NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION AND EDUCATION

NOTICE OF EXAMINATION

Title: **Examination for Certificate of Fitness for Fire Safety Coordinator (F-24)**

Date of Test: Written tests are conducted Monday through Friday (except legal holidays) 9:00 AM
to 2:30 PM

QUALIFICATION REQUIREMENTS

1. Applicants must be at least 18 years of age.
2. Applicants must have a reasonable understanding of the English language.
3. Applicants must present a letter of recommendation from his/her employer. The letter must be on official letterhead and must state the applicant?s full name, character, physical condition, experience, and address of premises where applicant will be employed.
4. Applicants must present two (2) forms of satisfactory identification i.e., driver's license and passport picture ID.
5. Applicant must have completed and passed the Fire Safety Coordinator Certificate of Fitness Training Course sponsored by an FDNY-accredited organization or agency.

APPLICATION INFORMATION

Application Fees: $25.00 for originals and $15.00 for renewals. The fee may be paid in cash, money order, or personal check payable to the New York City Fire Department. The $25.00 fee is payable prior to issuance of the Certificate of Fitness Test. Application forms are available at the Public Certification Unit, 1st floor, 9 MetroTech Center, Brooklyn, NY 11201.

TEST INFORMATION

Test: The test will be of the written, multiple choice type. A passing score of at least 70% is required in order to secure a Certificate of Fitness. The Alternative Issuance Policy may apply in cases were a written test is not practicable. Please refer to the Memorandum of Understanding for special qualifications under this policy. Call (718) 999-1986 for additional information and forms.

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