

**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 Supervision of Non-production of Chemical Laboratories (C-14)** 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 **3RCNY §10-01, Fire Code Sections 2701 - 2703 & 2706, the New C-14 study material** and applicable sections of **NFPA 45 (2004 Edition)**. 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 Supervision of Chemical Laboratories by the New York City Fire Department on the basis of his/her experience, education, and understanding of the specific facilities' requirements governing the operation of chemical laboratories. 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 sections 2701-2703 & 2706, the C-14 study material and applicable sections of NFPA 45 (2004 Edition).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.**

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

2. COMPLETE FORM A-20

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

3. APPLICATION FEES

A check or money order for \$25.00 made **payable** to the New York City Fire Department must accompany each application.

4. PHOTOS

All applicants must submit a recent 2x2 color photo or email to araya@fdny.nyc.gov.

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5. SPECIAL QUALIFICATIONS

Applicant must hold a:

- License as a Clinical Laboratory Director from the NYS Dept. of Health; or
- Doctor of Medicine (MD) or Dental Surgery (DDS) or Doctor of Veterinary Medicine Or
- **Masters or Doctoral degree** in Chemistry, Biology, Biochemistry, Environmental or Health Sciences, Medical Technology and Chemical, Environmental, Mechanical or Biomedical Engineering, or related field or
- **Bachelors degree** in Chemistry, Biology, Biochemistry, Environmental or Health Sciences, Medical Technology and Chemical, Environmental, Mechanical or Biomedical Engineering, or related field and **plus 2 years** of experience in the operation of chemical laboratories may apply for alternative issuance.

Applicant must present evidence of academic degree(s) indicating specific course of study and/or transcript to verify college science courses.

Degree issued from outside USA shall be evaluated by an independent evaluation service accepted by NYC Department of Citywide Administrative Services.
<http://home2.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf>

All claimed experience must be post baccalaureate. Any experience gained prior to the receipt of the degree will not be accepted toward meeting the AIP requirements.

Applicant must submit proof of experience, education, including evidence of completion of training, diplomas, certificates, licenses, etc. (If proof of education is not in English please provide translation from accredited organization).

6. ADDITIONAL INFORMATION

Applicant who have failed the written exam will not be allowed to take advantage of this policy. **Qualified applicants must submit all documentation online.**

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 2701-2703 & 2706, the C-14 study material and applicable sections of NFPA 45(2004)** prior to submission of Certificate of Fitness renewal.

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.