

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 **Consolidated Certificate of Fitness for: To Supervise the Manufacture of Flammable Mixtures, Supervise wholesale Drugstores, and Drug and Chemical Supply Houses, Supervise the Manufacture of Combustible Mixtures, Supervise the Operation of Dry Cleaning and Dry Dyeing Establishments, Supervise Technical Establishment, and Storage and Use of Flammable and/or Combustible Liquids (C-98)** 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 test 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 and §§ 27-4085 through 27-4089 and §§27-4232 through 27-4248 of the Fire Code. 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.** 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 by the New York City Fire Department on the basis of his/her experience, education, and understanding of the specific facilities' requirements governing the supervision of establishments used for the manufacture of flammable/combustible mixtures; or the supervision of wholesale drugstores, and drug and chemical supply houses; or the operation of dry cleaning and dry dyeing establishments; or the supervision of technical establishments; or the storage and use of flammable and/or combustible liquids. 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 the applicant 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.

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5. SPECIAL QUALIFICATIONS

Individuals holding 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 plus two years of paid laboratory experience, one of which should have been in a supervisory capacity; or a license as a Certified Industrial Hygienist (AIHA); or a license as a Certified Safety Professional (ASSE); or a license as a PE or RA issued by the NYS Dept. of Education may apply for alternative issuance.

6. ADDITIONAL INFORMATION

Applicants must submit proof of education, including evidence of completion of training (s), diplomas, certificates, licenses, etc.

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 and §§ 27-4085 through 27-4089 and §§27-4232 through 27-4248 of the Fire Code 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 Room 1S-1A.