



# Notice of Exam for Fire Safety Director with Active Shooter and Medical Emergency Preparedness (F-85)

**Note: The F-85 Certificate of Fitness replaces the F-25/F-58 Fire Safety Director Certificate of Fitness.**

**Note:**

On and after 09/04/2017, all F-85 candidates must attend TWO training courses: the FSD course and the Active Shooter and Medical Emergency course before taking the FDNY exam. On and after 09/04/2017, only F-85 Certificate of Fitness will be recognized as the only valid Fire Safety Director C of F.

**Note:**

On or after **02/01/2018**, the F-85 renewal procedure will be modified. Please refer to Section (9) of this Notice of Exam.

**Note:**

On or after **02/01/2018**, the requirements for scheduling On-Site exam will be changed. F-85 C of F will no longer be issued. All candidates who pass the On-Site exam will obtain either **T-89 or F-89**. Refer to Section (5) of this Notice of Exam

**Note:**

This NOE also contains information regarding the FLSD transition procedures and FAQs.

FDNY • BUREAU OF FIRE PREVENTION  
PUBLIC CERTIFICATION & EDUCATION  
**NOTICE OF EXAMINATION**

**TITLE: Fire Safety Director with Active Shooter and Medical Emergency Preparedness (F-85)**

In order for candidates to become a certified Fire Safety Director the following procedures must be met:

- (1) Minimum qualification requirements.
- (2) Fire Safety Director School Graduation Diploma.
- (3) FDNY computer exam.
- (4) Certificate of Completion.
- (5) On-Site Examination.
- (6) Fees.
- (7) Renewal procedures.
- (8) FLSD transition procedures.
- (9) FAQs for the Active Shooter and Medical Emergency Preparedness Course and the FLSD transition requirements.

(1) **MINIMUM QUALIFICATION REQUIREMENTS**

- A. Applicants must be at least eighteen (18) years of age. Applicants must have a reasonable understanding of the English language and be able to answer satisfactorily such questions as may be asked on the examination.
- B. Applicants must have at least three (3) years' full-time work experience in one or more of the following fields (in any combination thereof), OR 18 months' full-time work experience in one or more of the following fields (in any combination thereof) that includes at least six (6) months of continuous employment at one work location:
  - (A) firefighting or other public safety emergency response employment;
  - (B) any fire safety-related employment, including code enforcement, fire safety inspection, fire prevention or emergency preparedness;
  - (C) the design, installation, operation or maintenance of building fire protection, electrical, plumbing, heating, ventilation, or air conditioning systems, or other building system regulated by the construction codes; or
  - (D) equivalent experience acceptable to the FDNY.

Examples can be found on the proceeding pages. Please note that sole experience of being a Fire Guard (e.g. F-01/F-02/F-03/F-04/F-36/F-54/F-91, etc.) or a security guard (e.g. S-60 or state security license) will **generally NOT QUALIFY** you to become a Fire Safety Director candidate.

- C. **Applicants are prohibited from being employed by any FDNY- approved Fire Safety/Emergency Action Plan Director School for at least four (4) years after taking any FDNY FSD or EAP or FLSD related exam.**

## **Qualification Criteria for FSD**

Applicants must have at least three (3) years' full-time work experience in one or more of the following fields (in any combination thereof), OR 18 months' full-time work experience in one or more of the following fields (in any combination thereof) that includes at least six (6) months of continuous employment at one work location:

### **Fire Fighter, Fire Inspector, Fire Marshall, Correction Officer, Police Officer, Volunteer Fire Fighter**

#### Acceptable Experience:

1. as a Firefighter, Fire Inspector, Fire Marshall, Police Officer, Volunteer Firefighter, Correction Officer in any country

#### *Required Documentation:*

1. letter from Personnel Director including service dates;
2. any relevant certificate or license

### **Building Maintenance Personnel (e.g. engineers, Class E or J-1 Building Superintendent, etc.)**

#### Acceptable Experience:

1. maintenance and inspection of sprinkler/standpipe systems with required C of F (S-12/S-13/S-14); or
2. inspection, testing and servicing of fire alarm systems with required C of F (S-97/S-98, S-95); or
3. maintenance and inspection of smoke detectors with required C of F (F-78/S-78) ; or
4. the design, installation, operation or maintenance of building fire protection, electrical, plumbing, heating, ventilation, or air conditioning systems, or other building system with required C of F (Q-01/Q-99) or other qualified DOB licenses (Master Plumbers & Master Fire Suppression Piping Contractor; Master Electricians & Special Electricians; High Pressure Boiler Operating Engineer; Oil Burning Equipment Installer)

