NEW YORK CITY FIRE DEPARTMENT BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION AND EDUCATION

ORIGINAL APPLICATION
FOR ACCREDITATION OF TRAINING COURSE

ORIGINAL APPLICATION: (Please select all that currently applies to your school)
☐ **CONSTRUCTION SITE FIRE SAFETY MANAGER**
☐ **COORDINATOR OF FIRE SAFETY & ALARM SYSTEMS IN HOMELESS SHELTERS**
☐ **FIRE AND LIFE SAFETY DIRECTOR (FLSD)**
☐ **REFRIGERATION**

The original application fee: <u>$2,940.00 for each course</u>. (*This questionnaire must be completed and returned to maintain accreditation.*)

RETURN TO: Elsa Araya
Deputy Dir. of Public Certification
FDNY, 9 Metro Tech Center, Room 1S-1A
Brooklyn, NY 11201
718-999-2482

After the FDNY reviews and approves your application, your school will receive an approval letter with the required material attached.

SECTION 1: SCHOOL BASIC INFORMATION

1-1. School/Institution Name:

_____

1-2. Corporate/Institution Mailing Address: _____
City: _____ State: _____ Zip code: _____

1-3. School contact information *(this information will be posted on the FDNY school list for the public)*

Daytime phone number:_____Fax number: _____

School Email address: _____

Website address: _____

1-4. Designated FDNY contact personnel information *(This information will be used for the FDNY to inform any update)*
Name: _____

Email address: _____

Daytime phone number: _____

1-5. Name of principals(s): *(attach the resume of every principal)*

_____

_____

_____

1-6.   Students must attend all training classes to be eligible to take the training course's final examination. Explain how your school will document the attendance of each student at every Class (*Describe*):

_____

_____

_____

_____

1-7.   Provide a list of all other licensing authorities for which the training courses have been approved or disapproved (*Specify the status and list all*):

_____

_____

_____

_____

1-8.   Provide the evidence of compliance with New York State Department of Education regulations, or a statement from the applicant that the applicant and /or the training course are not subject to such regulations (*submit documentation ifapplicable list all applicable):*

_____

_____

_____

_____

1-9.   Provide a summary of the institution's prior history and experience in conducting similar training courses, including the location and approximate of each such date of each such course:

_____

_____

_____

_____

1-10.   List the affiliations with other educational institutions or trade, union or professional organizations:

_____

_____

_____

_____

SECTION 2: APPLICATION OF VIRTUAL COURSE/GRADUATION EXAM

2-1. Does your school plan to provide virtual course/graduation exam?

☐ No, my school only provide in-person course(s).

☐ Yes, my school wants to provide a virtual online class and the open-ended-question graduation exam for _____ (course name(s)). Our school, _____ (school name), have thoroughly understanding of the requirements listed in the Appendix A and B of this document and will comply with the requirements.

☐ Yes, my school wants to provide a virtual on-line class and the multiple-choice-question graduation exam for _____ (course name(s)). Our school, _____ (school name), have thoroughly understanding of the requirements listed in the Appendix A and C of this document and will comply with the requirements.

☐ Yes, my **refrigeration course** will provide a virtual on-line class and in person graduation exam. The virtual on-line class will comply with the requirements listed in the Appendix A of this document with the following additional requirements:

- The ratio of students to instructors in the practical skills exercise/hand-on demonstrations shall not exceed 8-to-1.
- Students will attend at least 25 hours of practical skill exercise/hands-on demonstration in which each student must personally perform the functions.

SECTION 3: CONSTRUCTION SITE FIRE SAFETY MANAGER

☐ **N/A** (skip this section if your school does not apply for this course)

3-1. Location(s) of this course and schedules:

	Address	Schedule (Weekdays/Weekend and Times)
1		
2		
3		

(add another sheet, if necessary)

3-2. List the tuition fees, material fees, and any other fees to be charged students:

_____

3-3. What is the instructor to student ratio for classroom?

