



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 #
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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	
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	
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Office of Training
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-13

Certification Title

Fire Official

Community Risk reduction

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

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
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evaluator comments

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Revised 5/22/2019 Approved by NJ SME Committee 6/12/2019
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 #
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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....

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
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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 #
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Evaluation

Standard: NFPA 1037, 2016 Edition 4.3.9	<p style="text-align: center;">Task</p> <p>Included in 4.2.1.</p> <hr/> <p style="text-align: center;">Conditions and Outcome</p> <p>. The candidate will complete this task with a minimum of 2 items answered correctly</p>
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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	Date
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #1	
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Office of Training
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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 #
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Evaluation

<p>Standard: NFPA 1037, 2016 Edition 4.3.10</p>	<p style="text-align: center;">Task</p> <p>Design and implement a plan to eliminate a safety hazard and implement a new program.</p>
	<p style="text-align: center;">Conditions and Outcome</p> <p>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</p>

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
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #1	
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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 #
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Evaluation

Standard: NFPA 1037, 2016 Edition 4.4.1	<p style="text-align: center;">Task</p> <p style="text-align: center;">Design a community outreach program to promote safety</p> <hr/> <p style="text-align: center;">Conditions and Outcome</p> <p style="text-align: center;">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</p>
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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	
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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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 #
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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							

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FO-18: Present Safety Proposals to Target Group

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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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 #
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Evaluation

<p>Standard: NFPA 1037, 2016 Edition 4.4.3</p>	<p style="text-align: center;">Task</p> <p>Develop a strategy for handling contacts with media.</p> <hr/> <p style="text-align: center;">Conditions and Outcome</p> <p>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</p>
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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	
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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 #
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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	Date
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #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 #
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Evaluation

<p>Standard: NFPA 1037, 2016 Edition 4.5.2</p>	<p style="text-align: center;">Task</p> <p>Determine professional development needs for the Bureau office and staff</p> <hr/> <p style="text-align: center;">Conditions and Outcome</p> <p>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</p>
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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	
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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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 #
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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	
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
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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 #
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Evaluation

Standard: NFPA 1037, 2016 Edition 4.5.4	<p style="text-align: center;">Task</p> <p>Included in 4.5.3</p> <hr/> <p style="text-align: center;">Conditions and Outcome</p> <p>The candidate will complete this task with a minimum of 2 items answered correctly</p>
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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	Date
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #1	
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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 #
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Evaluation

<p>Standard: NFPA 1037, 2016 Edition 4.5.5</p>	<p style="text-align: center;">Task</p> <p>Develop a list of specific skills that training programs may be used to develop office staff in in their positions.</p>
	<p style="text-align: center;">Conditions and Outcome</p> <p>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</p>

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	
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
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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 #
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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	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
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