

# What is it?

The Fire Department of New York (FDNY) issues Certificates of Fitness (COF) for various types of dangerous occupations. We provide tests to individual applicants to ensure they know how to safely use, store and handle dangerous materials in the workplace.

We assist applicants like you by providing study materials and other guidance to ensure compliance and safety.

Under the New York City Fire Code, a COF is needed to:

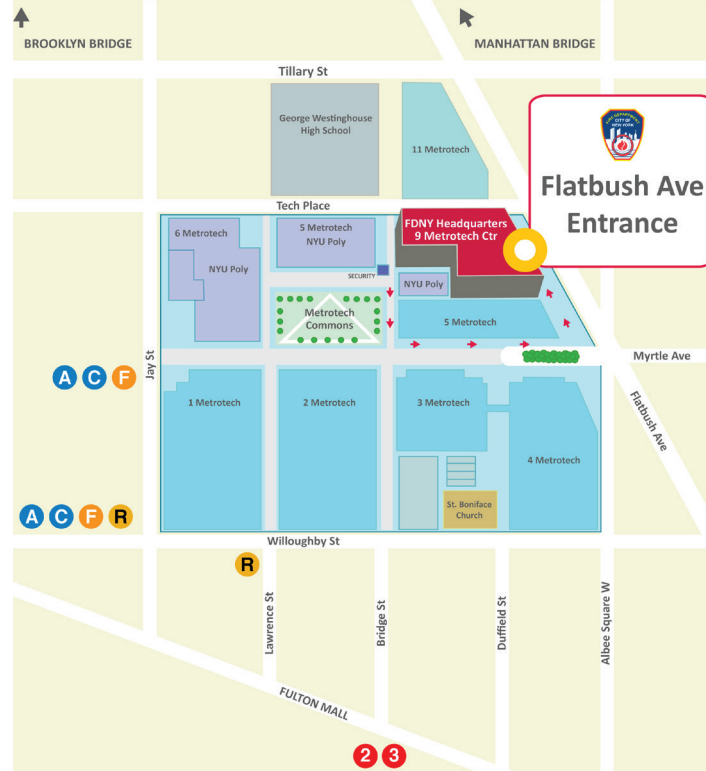
Manufacture, store, handle, use, maintain, inspect, test, transport, conduct or operate some materials, operation, or facilities. The COF could be for general supervision or personal supervision of the material, operation, or facility.

Most COFs are valid for 3 years. You can read more about COF in **Section FC 113 of the Fire Code**.

- **See a Complete List of COF and Requirements on Obtaining or Renewing them at [www.nyc.gov/fdny](http://www.nyc.gov/fdny)**

# Map

## Fire Department Headquarters Flatbush Avenue Entrance



Weapons, tools and utensils are not allowed in the building.



FIRE DEPARTMENT - CITY OF NEW YORK  
9 METROTECH CENTER - BROOKLYN, NEW YORK 11201



# FDNY

[www.nyc.gov/fdny](http://www.nyc.gov/fdny)

Business

## Obtaining a Certificate of Fitness (COF) from the Fire Department

# Help Guide

# How do I get it?

For most Certificates of Fitness\* obtain a dated and signed letter of recommendation from your employer stating what type of dangerous work you perform.

Complete an application, have a government issued ID and have payment method available.\*\*

Take and pass a computer-based exam at our headquarters in Brooklyn. (No appointment for taking a test Monday thru Friday 8 a.m. until 2:30 p.m.\*\*\*). Exams are in English only.

Test results are given immediately following your exam, along with your COF card.

\* If you do not have a recommendation letter, you will receive an FDNY temporary letter stating that you passed your exam.

\*\* COF application forms are available online. We will accept a driver's license, passport or an IDNYC. Most exams cost \$25 and can be paid with cash, check, money order, debit card or credit card (for credit cards a 2.49% convenience fee will be added). You can only take 2 exams per day.

\*\*\*Our office is closed on holidays. If you can't make walk-in hours, schedule an appointment by calling **718-999-1988**.



Sample Certificate of Fitness (COF) Card.

## FAQ

**How do I know if I need a COF?** Call 311 or ask your employer. You may be told by an inspector or firefighter that one is needed for the work you perform.

**What if I need a COF prior to obtaining employment?** Take and pass the exam and you will be provided a letter from the FDNY that can be presented to your prospective employers.

**How should I prepare for the exam?** FDNY offers free study materials on its website.

**How much time should I spend studying for the exam?** It depends on your level of experience, history, education and the type of work you perform.

**Does FDNY offer prep classes?** No. And we do not approve any outside prep courses.

**Are the exams completed with paper and pencil?** No. The exams are computer based and utilize touch-screen technology.

**If I am not comfortable with the English language can I bring a dictionary?** Yes. Paper-based dictionaries are the only resource that can be used to take the test. No outside papers, books or electronic devices may be used during the test.

**How many questions are on the exam and how long will it take?** Most exams have 20-25 questions. Budget at least 2 hours for the entire process.

**How much does it cost to take an exam?** Most cost \$25. To see a full list of exam fees go to the FDNY website.