_____

3-4. Instruction in construction site fire safety manager training courses shall be conducted by persons with fire code, fire prevention/suppression, construction, engineering or other appropriate experience or expertise that qualifies them to teach the respective instructional topics of the training course. List of instructors, documentation of their qualifications and a list of the subjects each instructor will teach: (attach the resume of each instructor)

- Name: _____, Topic(s): _____;
- Name: _____, Topic(s): _____;
- Name: _____, Topic(s): _____;
- Name: _____, Topic(s): _____;
- Name: _____, Topic(s): _____.

3-5. Provide a complete description of the teaching methods to be used to present each topic, (e.g., lectures, discussions, hands-on demonstrations, audio-visual materials).

_____

3-6. Training courses shall, at a minimum, provide not less than seven (7) hours of instruction. Indicate the hours that your training course will be administered.

_____

3-7. School must provide a PowerPoint based on the FDNY prepared booklet that will be used to teach the construction site fire safety manager course. A letter of approval will be issued by FDNY upon approval of the PowerPoint submitted by the schools.

Please provide the date you will submit the power point: _____

SECTION 4:
COORDINATOR OF FIRE SAFETY & ALARM SYSTEMS IN HOMELESS SHELTERS
☐ **N/A** (skip this section if your school does not apply for this course)

4-1. Location(s) of this course and schedules:

	Address	Schedule (Weekdays/Weekend and Times)
1		
2		
3		

(add another sheet, if necessary)

4-2. List the tuition fees, material fees, and any other fees to be charged students:

_____

4-3. What is the instructor to student ratio for classroom?

_____

4-4. Instruction in coordinator of fire safety & alarm systems in homeless shelters training courses shall be conducted by persons with fire code, fire prevention/suppression, or other appropriate experience or expertise that qualifies them to teach the respective instructional topics of the training course. List of instructors, documentation of their qualifications and a list of the subjects each instructor will teach: (attach the resume of each instructor)

- Name: _____, Topic(s): _____;
- Name: _____, Topic(s): _____;
- Name: _____, Topic(s): _____;
- Name: _____, Topic(s): _____.

4-5. Provide a complete description of the teaching methods to be used to present each topic, (e.g., lectures, discussions, hands-on demonstrations, audio-visual materials).

_____

4-6. In order to reasonably cover the FDNY prepared booklet, the FDNY recommends that this training courses should, at a minimum, provide not less than seven (7) hours of instruction. Indicate the hours that your training course will be administered.

_____

4-7. School must provide a PowerPoint based on the FDNY prepared booklet that will be used to teach the coordinator of fire safety & alarm systems in homeless shelters course. A letter of approval will be issued by FDNY upon approval of the PowerPoint submitted by the schools.

Please provide the date you will submit the power point: _____

SECTION 5: FIRE AND LIFE SAFETY DIRECTOR (FLSD)
☐ **N/A** (skip this section if your school does not apply for this course)

5-1. Location(s) of this course and schedules:

	Address	Schedule (Weekdays/Weekend and Times)
1		
2		
3		

 (add another sheet, if necessary)

5-2. Tuition fees, material fees, and any other fees to be charged students.
Fees for (1) Fire component course: _____; (2) Non-Fire component course: _____.

5-3. What is the instructor to student ratio for classroom?

_____

5-4. Instruction in FLS director training courses shall be conducted by persons with law enforcement, fire prevention/suppression, engineering, environmental safety, fire safety director, meteorological, technological experience or expertise, prior experience in fire safety and non-fire emergency training, or other appropriate experience or expertise that qualifies them to teach the respective instructional topics of the training course.
List of instructors, documentation of their qualifications and a list of the subjects each instructor will teach: (attach the resume of each instructor)

- Name: _____, Topic(s): _____;
- Name: _____, Topic(s): _____;
- Name: _____, Topic(s): _____;
- Name: _____, Topic(s): _____.

