

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

**NOTICE OF EXAMINATION FOR**

**Title:** Examination for the Certificate of Fitness for Fireguard-Shelters  
(F-44)

**Date of Test:** Written tests are conducted Monday through Fridays (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 submit employment letter including address of shelter where applicant will be employed. This letter must be on official letterhead.
4. Applicants must present two (2) forms of satisfactory identification i.e., driver's license and passport picture ID.

**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 New York City Fire Department. The \$25.00 fee must be payable by all applicants prior to taking the Certificate of Fitness test. Application forms are available at the Public Certification Unit, 1<sup>st</sup> 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. **If applicant does not present an acceptable employment letter as per Number 3 above, he/she will be given Exam F-00. This code will be updated to F-44 upon submission of employment letter.**