



# Certifying Officer Trainee Final Observation Form

**STEP**

**B**

**STATE OF ALASKA  
DEPARTMENT of PUBLIC SAFETY  
FIRE STANDARDS COUNCIL**

This survey is used by a current AFSC CO for **FINAL** evaluation of a **CERTIFYING OFFICER (CO) TRAINEE**. Please answer all items appropriately. Any concerns or discrepancies will be addressed as necessary by the Alaska Fire Standards Council (AFSC).

**Course Information:**

<b>Course Type/Location of Test Site:</b>	<b>Dates of Written &amp; Practical Exams:</b> Written: _____ Practical: _____
<b>Your Name:</b>	<b>Name of Certifying Officer Trainee:</b>

Indicate your answers to the below questions by marking either the Yes or No box. **Comment on "No" responses below.**

		Yes	No
1.	Did the CO Trainee contact you and the TO in advance of the test date to discuss arrangements?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Did the CO Trainee arrive on time to the test site?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Was the CO Trainee dressed appropriately for the test site conditions?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Did the CO Trainee review <i>each</i> practical skill station before testing began?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Did the CO Trainee observe <i>any</i> skill stations while candidates were testing?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Did the CO Trainee adequately follow all required skill stations, as indicated on the AFSC skill sheets?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Did the written and practical test start and stop within an appropriate time frame?	<input type="checkbox"/>	<input type="checkbox"/>

On a scale of 1-5 (1= Strongly Disagree to 5 = Strongly Agree) mark the answer that you feel best describes your views about the course. **For scores marked 3 or less, comment below.**

		N/A	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree
8.	The CO Trainee ensured that each candidate was given a fair and consistent opportunity to complete the test process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	The CO Trainee met my expectations with regard to managing this test.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	The CO Trainee presented instructions for the written and practical exams in an organized manner that was easy for candidates to follow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	The CO Trainee provided an instructional briefing that helped define expectations for the Evaluator and/or Assistant support for this test.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	The CO Trainee was involved and fulfilled the primary examination administration functions during this exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	The AFSC office provided adequate instruction for evaluating the CO Trainee observation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	I would recommend that the AFSC consider this individual for future CO assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide any comments or direction that will improve the testing and certification program, use additional pages as necessary.

Thank you for completing this form. Please return to Alaska Fire Standards Council by fax, email, or standard mail.

DPS Fire Standards Council  
5700 E. Tudor Road  
Anchorage, AK 99507  
Fax 907-269-0134 Voice 907-269-5052  
Email: [dpsakfirestandards@alaska.gov](mailto:dpsakfirestandards@alaska.gov)

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**Primary CO Signature**