5-5. Provide a complete description of the teaching methods to be used to present each topic, (e.g., lectures, discussions, hands-on demonstrations, audio-visual materials).

_____

5-6. The Fire Safety and Life (FLS) Director training courses must include TWO major components: (1) General Topic and Fire Emergency course (minimum 20 hours); and (2) Non-Fire Emergencies course (minimum 11 hours). Indicate the exact hours for each course that your school will provide:
Fire component course: _____ hours
Non-Fire component course: _____ hours

5-7. School must provide a PowerPoint based on the FDNY prepared booklet that will be used to teach the construction site fire safety manager course. A letter of approval will be issued by FDNY upon approval of the PowerPoint submitted by the schools.

Please provide the date you will submit the power point: _____

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SECTION 6: REFRIGERATING SYSTEM OPERATING ENGINEER (RSOE)
☐ **N/A** (skip this section if your school does not apply for this course)

6-1. Location(s) of this course and schedules:

	Address	Schedule (Weekdays/Weekend and Times)
1		
2		
3		

(add another sheet, if necessary)

6-2. List the tuition fees, material fees, and any other fees to be charged students:

_____

6-3. The ratio of students to instructors in the practical skill exercise/hand-on demonstrations must not exceed 8-to-1. Indicate the instructor-to-student ratios for these two courses:
- Instructional training course (non-hands-on) : _____
- Practical skill exercise/hands-on demonstration course:_____

6-4. Instruction in Refrigerating System Operating Engineer courses shall be conducted by persons with fire code, refrigerating system, engineering or other appropriate experience or expertise that qualifies them to teach the respective instructional topics of the training course.
List of instructors, documentation of their qualifications and a list of the subjects each instructor will teach: (attach the resume of each instructor)
- Name: _____, Topic(s): _____;
- Name: _____, Topic(s): _____;
- Name: _____, Topic(s): _____;
- Name: _____, Topic(s): _____.

6-5. Provide a complete description of the teaching methods to be used to present each course (e.g., lectures, discussions, hands-on demonstrations, audio-visual materials)(attach detail description if necessary).
- Instructional training course (non-hands-on) : _____
- Practical skill exercise/hands-on demonstration course:_____

6-6. RSOE training course must provide not less than 200 hours of instructional training, of which not less than 25 hours must consist of practical skill exercise/hands-on demonstration in which each student must personally perform the functions set forth in Fire Rule §113-07(c)(2)(U). Indicate the hours that your training course will be administered:
- Instructional training course (non-hands-on) : _____hours
- Practical skill exercise/hands-on demonstration course:_____hours

SECTION 7: REQUIREMENTS

MODIFICATION- All accredited schools are required to promptly notify the FDNY of any intent to change instructors, course schedule, curriculum or teaching methods and to secure the Fire Department's approval prior to making such modification. All accredited schools are also required to promptly notify the FDNY of any change in school's name, the mailing/email address, course locations, official website, designated contact person information, and such other information that as the FDNY may require.

MISCONDUCT- In addition to any other penalties provided by law, misconduct on the part of an applicant for accreditation, or any educator or educational institution or program granted accreditation, shall be grounds for denial, non-renewal, suspension or revocation of accreditation. Such misconduct includes, but is not limited to, the following acts or omissions:

1) any false/fraudulent conduct in connection with an application for any FDNY approval;
2) the failure to conduct the course in accordance with standards and requirements foraccreditation;
3) the failure to timely notify the FDNY of training course changes or to obtainapproval therefor;
4) the failure to maintain proper recordkeeping;
5) the failure to allow FDNY representatives to attend a training course and/or audit records in order to monitor compliance with accreditation standards and requirements;
6) the failure to disclose to the FDNY training course information, including relating to the preparation, security and administration of examinations and students' grades; or
7) any other conduct that bears on the integrity of the applicant or accredited educator or educational institution or program, or the effectiveness of the training course
8) any other conduct that compromises the integrity or confidentiality of the FDNY exams, such as allowing the instructors to take the related FDNY Certificate exams or hiring any instructor who have taken the related FDNY Certificate exams within 3 years.

