



Office of Training
and certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-03

Certification Title

Fire Official
ADMINISTRATION

Establish a strategic and operational plan

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
4.2.3

Task
Recognize the need for short term and long-term planning for the AHJ based on the LEA information provided.

Conditions and Outcome
The candidate will identify the types of planning they may use and time frames to which they apply. **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 | Identify criteria for planning according to local jurisdiction policies | | | | | | |
| 2 | Determine if the need for a new plan exists | | | | | | |
| 3 | Communicate requirements for plan process according to local policies verbally and/or in writing (choose 1) | | | | | | |
| 3a | Verbally: Uses clear and concise statements | | | | | | |
| OR | | | | | | | |
| 3b | Writing: Uses correct spelling, grammar, and punctuation | | | | | | |
| 4 | State rationale for the plan process verbally and/or in writing (choose 1) | | | | | | |
| 4a | Verbally: Uses clear, concise statements | | | | | | |
| OR | | | | | | | |
| 4b | Writing: Uses spelling, grammar, and punctuation 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 | |
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