



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #
FI 2-8

Certification title

Fire Instructor 2
PROGRAM MANAGEMENT
COORDINATE TRAINING RECORD KEEPING

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1041, 2019 Edition
5.2.5

IFSTA 9th Ed.
Skill Sheet 14-3

Task

Coordinate training record keeping, given training forms, department policy, and training activity, so all agency and legal requirements are met.

Conditions and Outcome

Given training forms, department or model policy, and training activity, the candidate will coordinate training recordkeeping, so all agency and legal requirements are met. **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	Complete training activity form, according to department or model policy						
2	Provide documents of completed training classes (i.e., roster, evaluation sheet, test results)						
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