

NOTICE OF EXAMINATION

Title: Examination for the Certificate of Fitness for Citywide Sprinkler System (S-12)

Date of Test: Written tests are administered Monday through Friday (except legal holidays) at **2:45PM**: by **appointment only**. Starting processing time for a test is **2:45 PM**. No test will be administered to applicants who arrive after the **3:00 P.M.** To schedule an individual or group appointment please use this link below

http://www.nyc.gov/html/fdny/html/c_of_cof_online_scheduling.shtml

Test Site: **FDNY Headquarters**, 9 Metrotech Center, Brooklyn, NY. Enter through the **Flatbush Avenue entrance (between Myrtle Avenue and Tech Place)**.



QUALIFICATION REQUIREMENTS

1. Applicants must be at least 18 years of age.
2. Applicants must have a reasonable understanding of the English language.
3. Applicant must provide two forms of identification, at least one identification must be government issued photo identification, such as a State-issued Drivers' License or Non Drivers License or a passport.
4. 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, experience and the address where the applicant will work. If the applicants are self-employed or the principal of the company, they must submit a notarized letter attesting to their qualifications. The sample letters are available at the link below

http://www.nyc.gov/html/fdny/html/c_of_f/cof_requirements.shtml or
the Public Certification Unit,
1st floor, 9 Metro Tech Center,
Brooklyn, NY 11201.

5. Applicants not currently employed may take the test without the recommendation letter. If the applicants pass the test, FDNY will issue a temporary letter with picture for the job seeking purpose. The C of F card will not be issued unless the applicants are employed and provide the recommendation letter from his/her employer.

APPLICATION INFORMATION

Application Fees: \$25.00 for originals and \$ 5.00 for renewals. The fee may be paid by credit card (no debit), 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: Application forms are available at the Public Certification Unit, 1st floor, 9 Metro Tech Center, Brooklyn, NY 11201 or
at this link: <http://www.nyc.gov/html/fdny/pdf/a20.pdf>

RENEWAL REQUIREMENTS

You will receive a courtesy notice of renewal 90 days before the expiration date. However, it is your responsibility to renew your Certificate. It is very important to renew your C of F before it expires.

For renewal, send the renewal notification or a letter stating the C of F # with a fee of \$15, money order or personal check payable to "Fire Department City of New York" to:

FDNY (Cashier's Unit)
9 Metro Tech Center,
Brooklyn, NY 11201

Late renewals (90 days after the expiration date, up to 1 year) will incur a \$ 25 penalty in addition to the renewal fee. Certificates expired over one year past expiration date will not be renewed. New tests will be required. FDNY also reserves the right to require the applicants to take a re-examination upon submission of renewal applications.

Certificate of Fitness can also be renewed on-line. For more information:

http://www.nyc.gov/html/fdny/pdf/cof_study_material/cof_renewal_online_information_9_13_13.pdf

TEST INFORMATION

The S-12 test will consist of **75** multiple-choice questions, administered on a “touch screen” computer monitor. It is a time-limit test. A passing score of at least 70% is required in order to secure a Certificate of Fitness. Call (718) 999-1988 for additional information and forms.

Special material provided during the test:

The following 3 materials will be provided to you as a reference material when you take the test at Metro Tech, however, the booklet will not be provided to you during the test.

1. Temperature Ratings Classifications and Color Coding Table
2. Reference Guide for Inspection, testing and maintenance (Section XII)
3. Inspection Testing and Maintenance of Sprinkler Systems Activities & Records (Section XIII)
4. Reference guide for inspection, testing and maintenance S-95 Supervision for Fire alarm Systems & other related system

WEBSITE

Please always check for the latest revised booklet at FDNY website before you take the test, the Certificate of Fitness Study Material link, below

http://www.nyc.gov/html/fdny/html/c_of_f/cof_study_materials.shtml