

**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 **Certificate of Fitness for The Use of Powder Actuated Tools Utilizing Ammunition (E-21)** 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 exam is not practicable. Applications for alternative issuance must be submitted online - <http://www.nyc.gov/portal/site/businessexpress>, thru the safety officer of your organization, college or department or school. The safety officer must be approved by FDNY to submit applications.

Additionally, applicants may be called upon to be tested on a random basis at any time during the valid period of the certificate.

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 **Fire Code Chapter 33, FC Section 1418 and the E-21 study material**. 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.**

B. A notarized statement from the applicant stating that he/she is being issued a Certificate of Fitness for The use of powder actuated tools utilizing ammunition by the New York City Fire Department on the basis of his/her experience, training, and understanding of the specific facilities' requirements governing the operation of powder actuated tools utilizing ammunition. 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 he/she has received training in Fire Code Chapter 33 and FC Section 1418 and that he/she is thoroughly familiar with the fire protection and fire suppression systems in the premises where he/she is to be employed.**

2. COMPLETE FORM

http://www.nyc.gov/html/fdny/pdf/fdny_cof_employee_affirmation_form.pdf

3. APPLICATION FEES

Payment via ePayment must be made using one of the following credit cards, either personal or business:

- Visa
- MasterCard
- American Express
- Discover

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4. PHOTOS

All applicants must submit a recent 2x2 color photo in JPG

5. SPECIAL QUALIFICATIONS

Applicants must have satisfactorily completed a training program in the safe use of powder actuated tools utilizing ammunition acceptable to the Fire Department plus one year of full time, paid experience in the operation of such equipment.

6. ADDITIONAL INFORMATION

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

All applicants wishing to renew their Certificate of Fitness shall submit a notarized statement attesting to their knowledge and understanding of any amendments to **Fire Code Chapter 33 and FC Section 1418** 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 online.**

Further questions may be addressed, in writing, to Elsa Araya, Deputy Director of Public Certification Unit, at 9 Metro Tech Center, Brooklyn, NY 11201-3857 Room 1S-1A or email to arayae@fdny.nyc.gov.

7. Recipient of this exam may be subject to audit by the FDNY.