☐ **I have read and understand the requirements and agreed to comply with the requirements.**

SECTION 8: DECLARATION

I, _____, as the principal of _____ (school name) hereby certify that my school will provide the following material, service or assistance to my students:

1. All required latest curriculum and updated Notice of Exam provided and/or outlined by the FDNY.
2. Inform and guide students the new online application and scheduling procedure:
   - An appointment is required to take the S-56/F-89 (N-85 & Z-89) or Z-51 Certificate Exam. (F-80 applicants are also encouraged to make appointments.)
   - Online application instruction:
     http://www1.nyc.gov/assets/fdny/downloads/pdf/business/fdny-business-cof-individuals.pdf
   - Guide students to create an FDNY business account ID and submit online application and payment. Login | NYC.ID
   - Guide students to schedule an appointment.
     https://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page

_____   _____   _____
Name of Principal   **Signature of Principal**   **Date**

Appendix A: Requirements for Virtual Online Class Training for all FDNY Approved Schools

Due to the current *Coronavirus* (COVID-19) health crisis, the New York City Fire Department is allowing all approved training providers to offer live instructor lead online classroom sessions. This measure will allow your approved training program to remain active while following the CDC's ruling on Social Gatherings. This temporary measure will be allowed providing all the listed below requirements are always meet and maintained during the online classroom session.

This approval will only be in effect until the current health crisis passes and the City of New York returns to normal operation.

I.   Required Criteria for online training:

 All FDNY approved training course providers can provide learning content using virtual face to face technology learning platform.

- The platform should have interactive conferencing.
- Messaging center that puts students in contact with the instructor.
- Class related forum and chat area where students in the same class can interact with each other. The platform must allow instructor to see and talk with all the students in real time inside the virtual face to face classroom the whole time the class is in session.
- The online class session must be live with the instructor present at all times. The live instructor must be visible on the student's computer screen at all times. The instructor should be able to see each student in the classroom session at all times in a single screen. The online classroom should provide a view that will allow the instructor to see all the student's cameras live on instructor's computer screen.

II.   General Requirements for Online Learning

1. All students are required to provide the training provider a valid government issued photo identification document such as a State-issued Drivers' License or Non Driver's License or a passport at the beginning of a class. This process allows the online instructor to verify the correct person is online during the classroom session.

2. The schools must provide FDNY a link to the online class session and course schedule (date and time) of the training for auditing purposes.

3. The online class time must have reasonable breaks to maintain a positive learning environment. The FDNY recommends to have:
   - At least one 10-minute short break for each 60 to 90-minute online session.
   - At least a 1-hour break must be offered after 4 hours virtual learning.

4. All Training Providers are required to take attendance at the beginning of a class during the online classroom session, when returned from breaks and at the end of session attendance must be taken the instructor. Attendance must be taken by confirming that the student is online and his/her camera is active. Students camera must remain active the entire time of the class is in session. Student may turn off

camera during a break until the class resumes. Any student who leaves the cameras view without permission at any time must be marked <u>absent</u> from the class.

5. The training provider must retain all the attendance records for auditors of FDNY at any time requested.
6. The training provider must provide all the students with all required handouts and other required classroom material for review prior to the scheduled online class session. All material can be distributed to the student via digital or mail.
7. Training providers are required to keep the entire class actively involved during the entire online session. This may be a particular challenge to the instructor or students because this is new practice for all. It is the responsibility of providers to increase to create engaging content for online classes.
8. Courses which consist of group discussion must be able to be conducted during the online session.
9. Course which consist of practical skills exercise or hand on demonstrations must personally performed.
10. The training provider must maintain acceptable instructor-to-student ratio not to exceed twenty-(25) students per class. (Average universities suggest ideal online class size between 15-18).
11. For the graduation test, the school must provide the FDNY supplied test only. Students shall not use outside materials when taking the test.
12. The graduation test must be conducted in person at the school under the supervision of an proctor or instructor unless approved by the FDNY to conduct the remote graduation exam.

