

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)**. 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 principals to ensure proper supervision of staff.

(Application for a C of F for Fire Alarm Systems Inspection, Testing and Service Technician (T-97) will be available on 4-16-12 for those who temporarily do not have the required licenses to get S-97 C of F. Issuance of the S-97 is required for any submission of T-97. By August 2012 all individuals who inspect, test and service fire alarm system must be certified.)

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

S-97 application must be filled out by the employee and a principal of the FDNY approved company 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 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.**

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.

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

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.

8. REQUIREMENT FOR RENEWAL

The S-97 C of F is renewable every 3 years. Upon renewal time, S-97 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.

FIRE DEPARTMENT – CITY OF NEW YORK
BUREAU OF FIRE PREVENTION, PUBLIC CERTIFICATION AND EDUCATION UNIT
9 METROTECH CENTER, BROOKLYN, NY 11201-3857

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

Section 1: PRINCIPAL'S RECOMMENDATION

I, _____ a principal of _____ company stating
 (Principal name) (FDNY approved company name & Company ID#)
 that _____ has a reasonable understanding of and has received training in the
 (Applicant name)

in the manufacturer manual for different types of fire alarm systems and the Fire Code Chapter 9, Fire Rules § 901-01, Building Code Section 907 and applicable sections of NFPA 72, 2002 edition. He is thoroughly familiar with the fire protection and fire suppression systems in the premises where he/she will be servicing.

On this _____ day of _____, in the year _____, I have hereunto affixed my signature and I certify that, subject to penalty pursuant to the New York State Penal Law, New York City Administrative Code §15-220.1, Fire Department rule 3RCNY §6-02, and any other applicable law, rule or regulation, that the information provided in Section I is true and accurate.

Signature of Principal: _____ Date: _____

Section 2: APPLICANT INFORMATION *(Please print the information)*

LAST NAME: _____ FIRST NAME _____ MI _____ SS# _____ S S _____

ADDRESS _____ CITY _____ ST _____ ZIPCODE _____

EXPERIENCE LENGTH _____ DATE OF BIRTH _____ S S _____ MALE _____ FEMALE _____ WEIGHT _____ HEIGHT _____
 (MM / DD / YYYY)

PHONE: _____ E-MAIL: _____

EMPLOYER COMPANY NAME _____

Section 3: APPLICATION FEES *(Please select one)*

A fee for \$25.00 made **payable** to the New York City Fire Department

- Check for \$25.00
 Money order for \$25.00

Section 4: PHOTO REQUIREMENT *(Please select one)*

Please provide a recent 2x2 color photo:

- I have attached photo in JPG in a CD
- I have already other certificate of fitness with FDNY (photo in file).
- I have emailed my photo in JPG to this email: araya@fdny.nyc.gov

Section 5: SPECIAL QUALIFICATIONS *(please select one and submit a copy of certificate or license)*

Applicant must hold one of the following certificate or license:

- National Institute for Certification in Engineering Technologies fire alarm certified Level II (NICET) or above or;
- NYC DOB Master Electrician License.

Section 6: COMPLETED APPLICATION

The above (1-5) 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 No.1S-1A.

I affirm under the penalties of perjury that the statements made in this application (including the attached documents) is true and accurate.

Signature of Applicant: _____ Date: _____

Section 7: ADMINISTRATIVE *(FDNY office use only)*

Date Received: ____/____/20____

Qualified : _____, ____/____/20____

Not Qualified: _____, ____/____/20____ reason: _____