

FIRE DEPARTMENT – CITY OF NEW YORK
Bureau of Fire Prevention, Public Certification and Education Unit
9 MetroTech Center, Brooklyn, NY 11201-3857

Rev. 09-19-12

**Application for AIP for Certificate of Fitness for
Fire Alarm Systems Inspection, Testing and Service Technician (S-97/S-98)**

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 Fire Alarm Systems Inspection, Testing and Service Technician (S-97/S-98) without a written test** administered by FDNY. This certificate is valid for 3 years. Applications for alternative issuance must be submitted by only FDNY actively approved companies for **smoke detector maintenance** or **central station monitoring by mail only**.

- S-97 C of F is being issued to a **principal only** to ensure proper supervision of staff.
- S-98 C of F is being issued to an **employee** who is employed by an S-97 certified employer.

1. SUBMIT COMPLETED S-97/S-98 APPLICATION *(see attached)*

- S-97 application must be filled out by the principal of the FDNY approved company.
- S-98 application must be filled out by the employee and a principal of the FDNY approved company. A copy of the principal's S-97 Certificate of Fitness card must be attached.

The application stating that the applicant has a reasonable understanding of and has received training in the manufacturer manual for different types of fire alarm systems and the Fire Code Chapter 1 and Chapter 9, Fire Rules § 901-01, Building Code Section 907 and applicable sections of NFPA 72, 2002 edition. The statement must include the applicant's full name and experience. **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 servicing.**

- Applicants are limited to hold one S-97 or S-98 per company. The FDNY may allow more than one of each certificate (S-97 or S-98). The **ONLY** exception may be if the additional company is owned by the same principal(s). The applicant must submit a notarized, letterhead correspondence stating all pertinent information regarding the related ownership of the companies. The FDNY may require further proof of ownership.

2. APPLICATION FEE

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

3. PHOTOS

All applicants must submit a recent 2x2 color photo in JPG in a CD or Email to arayae@fdny.nyc.gov.

4. SPECIAL QUALIFICATIONS

Applicant must hold one of the following certificate or license:

- a.** National Institute for Certification in Engineering Technologies fire alarm certified Level II or above or;
- b.** NYC DOB Master Electrician License.

5. COMPLETED APPLICATION

The above (1-4) requirements with proof of experience, including evidence of completion of training, certificate, and license to the address below:

FDNY, Public Certification Unit
9 Metro Tech Center,
Brooklyn, NY 11201-3857
Elsa Araya, Room# 1S-1A.

For further information email arayae@fdny.nyc.gov.

6. ADDITIONAL INFORMATION

- To review and issue a certificate will take four (4) to six (6) weeks.
- Incomplete or incorrectly completed applications can be resubmitted one time within 30 days after FDNY notification without any financial penalty. A new application and fee is required after 30 days.

7. REQUIREMENT FOR RENEWAL

The S-97/S-98 C of F is renewable every 3 years. Upon renewal time, S-97/S-98 holder will be required to provide current NICET or NYC DOB Master Electrician License or proof of completion of their continuing education for their license.