III.   SCHOOL CERTIFICATE

FDNY strongly recommends that the school should issue an original official copy of the school certificate to the students. The official and unexpired certification allows the graduated students to take the FDNY exam any time without confusions. School may email a temporary pdf certificate to the students who need to take the FDNY computer based exam right after completing the course, but a list the graduated students must be sent to Claudine.McClintock@fdny.nyc.gov

Appendix B: Requirements for the open-ended-question virtual exam

In order to provide the flexibility to the schools during the pandemic, the FDNY offers an alternative choice for the schools that prefer to administer the graduate exam remotely.

In order to prevent releasing the current graduation exam questions to the public, schools that choose to administer the graduation exam remotely must use the new exam format that the FDNY has provided.

Exam Format:

The remote graduate exam:

- consists of open-ended questions.
- allows students to use study materials and/or notes.
- has a different time limits which is indicated on the exam that the FDNY has provided.

Administration Requirements:

1. **The exam must be taken on the day(s) and specific time scheduled by the school**. Every student can only see the questions during the exam time. The questions can be shown by any format or platform, but the school needs to **ensure the students can only access the questions and answer the questions during the exam time**. For example, google form with add-on function could set the time limit on the exam form.
   (**Prior to conduct the exam, schools need to inform Elsa Araya the format or platform they decide to implement**)
2. **The students must take the exam with a photo ID under school personnel video supervision**. Before starting the exam, the examinee must show his/her government photo ID (e.g. driver license or passport) to confirm that that he/she is the exact student who is scheduled for the exam. The school examiner must monitor every students' entire exam to ensure there is not a surrogate exam taker and no other cheating behavior involved.
3. **The exam must be taken alone. Make sure that the students understand:**
   - Showing it or discussing this exam with anyone is prohibited.
   - Checking the exam answers with any person is prohibited.
4. The examiner must inform the students that the format of this remote graduation exam is different from the FDNY CBT exams. The FDNY CBT exams will be multiple choice questions (without the use of their study materials and notes).

Answer and Grading Format Requirements:

1. Students must not copy the study material content as-is, students must make changes which demonstrate that they understand the concepts and their answer. If the instructor notices that answers are directly copied from the study material booklet, the exam should be graded as failure.
2. The grading criteria must follow the grading key that the FDNY has provided.
3. Every students' answers must be saved in different files with name. The total score and grading for each question must be included in their files. All the students' original answers and grading must be submitted in an electronic format for the FDNY to review.

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School must provide the following instruction to the students:

REMOTE GRADUATION EXAM – INSTRUCTION FOR THE STUDENTS

Before you start your exam, you must show your government photo ID (e.g. driver license, IDNYC card, or passport) to the examiner to verify your identity.

You may use your study materials and notes. You are under strict instructions not to discuss this exam or questions related to the exam with anyone. You must answer this exam as if you were in a normal testing environment.

You must not copy your answer from the study material content as-is, you must put your answers in your own words to demonstrate that you understand the concepts and what you are answering. If the instructor notices that the answers are directly copied from the study material, your exam will be graded as a failure.

Watch Your Time: This exam has a time limit of: _____minutes. You must conclude and submit your answers before the time limit is reached.

Save Your Work Often: It is your responsibility to save your work properly to prevent any system crash.

Before you start the exam, you must sign the Honor Pledge below. Scan or take a photo of this document.

THE HONOR PLEDGE

I pledge on my honor that I have not given or received any unauthorized assistance on this examination and I will not discuss this contents of this exam with anyone, while taking or after I have completed the exam.

