020



Office of Training
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-14

Certification Title

Fire Official

Community Risk reduction

**Integrate RM Solutions with community stake
holders**

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
4.3.8

Included in 4.2.1

Conditions and Outcome

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

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
Final Test Result for Entire Task							

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FO-14: Integrate RM solutions....**Page 2**

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
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Office of Training
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-15

Certification Title

Fire Official

Community Risk reduction

Evaluate risk management program

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
4.3.9

Task
Included in 4.2.1.

Conditions and Outcome
. 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

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

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Candidate signature & acknowledgement,
Test #1

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Retest #1

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Office of Training
and certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-16

Certification Title

Fire Official

Community Risk reduction

EMERGENCY PLANNING & PREPAREDNESS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
4.3.10

Task

Design and implement a plan to eliminate a safety hazard and implement a new program.

Conditions and Outcome

Given an identified safety hazard, The candidate will develop and implement a plan to eliminate or mitigate the safety hazard **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	Identify need for a safety plan.						
2	Implement a plan that eliminates the hazard						
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
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-17

Certification Title

Fire Official
Communications

Implement Community Relationships

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
4.4.1

Task

Design a community outreach program to promote safety

Conditions and Outcome

The Candidate will describe a plan to implement outreach to the community for the purpose of educating the public to avoid or eliminate hazards. **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	Identify a target group						
2	Describe a program to address a specific hazard						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-18

Certification Title

Fire Official
Communications

Present Safety Proposals to Target Group

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
4.4.2

Develop a written communications plan for a target group which promotes a Safety Proposal

Conditions and Outcome

The candidate will demonstrate the ability to effectively use verbal and written skills to a target audience. **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	Effectively explain the concept						
2	Prepare written document with no grammatical errors.						
Final Test Result for Entire Task							

Continued on next page

FO-18: Present Safety Proposals to Target Group***Page 2***

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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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

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
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Office of Training
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-20

Certification Title

Fire Official

Communications

Implement Media Communication Strategy

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.4.4

Included in 4.4.3

Conditions and Outcome

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

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

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Test #1

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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-21

Certification Title

**Fire Official
Training**

Identify professional development needs

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
4.5.2

Task

Determine professional development needs for the Bureau office and staff

Conditions and Outcome

Given the office staffing plan, the candidate shall demonstrate an understanding of development needs and options.

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	Identify development steps for staff						
2	Demonstrate knowledge of available certifications for Bureau staffing						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-22

Certification Title

**Fire Official
Training**

Prescribe professional development programs

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
4.5.3

Task

Develop a list of specific training programs that may be used for development of office staff in order to develop skill sets.

Conditions and Outcome

Given a description of employees and current level of training, the candidate will develop a training plan for those listed.

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	List at least three possible training programs						
2	Establish short- and long-term schedules						
3	Develop a Succession plan for the Fire Official						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-23

Certification Title

**Fire Official
Training**

Implement professional development programs

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

**Standard:
NFPA 1037, 2016 Edition
4.5.4**

Included in 4.5.3

Task

Conditions and Outcome

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
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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Office of Training
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-24

Certification Title

**Fire Official
Training**

Evaluate professional development programs

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
4.5.5

Task

Develop a list of specific skills that training programs may be used to develop office staff in in their positions.

Conditions and Outcome

Given a description of employees and current level of training, the candidate will develop an evaluation summary for those listed.

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	List at least three skill sets targeted by the training programs						
2	Devise a method to track the effects of the training						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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Office of Training
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-25

Certification Title

**Fire Official
Training**

Forecast professional development needs

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
4.5.6

Task

Develop a list of future specific training needs that may be needed for development of office staff skill sets.

Conditions and Outcome

The candidate will list potential areas for technical and non-technical emerging technologies which may be needed based on overall industrial advancements.

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	List at least two areas where technological advancement is likely						
2	Establish a schedule which will address these emerging areas						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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