

## NOTICE OF EXAMINATION

**Title: Certificate of Fitness for Fire and Emergency Drill Conductor for NYC K-12 Schools (D-10) (Premise Related)**

D-10 can be obtained by qualifying for an exemption on the basis of education and experience.

### **QUALIFICATION REQUIREMENTS**

1. Applicants must be at least 18 years of age.
2. Applicants must submit a notarized statement from the Department of Education's (DOE) official letterhead stating that the applicant is of good character, is physically able to perform the job and must include the applicant's full name.
3. Applicants must submit a notarized statement from the DOE official letterhead stating that the applicant and has received a copy of **the D-10 Fire and Emergency Drill Conductor (FEDC) for NYC K-12 Schools study material**.
4. Applications must include a certificate or letter from the DOE's official letter head stating that the applicant has participated in and completed General Response Protocol (GRP) training.
5. A designated coordinator must submit the A-20 data electronically for multiple applicants. The data must be submitted in the layout and file type agreed upon between the DOE and the FDNY. The Department of Education liaison may submit group data in lieu of submitting each individual's data separately. The electronic submittal will include a notarized statement applicable to all of the included applicants.
6. Photographs must be a recent (2x2 head shot) in JPG or JPEG format.
7. **Special requirements for D-10 test:** All applicants must be a Principal or Assistant Principal approved by the NYC Department of Education (DOE). Applicants who do not qualify **MUST** take the computer based FDNY administered examination and obtain an F-07/W-07 Fire and Emergency Drill Conductor Certificate of Fitness.
8. Future submittals of applications for alternate issuance procedure must be submitted online through NYC Business Express-  
<https://www1.nyc.gov/nycbusiness/index#C>, by a designated coordinator.

### **APPLICATION INFORMATION**

**Application Fees:** The \$25 application fee has been waived for Department of Education employees.

### **RENEWAL REQUIREMENTS**

D-10 Certificates of Fitness are valid for TWO YEARS and shall expire on October 31<sup>st</sup> of the year closest to the two year period. D-10 Certificates of Fitness issued this year under this program will be valid until 10/31/15. The designated Department of Education coordinator shall notify the FDNY via e-mail at [Elsa.Araya@fdny.nyc.gov](mailto:Elsa.Araya@fdny.nyc.gov) of any D-10 Certificate of Fitness holders who change employment locations so that their certificate of fitness cards can be updated. Notifications should include the certificate of fitness holder's name, certificate number, and their new employment location.

**WEBSITE**

Please always check for the latest revised booklet at FDNY website before you take the test, the Certificate of Fitness Study Material link, below

[http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/d\\_10\\_st\\_mat.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/d_10_st_mat.pdf)

**This document was prepared in collaboration between the Department of Education (DOE) and the FDNY.**