



Office of Training
and certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#
FM-4

Certification Title
Fire Official
ADMINISTRATION
Establish an operating budget for an LEA

Applicant Information

Candidate name	DFS ID #	Course #
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Evaluation

Standard: NFPA 1037, 2016 Edition 4.2.4	<p style="text-align: center;">Task</p> <p style="text-align: center;">Given estimates of revenue and expenses provided for the LEA develop a budget for the next period</p> <hr/> <p style="text-align: center;">Conditions and Outcome</p> <p style="text-align: center;">Given the elements needed for a budget the candidate will compile them into a budget format acceptable for the AHJ. The candidate will complete this task with a minimum of 4 items answered correctly</p>
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Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Calculate elements provided to develop expenses						
2	Calculate elements provided to develop revenues						
3	Compile expenses and revenue into a budget format acceptable to AHJ						
4	Complete required forms and documents correctly						
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