



# Training Officer/Lead Instructor Exam Site Survey

STATE OF ALASKA  
DEPARTMENT of PUBLIC SAFETY  
FIRE STANDARDS COUNCIL

This survey is used by the Training Officer to evaluate the **CERTIFYING OFFICER (CO)**. 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:</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 contact you in advance of the test date to discuss arrangements?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Did the CO arrive on time to the test site?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Was the CO dressed appropriately for the test site conditions?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Did the CO review each practical skill station before testing began?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Did the CO observe any skill stations while candidates were testing?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Did the CO deviate from the required skill stations, as prepared by the AFSC office?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Did the written and practical test start and stop within your time expectations?	<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 1 or 2, comment below.**

		N/A	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree
8.	The CO 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 met my expectations with regard to managing the test.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	The Co 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 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 AFSC office provided a timely response to my test notification request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	The AFSC office notified me who the CO was at least two weeks prior to the test.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	The AFSC office provided an equipment list with sufficient time to gather materials needed for the test.	<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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