### **Building/Residence/Property Manager**

#### Acceptable Experience:

1. supervision of building custodians and building maintenance personnel; or
2. development of Fire Safety Plan or comprehensive fire safety/EAP plan; or
3. develop/implement building fire safety policy; or
4. experience as a building engineer with required C of F (Q-01/Q-99) or other qualified DOB licenses (Master Plumbers & Master Fire Suppression Piping Contractor; Master Electricians & Special Electricians; High Pressure Boiler Operating Engineer; Oil Burning Equipment Installer)

### **Building Evacuation Supervisor (must be listed on the building Fire Safety Plan or comprehensive fire safety/EAP plan)**

#### Acceptable Experience:

1. the experience in manning fire command station; or
2. implement of building Fire Safety Plan or comprehensive fire safety/EAP plan; or
3. implementation of building fire safety policy

#### *Required notarized statements:*

From FSD attesting to training in building evacuation procedures; or

From FSD attesting to training in the manning of fire command station; or  
Copy of the building safety plan including years of claimed experience;

**Floor Warden or Brigade member (must be listed on the building Fire Safety Plan or comprehensive fire safety/EAP plan)**

Acceptable Experience:

1. as member of the Fire Brigade (Floor Warden trained by the FSD/EAPD/FLSD)
2. as member of the Emergency Response Team (trained by the FSD in J-1 Occupancies only)

*Required notarized statements*

1. copy of the building evacuation plan including years of claimed experience, and
2. from FSD attesting to training in building evacuation procedures

**Coordinator of Fire Safety and Alarm System in Homeless Shelters**

Acceptable Experience:

1. the experience in operating the fire alarm control panel in a shelter and conduct drills in a shelter with the required Certificate of Fitness (F-80)

**Construction Site Fire Safety Manager or Site Safety Manager**

Acceptable Experience:

1. the experience in conducting inspections of all fire safety measures, fire protection equipment and systems at a construction site with the required Certificate of Fitness (S-56) to ensure they are readily available and complying with the Fire Code and Building Code.
2. the experience in monitor construction sites and ensure the construction company complies with state and federal regulations on safety in the workplace with the required NYC DOB license (Site Safety Manager Certification).

**Note:** Please note that sole experience of being a Fire Guard (e.g. F-01/F-02/F-03/F-04/F-36/F-54/F-91, etc.) or a security guard (e.g. S-60 or state security license) will **generally NOT QUALIFY** you to become a Fire Safety Director candidate.

**(2) TRAINING COURSES**

- A. All Fire Safety Director candidates must complete the Fire Safety Director training course from one of the FDNY certified schools or organizations. The list of the FDNY certified schools or organizations can be found on the following link:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/approved-school-fsd.pdf>

Training courses shall, at a minimum, provide not less than 20 hours of instructional training, of which not less than two (2) hours shall consist of practical skills exercise/hands-on demonstrations. Candidates must attend all training classes to be eligible to take the training course's final examination. Candidates shall be allowed two (2) opportunities to pass the Graduation Test. Candidates who fail the Graduation Test on the second attempt shall be required to re-attend the course in its entirety. School Graduation Diplomas will be issued after the candidates obtain a minimum passing score of 70% on the Graduation Test. The Graduation Diploma is:

FDNY • BUREAU OF FIRE PREVENTION  
PUBLIC CERTIFICATION & EDUCATION

- valid for only one (1) year,
- NOT renewable,
- required in order to take the FDNY FSD computer exam.

B. Based on the new Fire Rule (3 RCNY §113), all Fire Safety Director candidates will be required to take the 4-hour Active Shooter and Medical Emergency Preparedness course from the FDNY approved school to obtain the Fire Safety Director Certificate of Fitness.

List of approved schools can be found on the following link:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/2016-active-shooter-mep-school.pdf>



**On or after 09/04/2017, all F-85 candidates must complete two training courses prior to taking the FDNY exams.**

**(3) COMPUTER EXAM**

**DATE OF EXAM:** Computer examinations are administered Monday through Friday (except legal holidays) at **2:45PM** by **appointment only**. The appointment can be made on the following link:

<http://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page>

**FEE:** **Application Fees:** \$25.00. The application fee must be paid prior to taking the computer examination. This fee includes the issuance of a Certificate of Completion upon passing the computer examination and meeting experience requirements. Applicants who fail the computer examination must pay \$25.00 for each subsequent exam.

The fee can be paid by cash, credit/debit card (American Express, Discover, MasterCard, or Visa), Personal or company check or money order (made payable to the New York City Fire Department).

