

**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 Operators of Central Station Signaling Systems (F-40)** without a written test administered by the New York City Fire Department.. Applications for alternative issuance must be submitted online - <https://www1.nyc.gov/nycbusiness/index>, 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 Central Station Manager stating the applicant has a reasonable understanding of, has received training in **3RCNY §9 01-01 Section(f), Fire Code Sections 901 and 907**, applicable sections of **NFPA 72 (2002 Edition)**, **study material for F-40** and is knowledgeable the provisions contained therein. This statement must include the applicant's full name, character, physical condition, 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.** This statement shall 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 for Fire Alarm Central Station operator, by the Fire Department, on the basis of his/her experience, education, and understanding of the specific facilities' requirements governing the operation of Central Station Companies. This statement must include the applicant's full name, 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.**

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 E-check or credit cards
Either personal or business:

- Credit Card (American Express, Discover, MasterCard, or Visa)
- Debit card (MasterCard or Visa)
- E-Check
- Certificates with Fee waivers for NYC Agencies provide an agency letter for a fee

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waiver.

4. PHOTOS

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

5. SPECIAL QUALIFICATIONS

Applicant must hold a:

- A NYS license to Install, Repair, and Maintain Fire Alarm Systems; or
- 3 years of satisfactory experience as an airport or railroad traffic controller, or as a fire alarm dispatcher in a Class “A” fire alarm system, or in radio or in another communication activity involving emergency dispatching; and Central Station Operator’s Course or
- 3 years of responsible, satisfactory experience in a public contact field of work requiring obtaining of information to provide immediate assistance to persons in emergency or critical situations in which lives and/or property are in jeopardy and Central Station Operator’s Course; or
- College education may be substituted for a maximum of 1 year of experience as described in **A** above only, on the basis that 30 undergraduate semester credits from an accredited college are equivalent to six months of experience and Central Station Operator’s Course.

6. ADDITIONAL INFORMATION

All applicants shall submit proof of education, including evidence of completion of Central Station Operator’s Course 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 amendments to **3RCNY §901-1 Section b(f)** as stated in 1A above 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 Elsa Araya, Deputy Director of Public Certification Unit, at 9 Metro Tech Center, Brooklyn, NY 11201-3857 Room 1S-1A or email to araya@fdny.nyc.gov

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