



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

FI 2-5

Certification title

Fire Instructor 2
PROGRAM MANAGEMENT
Schedule Training

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1041, 2019 Edition
5.2.2

IFSTA 9th Ed.
Skill Sheet 14-1

Task

Schedule instructional sessions, given department scheduling policy, instructional resources, staff, facilities and timeline for delivery, so that the specified sessions are delivered according to department policy.

Conditions and Outcome

Given a department scheduling policy, forms or calendars, instructional resources, staff, facilities and a timeline for delivery the candidate shall schedule instructional sessions so that they are delivered according to department policy. **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	Used appropriate scheduling form or calendar						
2	Followed department policy with regard to scheduling resources						
3	Avoided conflicting courses, staff, other resources						
4	Provided for course delivery according to given timelines						
5	Made effective use of available resources						
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 #2	
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-1, 10/12

Originally Approved by NJ SME Committee 12/3/2013.

Renumbered, Aligned to 9th Edition of 1041, and Approved NJ SME Committee 12/13/2019.