

**NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION & EDUCATION**

NOTICE OF EXAMINATION

TITLE: CONSOLIDATED FIRE SAFETY DIRECTOR (FSD) (F-58)

PROCEDURE INTRODUCTION

The certification process is listed below:

- (1) Fire Safety Director School graduation diploma (See Page 1)
- (2) FDNY Z-50 letter (See Page 2 to 5)
- (3) Certification of Completion (See page 4)
- (4) F-58 Certificate of Fitness (See Page 6 to 9)

Renewal information is addressed on page 10

FIRE SAFETY DIRECTOR COURSE

All Fire Safety Director Candidates must complete the Fire Safety Director training course from one of the FDNY certified schools or organizations. The list of the FDNY certified schools or organizations could be found from the following link:

http://www.nyc.gov/html/fdny/pdf/fire_prevention/certified_schools_for_fire_safety_director.pdf

Training courses shall, at a minimum, provide not less than 20 hours of instructional training, of which not less than two (2) hours shall consist of practical skills exercise/hands-on demonstrations. Candidates must attend all training classes to be eligible to take the training course's final examination. Candidates shall be allowed two (2) opportunities to pass the Graduation Test. School Graduation Diploma will be issued after the candidates obtain a passing score of 70% on the Graduation Test. **The Graduation Diploma is valid for only one (1) year in order to take the FDNY computer based exam (Z-50).** Candidates who fail the final examination on the second attempt shall be required to re-attend the course in its entirety.

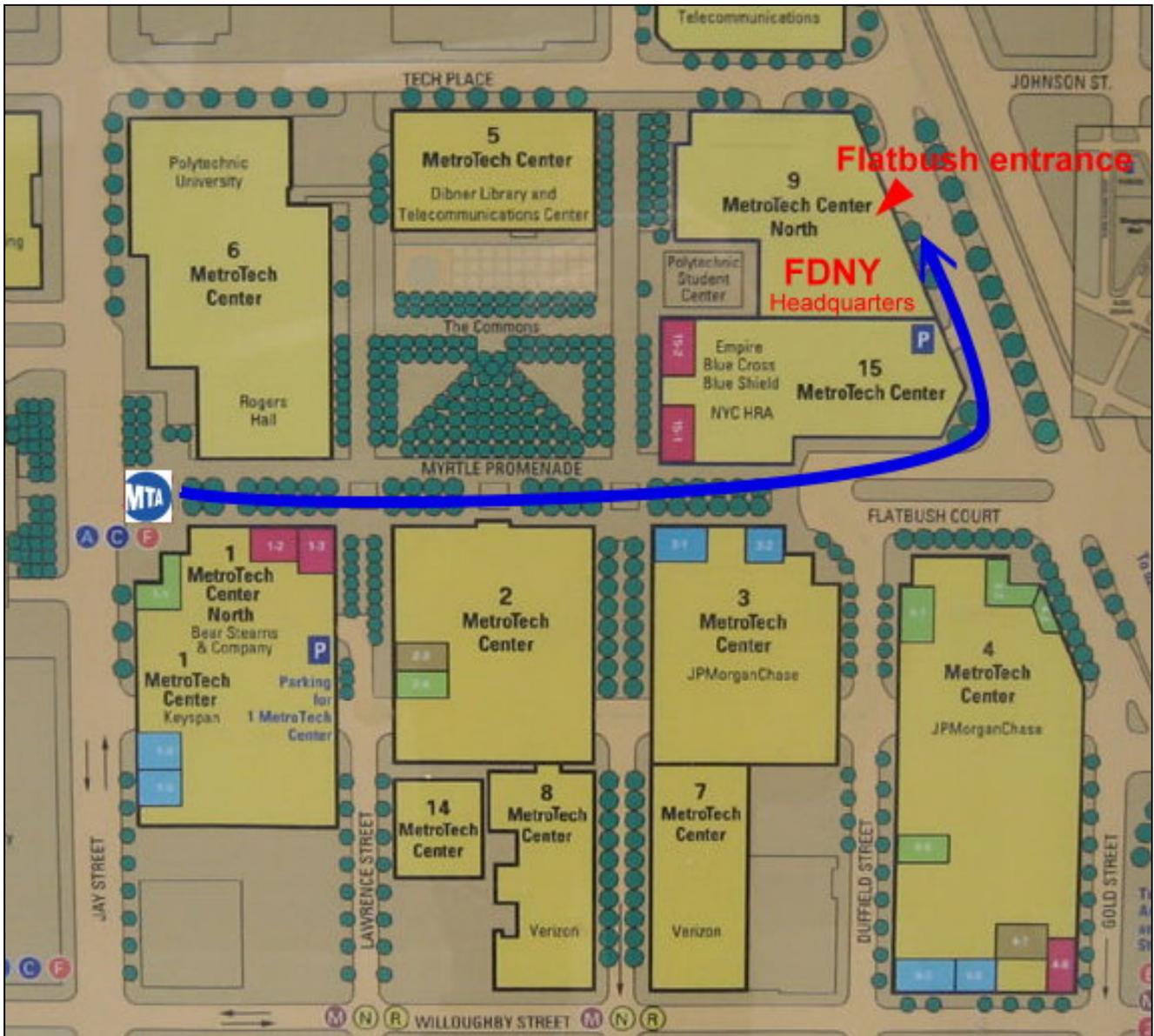
**NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION & EDUCATION**

