New Jersey Division of Fire Safety
PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#	Certification Title
FM-11	**Fire Official** *Community Risk reduction* **Conduct Risk analysis**

Applicant Information

Candidate name	DFS ID #	Course #

Evaluation

Standard: NFPA 1037, 2016 Edition **4.3.5**	**Task** Included in 4.3.3.
	Conditions and Outcome . **The candidate will complete this task with a minimum of 3 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1							
2							
3							
4							
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

Office of Training and certification	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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New Jersey Division of Fire Safety
PRACTICAL SKILLS EXAMINATION REPORT

Office of Training and certification	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**	
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New Jersey Division of Fire Safety
PRACTICAL SKILLS EXAMINATION REPORT

Office of Training and certification	**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							

Continued on next page

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
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

Office of Training and certification

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	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

Office of Training and certification	**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**

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

Office of Training and certification

Skill sheet#	Certification Title
FM-17	**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	
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**

Office of Training and certification

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	
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**

Office of Training and certification

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

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#	Certification Title
FM-20	**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	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

Office of Training and certification	**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	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
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New Jersey Division of Fire Safety
PRACTICAL SKILLS EXAMINATION REPORT

Office of Training and certification	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

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#	Certification Title
Office of Training and certification	**FM-23**	**Fire Official** *Training* **Implement professional development programs**

Applicant Information		
Candidate name	**DFS ID #**	**Course #**

Evaluation

Standard: NFPA 1037, 2016 Edition **4.5.4**	**Task**
	Included in 4.5.3

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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New Jersey Division of Fire Safety
PRACTICAL SKILLS EXAMINATION REPORT

	Skill sheet#	Certification Title
Office of Training and certification	**FM-24**	**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	
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

Skill sheet#	Certification Title
FM-25	**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 Pass	First Test Fail	Retest #1 Pass	Retest #1 Fail	Retest #2 Pass	Retest #2 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

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