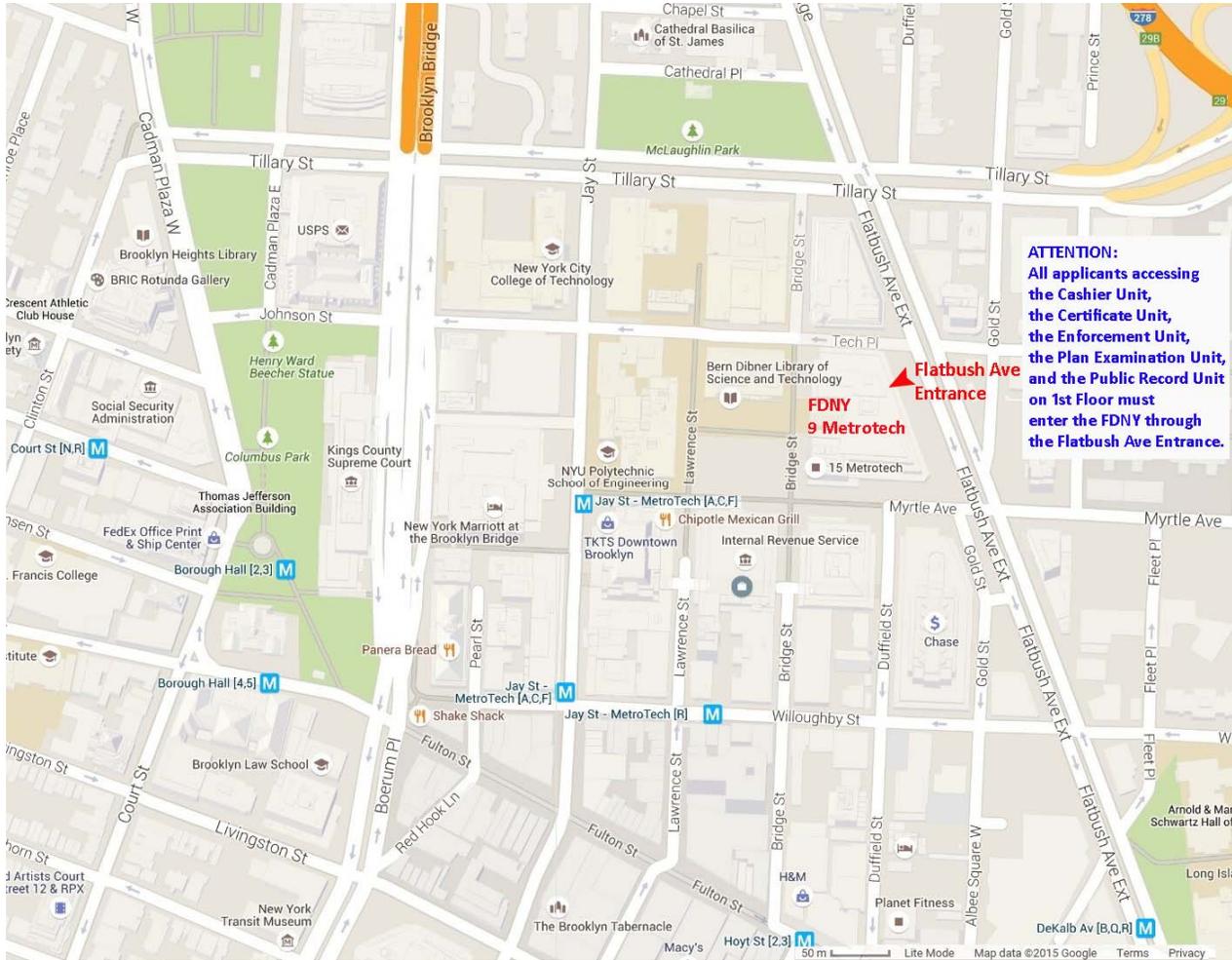
A convenience fee of 2.49% will be applied to all credit/debit card payments.

For fee waivers submit (Only government employees who will use the Certificate of Fitness for work related responsibilities are eligible):

- A letter requesting a fee waiver on the Agency's official letterhead stating applicant's full name, exam type and address of premises, AND
- A copy of identification card issued by the Agency.

**EXAM SITE:** **FDNY Headquarters**, 9 MetroTech Center, Brooklyn, NY. Enter through the **Flatbush Avenue entrance (between Myrtle Avenue and Tech Place)**.

FDNY • BUREAU OF FIRE PREVENTION  
PUBLIC CERTIFICATION & EDUCATION



**A. Scheduling the computer exam:**

Applicants must take the FSD Computer examination within the **one year valid period** of the FSD School Graduation diploma

To schedule an individual or group appointment for FDNY computer exam, the applicants can log into the link below:

<http://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page>

Please cancel or reschedule your appointment 24 hours in advance if you cannot make it to the testing center to take the exam.

Starting processing time for a exam is **2:45 PM**. No exam will be administered to applicants who arrive after **3:00 P.M.**

**B. Requirements for the computer exam:**

- Applicants must provide two forms of identification; at least one identification must be government issued photo identification, such as a State issued Driver License or Non Driver License or a passport.

