

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 **Consolidated Examination for the Certificate of Fitness for City Wide Fuel-Oil Piping and Storage System (P 98)** 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 **by mail only**.

**1. SUBMIT NOTARIZED STATEMENTS**

- A. A notarized statement from the company or premises manager stating that the applicant has a reasonable understanding of and has received training in **NYC Fire Department Rules § 603-01 Fuel-Oil Transfer Supervision and Maintenance and the P-98** study material. The 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 must be submitted on company's official letterhead.
- B. A notarized statement from the applicant stating that he/she is being issued a Consolidated Examination for the Certificate of Fitness for City Wide Fuel-Oil Piping and Storage System (P 98) by the New York City Fire Department on the basis of his/her experience, education, and understanding of **NYC Fire Department Rules § 603-01 Fuel-Oil Transfer Supervision and Maintenance, the P-98** study material and the specific premises' requirements. The statement must include the applicant's full name, experience, and address of premises where he/she 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 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 [arayae@fdny.nyc.gov](mailto:arayae@fdny.nyc.gov).

**5. SPECIAL QUALIFICATIONS**

Applicants holding a Certificate of Competence as a Boiler Inspector from the NYS Dept. of Labor; or a license as High Pressure Boiler Operating Engineer or a license as an Oil Burner Equipment Installer from the Dept. of Buildings may apply for alternative issuance.

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**6. ADDITIONAL INFORMATION**

All applicants must submit proof of education, including 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 any amendments to **NYC Fire Department Rules § 603- 01 Fuel-Oil Transfer Supervision and Maintenance and the P-98** study material 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](mailto:araya@fdny.nyc.gov).

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