

## **NOTICE OF EXAMINATION**

**Title:** Examination for Certificate of Fitness for F-64/W-64/P-64 – Commercial Kitchen Exhaust System and Precipitator Cleaning Technician

**Date of Test:** Written tests are conducted Monday through Friday (except legal holidays) 8:00 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. Applicant must provide two forms of identification; and at least one form of identification must be government issued photo identification, such as a State-issued Driver's License or Non-Driver's 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](http://www.nyc.gov/html/fdny/html/c_of_f/cof_requirements.shtml) or the Public Certification Unit, 1<sup>st</sup> floor, 9 MetroTech Center, Brooklyn.

5. Applicants who are not currently employed may take the test without the recommendation letter. If the applicants pass the test, FDNY will issue a temporary letter with a picture for job seeking purposes. The C of F card will not be issued unless the applicants are employed and provide the recommendation letter from his/her employer.
6. Applicants seeking a C of F (**W-64**) for employment with a Commercial Kitchen Exhaust System Cleaning Servicing Company must submit a letter signed by the owner or principal of the company. Additionally, the companies must provide \$ 500,000 of liability insurance with the city of New York being co-named on the policy. Until their company is recognized by the FDNY, applicants will receive a **Z-64**. It will be updated, at no cost to the applicants when their company is recognized. This Certificate (**W-64**), allows holders to work citywide under the supervision of the owner or principal of a recognized Cleaning Servicing Company.
7. Applicants seeking a C of F (**F-64**) for a company other than a Commercial Kitchen Exhaust System Cleaning Servicing Company must submit a letter on official letterhead, from the employer, with the applicant's name, which attests to his/her character, physical condition, and experience. Additionally, insurance must be provided for \$ 500,000, with the City of New York being co-named on the policy. Applicants will receive their Certificates of Fitness upon passing the test these Certificates are only valid for the employer's location.
8. An applicant seeking a C of F (**P-64**) for employment with a Commercial Kitchen Exhaust System Cleaning Servicing Company would in addition be allowed to clean specific type of precipitators. These individuals shall demonstrate to the satisfaction of the Fire Department that they possess the training and knowledge necessary to properly inspect, clean and otherwise service the particular precipitators and possess the manufacturer's specifications and servicing manuals for such precipitators. The Certificate of Completion should be submitted prior to taking the P-64 exam.

## **APPLICATION INFORMATION**

**Application Fees:** \$25 for originals and \$15 for renewals. The fee may be paid by cash, money order, credit card, debit card or personal check made payable to the New York City Fire Department. The \$25 fee must be paid by all applicants prior to taking the Certificate of Fitness test.

**Application Forms:** Application forms are available at the Public Certification Unit, 1<sup>st</sup> floor, 9 Metro Tech Center, Brooklyn, NY 11201.

## **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 MetroTech 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.

### **TEST INFORMATION**

The W-64/F-64/P-64 test will consist of **50** 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.

### **WEBSITE**

Please always check for the latest revised booklet at the FDNY website before you take the test. The Certificate of Fitness Study Material can be found at the link below:

[http://www.nyc.gov/html/fdny/html/c\\_of\\_f/cof\\_study\\_materials.shtml](http://www.nyc.gov/html/fdny/html/c_of_f/cof_study_materials.shtml)