

### **NOTICE OF EXAMINATION**

**Title:** Examination for the Certificate of Fitness for Supervision of Fire Alarm Systems and Other Related Systems

**Date of Test:** Written tests are conducted Monday to 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. Applicant must provide two forms of government issued photo identification, such as a State- issued Drivers' License or Non Drivers License or a passport.

### **APPLICATION INFORMATION**

**Application Fees:** \$25.00 for originals and \$15.00 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 are available at the Public Certification Unit, 1<sup>st</sup> floor, 9 Metro Tech 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.