State of Connecticut
COMMISSION ON FIRE PREVENTION AND CONTROL

FIRE SERVICE INSTRUCTOR I
Practical Skills Performance Evaluation

Skill Sheet No. 4-2A

Candidate Number ____

Skill Title: Training Records and Report Forms
NFPA 1041 - 4.2.3, 4.2.3(B)

Task	***1st***	***2nd***
1. Provides a presentable, formatted, and neat report		
2. Includes heading, inside address, subject, date, and sender as appropriate		
3. Report is appropriate for subject matter		
4. Information is presented in an easily understood , objective, manner		
5. * Includes all pertinent dates, times, and places		
6. Uses proper form, sentence structure, grammar, spelling, and syntax		
7. Ensures report(s) is/are complete		

Pass	**Fail**

Comments: *(to include reasons for failure if applicable) (use reverse side if more space is required)*

_____
_____
_____
_____
_____

Evaluator Signature: _____ **Date:** _____

*** Denotes Critical Skill**