

**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 Fireguard for Shelters (F-44)** without a written test administered by the 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 **by mail only**.

1. SUBMIT NOTARIZED STATEMENTS

- A) A notarized statement from the program administrator, manager, Fire Safety Coordinator or building owner stating that the applicant has a reasonable understanding and has received training in 3RCNY-§39-02 and the specific requirements of the shelter where he/she is to be employed. The statement must contain the applicant's full name, character, physical condition, experience, and address of the shelter 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 shelter where he/she is to be employed.** This statement must be submitted on Program's official letterhead.

- B) A notarized statement from the applicant stating that he/she is being issued a Certificate of Fitness for Fireguard for Shelters (F-44), by the Fire Department, on the basis of his/her experience, education, and understanding of the specific shelter's requirements. The statement must contain the applicant's full name, experience, and address of shelter where applicant will be employed. **Additionally, this statement must affirm that the applicant has received instruction in 3RCNY-§39-02 and is thoroughly familiar with the fire protection and fire suppression systems in the shelter where he/she is to be employed.**

2. COMPLETE FORM A-20

All applicants shall complete a Certificate of Fitness Application (Form A-20).

3. APPLICATION FEES

A check or money order for \$25.00 shall accompany each application.

4. PHOTOS

All applicants must submit a recent 2x2 color photo.

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5. SPECIAL QUALIFICATIONS

Applicants holding a Certificate as a Site Safety Manager from the Department of Buildings; or having a certificate as a Peace Officer as required by the Municipal Police Training Council and issued by the NYS Division of Criminal Justice, **and** having satisfactorily received the Fireguard Training from the NYC Department of Homeless Services, **and** having three (3) years of full time paid experience in a homeless shelter in a security guard or building services capacity, **and** *when a computer-based test is not practicable* may apply for alternative issuance.

5. ADDITIONAL INFORMATION

All applicants must submit proof of education, 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§39-02 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 Dr. Jorge Esquilin, Director of Examinations, 9 MetroTech Center, Brooklyn, NY 11201-3857 Room 1S-1A.

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