Revised 09-19

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

# ==Letterhead===

Fire Department
Bureau of Fire Prevention
9 Metro Tech Center
Brooklyn, NY 11201-3857

To whom it may concern:

I am pleased to confirm the employment of _____ (applicant's name) for applying a FDNY Certificate of Fitness as a Fire and Emergency Drill Conductor for NYC K-12 Non-Public Schools. I confirm that the applicant is currently employed at _____ (school name) at _____ (premises address) in the title of:

☐ Principal

☐ Assistant Principal

☐ School Director, Head of School

☐ Pedagogical Staff who has supervisory or leadership responsibility to guide the school's curriculum and to co-administer the school, his/her title is _____.

Applicant's specific job responsibilities involve such as: _____
_____

This applicant is of GOOD CHARACTER and is PHYSICALLY ABLE to perform the functions required by the holder of this Certificate of Fitness.

| _____ | _____ | _____ |
|---|---|---|
| (Printed name of Employer) | (Employer's title) | (Signature of Employer) |

*NOTE:* ***The recommendation letter must be on employer's letterhead and signed by the employer (e.g. Principal applicants must be signed by the superintendent or board member, etc.). If not on employer's letterhead, employer's signature must be notarized.***

SAMPLE

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