

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

**NOTICE OF EXAMINATION FOR**

**Title:** Examination for the Certificate of Fitness for The Supervision of Chemical Laboratories (C-14)

**Date of Test:** Written tests are conducted Monday to Friday (except legal holidays)  
9:00 AM to 2:30 PM.

**QUALIFICATION REQUIREMENTS**

1. Applicants must be at least 18 years of age.
2. Applicants must have a reasonable understanding of the English language.
3. Applicants must present a letter of recommendation from his/her employer. The letter must be on official letterhead and must state the applicant's full name, character, physical condition, experience, and address of premises where applicant will be employed.
4. Applicants must present two (2) forms of satisfactory identification i.e., driver's license and passport picture ID.
5. Applicants must hold a degree in Biology, Chemistry, Chemical Engineering or a related field.
6. Applicants must present evidence of academic degree(s).

**APPLICATION INFORMATION**

Application Fees: \$25.00 for originals and \$15.00 for renewals. The fee may be paid in cash, money order, or personal check payable to New York City Fire Department. The \$25.00 fee must be payable by all applicants prior to taking the Certificate of Fitness test. Application forms are available at the Public Certification Unit, 1<sup>st</sup> floor, 9 MetroTech Center, Brooklyn, NY 11201.

**TEST INFORMATION**

**Test:** The test will be of the written, multiple choice type. A passing score of at least 70% is required in order to secure a Certificate of Fitness. Applicants 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, from a recognized institution or University plus two years of paid laboratory experience, **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, Biochemistry, Medical Technology or Biology plus 5 years of experience in the operation of chemical laboratories may have the written test waived. This procedure is the **Alternative Issuance Policy**, and is available only when a written test is not practicable. Applicants must submit required documentation as per **Memorandum of Understanding**. The Memorandum of Understanding is available at the Public Certification Unit, 1<sup>st</sup> floor, 9 MetroTech Center, Brooklyn, NY 11201. Call (718) 999-1986 for additional information and forms.