COMPUTER BASED EXAM (Z-50) and CERTIFICATION OF COMPLETION

DATE OF TEST: Computer based examinations are administered Monday through Friday (except legal holidays) at **2:45PM** by **appointment only**. See the details in the “procedures” listed below.

FEE: **Application Fees:** \$25.00. The application fee must be paid prior to taking the computer based examination. This fee includes the issuance of a Certificate of Completion upon passing the computer based examination and meeting experience requirements. Applicants who fail the computer based examination must pay \$25.00 for each subsequent exam.

TEST SITE: **FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY.** Enter through the **Flatbush Avenue entrance (between Myrtle Avenue and Tech Place).**



**NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION & EDUCATION**

MINIMUM QUALIFICATION REQUIREMENTS

1. Applicants must be at least eighteen years of age. Applicants must have a reasonable understanding of the English language and be able to answer satisfactorily such questions as may be asked on the examination.
2. Applicants must have at least three (3) years of applicable experience in fire prevention, building service equipment or a satisfactory combination.
3. **Applicants are prohibited from being employed by any FDNY- approved Fire Safety Director School for at least four (4) years after taking the F-58/Z-50 exam.**

COMPUTER BASED EXAM PROCEDURES

(1) Scheduling the computer based exam:

Applicants must take the Fire Safety Director Computer based examination within the one-year valid period of the Fire Safety Director School Graduation diploma

To schedule an individual or group appointment for Z-50 computer based exam, the applicant can log into the link below:

http://www.nyc.gov/html/fdny/html/c_of_f/cof_online_scheduling.shtml

Please cancel or reschedule your appointment 24 hours in advance if you can not make it to the testing center to take the exam.

Starting processing time for a test is **2:45 PM**. No test will be administered to applicants who arrive after **3:00 P.M.**

(2) Requirements for the computer based exam:

1. Applicant must provide two forms of identification; at least one identification must be government issued photo identification, such as a State-issued Drivers' License or Non Drivers License or a passport.
2. Applicants must submit the **original** Fire Safety Director School graduation diploma on test day. **The Graduation Diploma is valid for only one (1) year.**
3. Applicants must complete the following forms:
 - Application for Fire Safety Director Certificate of Fitness
The form can be downloaded from the following link:
http://www.nyc.gov/html/fdny/pdf/cof_study_material/application_z_50.pdf
 - A-20 (general C of F application form).
The form can be downloaded from the following link:
<http://www.nyc.gov/html/fdny/pdf/a20.pdf>
4. Applicants must be processed and photographed and pay testing fees prior to taking exam.
5. Applicants must have at least three (3) years of applicable experience in fire prevention, building service equipment or a satisfactory combination. Applicants must have employer or previous employer(s) submit a notarized affidavit confirming qualifying experience to the FDNY.

**NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION & EDUCATION**

(3) After the computer based exam:

1. **Passes the computer based exam:**

The applicant will receive a Z-50 letter stating that the applicant passed the computer based exam. The experience qualifications, as previously submitted, will be reviewed. The applicant will receive a **Certificate of Completion** within six (6) to eight (8) weeks if the experience qualifications are accepted. To receive the Certificate of Completion the candidate must meet all the following requirements:

- Have a minimum of 3 years of fire related experience
- Pass a 20-hour certified fire safety director course
- Pass the Fire Safety Director certificate of fitness written exam

The Certificate of Completion will allow the applicant to schedule the On Site Exam (See the “On Site Exam Procedures” listed on the following pages). The Certificate of Completion is **NOT RENEWABLE**. If the qualifications are not accepted, the applicant will receive a **Letter of Non-Completion** stating a complete and detailed account of the disqualifications, and what additional information to resubmit.

