

**UTAH FIRE SERVICE CERTIFICATION SYSTEM  
FIRE OFFICER I**

NFPA 1021, 2020 Edition

*FIRE OFFICER I  
TRAINING RECORD / IN-HOUSE COMPREHENSIVE EXAM*

<b>Candidate Name:</b>			<b>Department:</b>			
<b>Candidate Signature:</b>			<b>Date of Completion:</b>			
<b>Chief/Training Officer Name:</b>			<b>Chief/Training Officer Signature:</b>			
<p>This form may be completed on a computer but must be printed out for the Certification Tester to verify on test day. Date of completion and signatures of Chief/Training Officer and Candidate must be original signatures. Signatures attest that all skills have been trained on and a complete In-House Comprehensive Exam was administered and passed. Falsification of signatures or any component of this document may result in the revocation, suspension, or denial of certification.</p>						
SECTION	TRAINING RECORD		IN-HOUSE COMPREHENSIVE EXAMS			SKILL
	DATE	INST	DATE	INST	PASS	
HUMAN RESOURCE MANAGEMENT						1. Assign tasks during emergency operations.
						2. Assign tasks during non-emergency conditions.
						3. Direct members during training evolution.
						4. Recommend action for a member.
						5. Apply human resource policies and procedures.
						6. Coordinate the completion of assigned tasks and projects.
COMMUNITY RELATIONS						7. Initiate action to a citizens concern or inquiry.
						8. Deliver a public education program.
ADMINISTRATION						9. Recommend/implement new department policy.
						10. Complete UFIRS and EMS form.
						11. Prepare a budget request.
INSPECTION & INVESTIGATION						12. Explain purpose of each management component.
						13. Determine preliminary cause of a fire.
EMERGENCY SERVICES DELIVERY						14. Secure an incident scene.
						15. Develop a pre-incident plan.
						16. Develop and implement an initial action plan.
SAFETY						17. Develop/conduct post-incident analysis.
						18. Conduct in-service safety training at unit level.
						19. Conduct an initial accident investigation.