

## **ADDITIONAL Testing Schedule! Certificate of Fitness Exams by Appointment**

### **I. The exams requiring Appointment**

Starting on **April 1, 2013**, Certificate of Fitness Unit will start conducting exams from Monday through Friday (except Legal Holidays) at **2:45 P.M.** by appointment **ONLY**. No test will be given to applicants who arrive after **3:00 PM**. **Only ONE test is allowed per person for the 2:45 appointments.** A group appointment can be made through FDNY certified schools or principals of an organization or in person. Applicants must bring a **Check or Money Order** payable to the NYC Fire Department.

The following tests will be conducted by appointment **only** no walk-in will be accepted.

- F-58, Z-50: Fire Safety Director
- Z-51: Refrigeration system operating engineer (if qualified by FDNY)
- Z-59: Emergency Action Plan Director
- S-56: Construction Site Fire Safety Manager (if qualified by FDNY)
- S-98: Fire Alarm Systems Inspection, Testing and Service.
- P-12: Supervision of Bulk Oil Storage Plants

To schedule an individual or a group appointment please email [PUBCERT@fdny.nyc.gov](mailto:PUBCERT@fdny.nyc.gov); [Shulerv@fdny.nyc.gov](mailto:Shulerv@fdny.nyc.gov) or in **Person at FDNY Public Certification Unit.**

### **II. All other C of F tests are remained as walk-in tests from 8am to 2:30pm.**

### **III. The retests requiring appointment**

**In order to avoid the long waiting time, FDNY Certificate of Fitness Unit strongly encourages you to make appointment for your retest(s) !**

All retests can be scheduled by appointment, however, the **F-58, Z-50, Z-51, Z-59, S-56, S-98, S-11, S-12, S-13, S-14 and S-98 retests MUST be conducted by appointment ONLY**. Please see exam room staff or email [PUBCERT@fdny.nyc.gov](mailto:PUBCERT@fdny.nyc.gov) for scheduling your retest(s).

### **IV. Group reservation.**

All group reservation must specify **the test type and the number of applicants** (e.g. S-98, 30 applicants.) If the number of applicants is not specified in the group reservation, the cap for the reservation will be **15 seats only!**

**V. Instructions to schedule appointments by email:**

- Subject line of your email must read “Appointment /test type” e.g.  
**Appointment/S-12**
- Await confirmation within 24 hours except on weekends and holidays.
- **DO NOT** submit multiple requests.
- Include your contact phone number.

**VI. Policy for canceling an appointment**

Please do not request an appointment until you are certain that you can keep it. Multiple cancellations (more than 1) may result in being denied a new appointment within 30 days.