New Jersey Division of Fire Safety
PRACTICAL SKILLS EXAMINATION REPORT

Office of Training and certification	**Skill Sheet #** **FM-01**	**Certification Title** **Fire Official** *ADMINISTRATION* **Administer jurisdictional requirements**

Applicant Information		
Candidate name	DFS ID #	Course #

Evaluation		

Standard: **NFPA 1037, 2016 Edition** **4.2.1, 4.3.7, 4.3.8 and 4.3.9**	**Task** Develop a written document which explains the function and responsibility of the Fire Official position for the organization.
	Conditions and Outcome The candidate must demonstrate the understanding of requirements of the Fire Official position and the differences, if any, depending on governmental branch as outlined in sample LEA **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**
1	Demonstrate understanding of duties						
2	Provide written answer to an identified issue						
3	Demonstrate understanding of the planning process by identifying the various types of planning used						
4	Written work is clear, legible and concise. Spelling, grammar, and punctuation meets standards						
5	Submit interagency coordination as per NJ UFC requirements						
	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

Form DFS-SS-01
Approved by NJ SME Committee