2. **Fails the computer based exam:**

The applicant will be given two (2) opportunities to take and pass the computer based test on the basis of having successfully completed the Fire Safety Director course.

- If an applicant fails the Fire Safety Director computer based exam the first time, the applicant may take the Fire Safety Director exam for the second time one (1) week after having taken it for the first time. The second Fire Safety Director written exam must be completed before the expiration date of the **Fire Safety Director School Graduation Diploma (The diploma is valid for one (1) year)**. The second exam must be scheduled (see appointment information above).
- If an applicant fails Fire Safety Director computer based exam the second time, the applicant must repeat the Fire Safety Director Course to be eligible to take the exam again. Email pubcert@fdny.nyc.gov for additional information concerning the computer based test.

COMPUTER BASED EXAM - GENERAL INFORMATION

The computer based examination will consist of one hundred (**100**) multiple choice questions, the test is approximately 3 hours. Applicants must obtain a **passing score of at least 70%** on the computer based examination in order to secure a Certificate of Completion. Test questions for the computer based examination include questions regarding the following areas:

- 1) Fire alarm systems in B and R-1 occupancies, including:
 - a) difference between off-line and out-of-service
 - b) fire command functions
- 2) Emergency procedures in B and R-1 occupancies, including:
 - a) fire emergencies
 - b) non-fire emergencies
- 3) Training requirements, including:
 - a) fire brigade
 - b) fire wardens
 - c) evacuation supervisor

**NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION & EDUCATION**

- d) personnel management
- e) fire drills

- 4) Fire suppression systems, including:
 - a) standpipes
 - b) sprinklers
 - c) special extinguishing systems
 - d) hose in B and R-1 occupancies
 - e) fire pumps

- 5) B and R-1 occupancies systems (HVAC), including:
 - a) electrical (general)
 - b) elevators (general)
 - c) stairs pressurization
 - d) maintenance
 - e) generators

- 6) General knowledge of Rules of the City of New York (RCNY), including:
 - a) High-Rise Bulletins
 - b) permits and licenses
 - c) record keeping
 - d) inspections of systems

**NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION & EDUCATION**

ON SITE EXAMINATION

- DATE OF TEST:** By **appointment only**. See the detail information in the “procedures” listed below.
- TEST SITES:** Applicant’s work place.
- FEE:** The building will be billed \$445.00 fee for the On Site examination. This fee covers the services rendered by the Fire Department representative in conducting the On Site exam, in addition to the computer based exam (Z-50) fee.

ON SITE EXAM PROCEDURES

(1) Schedule the On Site exam:

Only authorized personnel (designated by the building owner) are allowed to make the request to schedule an On Site Fire Safety Director Exam. Candidates cannot schedule their own exams. To qualify for the Fire Safety Director On Site Exam, the candidate must receive a **Certificate of Completion** issued by FDNY.

The Certificate of Completion is **valid for one (1) year** from the date of issuance. **An appointment must be requested no more than one (1) year from the issuance date on the Certificate of Completion.** The first appointment for the On Site exam is strongly advised to be requested within the first six (6) months of the one-year valid period of the Certificate of Completion in order to be entitled to two (2) attempts at the On Site examination.

The authorized personnel should schedule the On Site Exam appointment through the following link providing that the building has a current FDNY approved Fire Safety Plan on file:

<http://www1.nyc.gov/nyc-resources/service/1708/fire-safety-director-on-site-test>

No telephone, email or fax appointment requests will be accepted.

If the authorized personnel would like to reschedule the On Site Exam appointment, he/she needs to cancel the appointment first and then schedule it again. **The fee will be charged if the exam is cancelled/ rescheduled less than 72 hours prior to the On Site Exam.**

In the case of hardship, the authorized personnel can request an emergency after-hour test Monday to Friday after 5:00 PM or on Saturday, at additional overtime expense.

Applicants are allowed to be employed at 2 locations at the same time without special restrictions. Applicants employed at 3 or more locations must apply for a modification/variance. A \$200 non-refundable fee is required with each application (Email Maryana Chouchereba, for further information about multiple certifications at chouchm@fdny.nyc.gov). Under modification/variance program, the applicants are subjected to On Site Exams in order to renew Certifications of each location.

