

NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION AND EDUCATION

MEMORANDUM OF UNDERSTANDING

BETWEEN THE NEW YORK CITY FIRE DEPARTMENT AND _____

This memorandum provides the procedures to follow in order to obtain a **Certificate of Fitness for the Supervision of LNG Plants (C-10)** without a written test administered by the New York City Fire Department. However, applicants may take advantage of this policy only when the administration of a written exam is not practicable. Applications for alternative issuance must be submitted **by mail only**.

1. SUBMIT NOTARIZED STATEMENTS

A. A notarized statement from the LNG plant manager where the applicant is employed. This statement must affirm that the applicant has a reasonable understanding and has received training in RCNY §23-03, the regulations of the New York State Department of Transportation, the Public Service Commission, and is knowledgeable of the provisions contained therein. This statement must be submitted on company's official letterhead.

B. A notarized statement from the applicant stating that he/she is being issued a Certificate of Fitness for the Supervision of LNG Plants by the Fire Department of City of New York on the basis of his/her experience, education, and understanding of the specific facilities' requirements governing the operation of LNG plants.

2. COMPLETE FORM A-20

All applicants must complete a Certificate of Fitness Application (Form A-20).

3. APPLICATION FEES

A check or money order for \$25.00 must accompany each application.

4. PHOTOS

All applicants must submit one recent 2x2 color photo.

5. SPECIAL QUALIFICATIONS

Individuals holding a license as a PE or RA issued by the NYS Dept. of Education may apply for alternative issuance.

6. ADDITIONAL INFORMATION

All applicants must submit proof of education, including evidence of completion of training, diplomas, certificates, licenses, etc.

All applicants wishing to renew their Certificate of Fitness shall submit a notarized statement attesting to their knowledge and understanding of any amendments to RCNY §23-03 prior to submission of Certificate of Fitness renewal.

Applicants who have failed the written exam will not be allowed to take advantage of

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this policy. **Qualified applicants must submit all documentation by mail.**

Any further questions may be addressed, in writing, to Dr. Jorge Esquilin, Director of Examinations at 9 MetroTech Center, Brooklyn, NY 11201-3857 Room 1S-1A.