

**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: Dispensing CNG at a Full/Self Service Station, Supervision of a Self-Service CNG Station, Maintenance of a CNG Facility, and Supervision of a Full Service CNG Station (C-99)** 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 premises manager or building owner stating that the applicant has a reasonable understanding of and has received training in 3RCNY §23-01, and §27-4081(b.1), 4099 and 4100 of the Fire Prevention Code. The statement must include the applicant's full name, character, physical condition, experience, and address of the premises where 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 will 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 Fire Department, on the basis of his/her experience, education, and understanding of the specific premises' requirements regarding the dispensing, supervision, and maintenance of a CNG facility. The statement must include the applicant's full name, experience, and address of premises where 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 will 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

Applicants must possess a high school diploma or its equivalent plus three years of satisfactory experience in the manufacture, storage, transportation, delivery, and/or processing of liquefied natural gas, one of which must have been in a supervisory capacity.

Individuals holding 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, training, diplomas, certificates, licenses, etc.

Applicants wishing to renew their Certificate of Fitness must submit a notarized statement attesting to their knowledge and understanding of amendments to 3RCNY §23-01; § 27-4081(b.1), 4099, and 4100 of the Fire Prevention 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.

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