(2) Cancel the On Site Exam

All requests for cancellations shall be submitted via email **only** to High-Rise@fdny.nyc.gov. Please note "Request for Cancellation" in the subject of the email and provide all the pertinent information regarding the candidate in the email so that the cancellation can be expedited. The building will be charged the On-Site test fee **if cancelled less than 72 hours prior to the On-Site Exam. Any**

**NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION & EDUCATION**

candidate canceling three (3) On-Site exams will not be allowed to schedule an On-Site exam until after 6 months following the third cancellation.

If the supervisor or the building manager needs to reschedule the candidate, the cancellation must be submitted. After the cancellation is confirmed by the High Rise Unit, the supervisor or the building manager could schedule the On-Site Exam again. Requests to reschedule the On-Site exam must be 7 to 10 business days after cancellation.

(3) On Site Exam Grading

Different weightings are assigned for different parts of the exam. For example, there are Mandatory and Important questions throughout the On Site Exam. **All candidates must receive a score of 70% and pass all mandatory life safety questions.** If the candidate **does not state a Mandatory response or two important responses, the candidate will NOT receive a passing score.**

The Mandatory and Important questions could be generic questions or building specific questions. Generic Mandatory and Important questions are the tasks or actions that must be explained as part of the answer to a question or scenario. Building specific Mandatory questions cover practical demonstrations.

The inspectors only record the candidate's VERBAL answers but do not grade the exams. The On Site exam will be graded by a third party unit at the FDNY. If you feel the examiner(s) did not provide a fair environment or opportunity, you may file a complaint by email. We assure that all complaints will be kept confidential.

Your complaints and/or concerns regarding the on site exam must be:

- received by email **within 24 hours of your on site Exam**
- address your complaints to **pubcert@fdny.nyc.gov**
- subject line of **FSD Onsite Complaint**
- In the body of the email please include
 1. Your full name
 2. Your Social Security number
 3. The date the on site Exam occurred
 4. Describe the specific issue in details

The grading processing may take from **four (4) to six (6) weeks.** **The exam results will be mailed to the candidate's home address stated on the A-20 application filled out during the onsite exam. If the candidate fails, the failure notices will also be mailed to the building.**

(4) The Consequence of Failing the On Site Exam

If the candidate fails the examination, the On Site examination fee will not be refunded. Applicants will be permitted to take two (2) On Site Exams, however, applications for a second On Site Exam must be filed within the one (1) year valid period of the Certification of Completion. Candidates failing their first On Site examination will no longer be permitted to perform as Acting Fire Safety Director. There is a thirty (30) day waiting period between the first and the second On Site exams. The Fire Safety Director On Site Exam appointments made for applicants whose Certificate of Completion is going to expired may be expedited.

If the candidate does not pass the examination after the second attempt (even the candidate that holds a valid F-58/F-25 Certificate of Fitness for another building), the candidate will be required to begin the

**NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION & EDUCATION**

application process from the beginning by retaking the 20-hour Fire Safety Director course and retaking the Z-50 Certificate of Fitness computer based examination.

If the candidate is seeking to be certified in an additional building and fail the On Site Exam by missing two or more important responses during the exam, the candidate will be required to take and pass a written Remedial Fire Safety Director Exam (R-58) before being permitted to schedule another On Site Exam. Failure to pass the R-58 exam or ignoring the R-58 notice will result in a suspension of the Fire Safety Director and/or Emergency Action Plan Director Certificate. See the examination notice of R-58 for further information.

However, if the candidate does not hold a valid Fire Safety Director Certificate of Fitness, missing two or more important responses would **ONLY** cause the Fire Safety Director On Site Exam failure, R-58 does not apply.

ON SITE EXAM - GENERAL INFORMATION

On Site Exam testing environment

In order to maximum the candidate's testing performance, the candidate or the supervisor must arrange a suitable environment for the FDNY inspector to administer the On Site Exam.

A suitable testing environment includes but is not limited to:

- adequate room lighting
- adequate ventilation
- comfortable seating and clean work surfaces for the candidate to take notes and answer the questions.
- minimum noise and no distractions during testing
- alarms and announcements will be sounded at various points during this Exam.

The average testing time of the On Site Exam is approximately 3 to 3.5 hours. The testing environment should be expected to be occupied for at least 3.5 hours.

FDNY inspectors have the right to move the candidate to a proper testing environment.

