



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1041-PRODUCT-04

Standard:	NFPA 1041 – 2019 edition – 4.2.5
Task:	Complete training records and reports.
Performance Outcome:	Required reports are accurate and submitted in accordance with the procedures.
Conditions:	Given policies and procedures.
Candidate Directive:	“Complete a training report that follows your department’s policies and procedures for training reports. Then, describe the steps you would take to file the report in your department for the lesson you delivered.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Reports were completed	Reports were correct	Reports were mostly correct	Reports were somewhat correct	Reports were incorrect and/or incomplete	
2	Reports were filed in accordance with procedures	Reports were filed correctly	Reports were filed mostly correctly	Reports were filed somewhat correctly	Reports were filed incorrectly	

Evaluator Comments:
