

**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 Flameproofing (C-15)** 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**. Additionally, applicants may be called upon to be tested on a random basis at any time during the valid period of the certificate.

**1. SUBMIT NOTARIZED STATEMENTS**

A. A notarized statement from the premises manager stating that the applicant has a reasonable understanding of and is familiar with 3RCNY §19-01, this statement must include the applicant's full name, character, physical condition, experience, address of the premises where applicant will be employed, and the name of the particular flameproofing compound(s) used and stored in the premises. Additionally, this statement must affirm that a Certificate of Approval for the particular flameproofing compound being used in the premises has been issued (a copy of this CoA must be attached to this statement). **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 Flameproofing by the Fire Department of City of New York on the basis of his/her experience, training, and familiarity with the particular flameproofing compound used in the premises, and with the specific premises requirements governing the operation of flameproofing plants; and that he/she has reasonable understanding of 3RCNY §19-01.

**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**

Applicants must have at least **three years** of paid fireproofing experience; or show evidence of having completed at least 50 pieces flameproofing jobs employing the particular FDNY-approved flame proofing compound for which a CoA is being submitted. Additionally, applicants must **show evidence**, as per **No. 6** below, that he/she has received training, **by the product's manufacturer**, in the properties and method of application of the particular flameproofing compound being used in the flameproofing plant.

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**6. ADDITIONAL INFORMATION**

All 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 RCNY §19-01 and NFPA Standard 701 of 1996 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.**

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.