On Site Exam

Before the On Site Exam, the most recent plan must be available to the FDNY, including **Building Information Card (BIC), Fire Safety and Evacuation Plan, or Comprehensive Fire Safety and Emergency Action Plan**. Failure to produce the required documents before the On Site Exam can result in termination of the exam. On Site exam fee will be charged.

The On Site Exam is to be conducted between the inspector and the candidate **ONLY**. The Fire Safety Director On Site examination is an oral and practical test. For the oral test, the candidate will be required to answer various questions referenced to in this study material. The candidate will also be directed to practically demonstrate how the Fire Command Center operates and how to operate an elevator in Firefighter service mode. The candidate is required to secure the appropriate approvals from the building's management before the Inspector arrives to administer the exam. Read the Fire Safety Director On Site Study Guide for further information:

**NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION & EDUCATION**

http://www.nyc.gov/html/fdny/pdf/cof_study_material/fsd_hotel_study_guide.pdf

In general, the Fire Safety Director On Site Examination may include questions on the following topic areas:

- A. The Duties and Responsibilities of the Fire Safety Director
- B. The Duties and Responsibilities of the Impairment Coordinator
- C. Knowledge of the Building's Fire Safety Plan
- D. Operation of the Building's Fire Command Center
- E. Phase 1 and Phase 2 Elevator Operation (Firefighter Service)
- F. General Training Requirements
- G. Effective Training for Floor Wardens
- H. Effective Training for Fire Brigade Members
- I. Company Certificates
 - I-(1). Central Station Certificate of Operation
 - I-(2). Commercial Cooking Exhaust System Servicing Company Certificate
 - I-(3). Fumigation and Thermal Insecticidal Fogging Company Certificate
 - I-(4). Portable Fire Extinguisher Sales and Servicing Company Certificates
 - I-(5). Smoke Detector Maintenance Company Certificate
- J. Commercial Cooking Systems
- K. Hot Work Operations
- L. Flame-Resistant Decorations
- M. Types of Fire Extinguishers
- N. Fire Department Permits
- O. Requirements for the Installation, Inspection, and Maintenance of Fire Protection Equipment

If the Fire Safety Director course that you completed did not cover these topic areas, it is strongly recommended that you take a Fire Safety Director continuing education course on Building Operation, Maintenance, and Recordkeeping. For an updated list of schools offering the course, you may go to http://www.nyc.gov/html/fdny/pdf/cof_study_material/fsd_cof_renew.pdf

**NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION & EDUCATION
RENEWALS & FEES**

Fees

- **Application fee for Computer based test is \$25.00.** The application fee must be paid prior to taking the computer based examination.
- **The On-Site exam fee for the Fire Safety Director is \$445.** If an overtime test Monday to Friday after 5:00 PM or on Saturday is requested, additional overtime expenses will be charged. The total fee will be charged after the On-Site exam, and the invoice will be sent to the building where the On-Site exam was administered.
- Renewal fee for the F-58 C of F is \$15.00. It applies for any Certificate of Fitness to be renewed from 90 days before to 90 days after the expiration date.

Renewals

- The Fire Safety Director School Graduation diploma is **NOT RENEWABLE**. If it is expired, the applicant should re-attend the course.

- The FDNY Certificate of Completion is **NOT RENEWABLE**. If it is expired:
 - (a) less than 2 years
The applicants are not required to retake the Fire Safety Director course, but must retake and pass a new Z-50 computer based exam to receive a new Certificate of Completion to schedule the On Site Exam.
 - (b) more than 2 years
Applicants must begin as a new applicant: retake the Fire Safety Director course, retake and pass a new Z-50 computer based examination, receive a new Certificate of Completion to schedule the On Site Exam.

- ***If the F-58/F-25 Certificate has been expired more than 90 days:***
 - (a) 90 days to 1 year
An additional \$25.00 late fee applies when the renewal is requested after 90 days, but before one (1) year after the expiration date.
 - (b) 1 year to 2 years
No Certificate will be renewed if expired for one year after the expiration date. If the certificate has expired over one year, applicants are not required to retake the Fire Safety Director course, but must retake and pass a new Z-50 computer based examination, receive a new Certificate of Completion and retake and pass the On Site Exam.
 - (c) more than 2 years
The applicants must retake the Fire Safety Director course, retake and pass a new Z-50 computer based examination, receive a new Certificate of Completion and retake and pass the On Site Exam.