_____   _____   _____
Student's Name(print)   Signature   Date

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Appendix C: Requirements for the multiple-choice-question virtual exam

To fulfill the following requirements, the schools must:
- **subscribe the proctor service from some experienced company (e.g. Mercer | Mettl, ProctorU, Examity, or Verificient etc.); OR**
- **develop their own virtual testing applications and procedure.**

The FDNY COF unit must have the access to log in the virtual testing system to ensure the following requirements are fulfilled.

1. During tests, the application must have automated facial recognition, eye movement tracking and auditory analysis or manual monitoring via web cam* to identify suspicious behavior. The objective is to ensure students are not engaging in fraudulent activity.

   Examples of fraudulent activity include,
   1) Taking pictures of the test
   2) Talking to other people during the exam.
   3) Utilizing unapproved resources of any kind.

   *Manual monitoring via webcam requires 1 proctor to every 15 students. Remote meeting app (Zoom, go to meeting, WebEx, google meeting or other similar applications) must be activated together with the test for the proctor to supervise all activities.

2. The application must have automated, detailed event logging to help ensure unusual activity can be identified.
   Example of unusual activity include,
   1) Use of any key on the keyboard used once will result in a warning. More than once will disqualify the student and automatically end the test.
   2) A student having multiple IP addresses from unlikely ranges.
   3) A student having multiple browser agents (based on user agent family and major and minor versions)
   4) A student having multiple Operating Systems or devices (based on OS name and device version)
   5) Right clicking
   6) Prolonged inactivity
   7) Excessive page reload
   8) Loss of focus (the application loses focus in favor of another browser tab or application)
   9) Use of Command (Mac) or Windows Key
   10) Use of Control or ALT key
   11) Use of Print Key

3. Student identity must be verified via digital automation or manually via webcam. Automation requirements include multi-factor authentication — US government issued ID and photo capture, facial recognition and keystroke analysis (taking live picture with government ID via web camera) to prevent impersonation. Manual requirements via web cam include visually confirming government issued ID matches student.

4. Students need to have a "room scan" for camera recording/manual proctor checking before the exam start. Each student needs to show the surrounding area by using a mirror (at least 6 inches x 6 inches in size) or other ways to ensure that no unauthorized notes or other resources in the surrounding area are available during the exam.

5. All test sessions must be recorded.

6. A customized browser experience that helps to ensure the candidate is not able to act fraudulently during the test.

    At a minimum this includes deterring commonly used means for accessing -
    1) The clipboard
    2) Browser right-click menu
    3) Print Screen keypress
    4) Screen shots
    5) Watermarking tests with student information and timestamps must also be included.
    6) creating new tabs or other browser for navigating outside resources

    In addition, should the test lose focus (mouse activity not registered with the test window) at any time, the test should be hidden from view with a means to return to the test on focus. This helps to deter screen capture.

7. The test must be accessible, clear and easily navigable via modern major browsers (Edge, Chrome, Firefox, Safari) on desktops. Hand-held devices should be restricted b/c due to the inability to prevent screenshots.

8. A digital clock must be present in the student's browser viewport accurately indicating the time remaining for a given test.

9. The application must provide incident reports and session activity data at the end of an exam. The reports or data must be available for the instructors and the FDNY to review. Unusual student behavior must be identified and highlighted with detailed logging to support it.

10. Live support must be available to students during test taking. All other student concerns must be addressed within 24 hours.

11. The application must utilize SSL (all requests are encrypted between the student and application server.)

12. The application host environment must be considered secure as defined by modern standards.

13. The application must ensure the digital test environment is secure and only accessible via strong credentials - a confirmed email address and strong password. Passwords must be encrypted when stored in the database.

14. Multiple Choice answers (options) and questions must be scrambled so as to deter comparisons between students.

15. The application must ensure that test information is only accessible to the student and their related School Administrators, Instructors and the FDNY.

16. The application must deter multiple logins per user. A student can only access 1 copy of the test and can only login from 1 device at a time.

17. The application must provide a means for related Admins and/or Instructors to generate PDF versions of completed tests.

18. The application must provide a means to monitor, in real time, student progress during a test.