

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 Chemical Laboratories (C-14)** 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 applicant's supervisor stating that the applicant has a reasonable understanding of and has received training in **3RCNY §10-01**. The statement must include the applicant's full name, character, physical condition, experience, and address of premises where the applicant will be employed. **Additionally, this statement must affirm that the applicant is thoroughly familiar with the fire protection and fire suppression systems in the premises where he/she is to be employed**

B. A notarized statement from the applicant stating that he/she is being issued a Certificate of Fitness for The Supervision of Chemical Laboratories by the New York City Fire Department on the basis of his/her experience, education, and understanding of the specific facilities' requirements governing the operation of chemical laboratories. The statement must include the applicant's full name, experience, and address of the premises where the applicant will be employed. **Additionally, this statement must affirm that he/she has received training in 3RCNY §10-01 and that he/she is thoroughly familiar with the fire protection and fire suppression systems in the premises where he/she is to be employed.**

**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 a recent 2x2 color photo.

**5. SPECIAL QUALIFICATIONS**

Applicants with a license as a Clinical Laboratory Director from the NYS Dept. of Health, or a graduate degree in Chemistry, Biology, Biochemistry, Medical Technology, Chemical Engineering, or a related field from a recognized institution or University plus two years of experience in the operation of chemical laboratories, one of which should have been in a supervisory or managerial capacity or; an undergraduate degree in Chemistry, Chemical or Environmental Engineering, Environmental or Health Sciences,

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

Biochemistry, Medical Technology or Biology plus 5 years of experience in the operation of chemical laboratories may apply for alternative issuance.

**6. ADDITIONAL INFORMATION**

Applicants must submit proof of experience, 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 3RCNY §10-01 prior to submission of Certificate of Fitness renewal.

Applicants who have failed the written exam will not be allowed to take advantage of this policy. **Qualified applicants must submit all documentation by mail.**

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.