FDNY • BUREAU OF FIRE PREVENTION  
PUBLIC CERTIFICATION & EDUCATION

- Applicants must submit the **original and one copy** of Fire Safety Director School Graduation Diploma to be processed for the exam. **The Graduation Diploma is valid for only one (1) year.**
- The applicant should submit **the original and a copy of Active Shooter and Medical Emergency Preparedness School Graduation diploma/letter** to the FDNY inspector during the on-site exam. The COF Unit will **NOT** issue the F-85 Certificate of Fitness until proof is received. On or after 09/04/2017, applicants must submit **a copy of Active Shooter and Medical Emergency Preparedness School Graduation diploma/letter** to be processed for the exam.
- Applicants must complete the following forms/letters:
  - Application for Fire Safety Director Certificate of Fitness, can be found on the following link:  
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business//cof-f85-fsd-application.pdf>
  - One Verification Letter (also attached in the following pages) from each employer listed in the application form above. The sample letter will also be available soon on the FDNY link.
  - A-20 (general Certificate of Fitness application form), can be found on the following link:  
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-application-form.pdf>

**COMPUTER EXAM - GENERAL INFORMATION**

The computer exam will consist of one hundred (**100**) multiple choice questions, applicants will have approximately 3 hours to complete the exam. Applicants must obtain a minimum of 70% in order to pass the exam. Exam questions for the computer exam include questions regarding the following topics:

- 1) Fire alarm systems in B and R-1 occupancies, including:
  - a) difference between off-line and out-of-service,
  - b) fire command functions.
- 2) Emergency procedures in B and R-1 occupancies, including:
  - a) fire emergencies,
  - b) non-fire emergencies.
- 3) Training requirements, including:
  - a) fire brigade,
  - b) fire wardens, deputy wardens and searchers,
  - c) building evacuation supervisor,
  - d) personnel management,
  - e) fire drills.
- 4) Fire suppression systems, including:
  - a) standpipes,
  - b) sprinklers,
  - c) special extinguishing systems,
  - d) hose requirements in B and R-1 occupancies,
  - e) fire pumps.

FDNY • BUREAU OF FIRE PREVENTION  
PUBLIC CERTIFICATION & EDUCATION

- 5) B and R-1 occupancies systems (HVAC), including:
  - a) electrical (general),
  - b) elevators (general),
  - c) stairs pressurization,
  - d) maintenance,
  - e) generators.
  
- 6) General knowledge of Rules of the City of New York (RCNY), including:
  - a) Industry Notices,
  - b) permits and licenses,
  - c) record keeping,
  - d) inspections, testing and maintenance of systems.

FDNY • BUREAU OF FIRE PREVENTION  
PUBLIC CERTIFICATION & EDUCATION

*Verification Letter (front)*

**FIRE DEPARTMENT CITY OF NEW YORK  
BUREAU OF FIRE PREVENTION  
9 METROTECH CENTER  
BROOKLYN, N.Y. 11201-3857**

**Verification Letter for Fire Safety Director Application**

(For each employer listed in the FSD application form, an individual affidavit must be submitted.)

**INSTRUCTIONS**

In accordance with the procedures of the New York City Fire Department, applicants for the Fire Safety Director exam must possess experience involving fire protection and fire prevention activities, or responsible positions pertaining to the operations of building service equipment. The applicant has listed your firm for experience and dates. All information must be verified. Please complete the form below. The form below must be notarized. We thank you in advance for your cooperation.

**Firm or Company**

**Name** \_\_\_\_\_

**Business**

**Address** \_\_\_\_\_

Sir/Madam:

I am pleased to confirm the employment of \_\_\_\_\_

Applicant's name

for application for a Certificate of Fitness as a Fire Safety Director. The applicant was/is employed here in the title of \_\_\_\_\_ during the following dates: from \_\_\_\_\_ to \_\_\_\_\_. The applicant's specific job responsibilities involve fire prevention activities or responsible position pertaining to operation of building service equipment include(d) such as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of employer                      Title  
(Sign only before a notary)

Date: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to before me, this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_

Notary Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of notary

Commission Expires: \_\_\_\_\_

\*\*The completed form must be submitted promptly to the FDNY, 9 Metro Tech Center, Brooklyn, NY 11201, Attn: Certificate of Fitness Unit (FSD Verification Section). Failure to submit this form will delay the processing of the candidate above. For additional information, please call (718) 999-2506 or 0649 during business hours or email [pubcert@fdny.nyc.gov](mailto:pubcert@fdny.nyc.gov).

*Verification Letter (back)*

As per 3 RCNY §113-02, the FDNY began expanding the verification requirements for new Fire Safety Director Candidates. We will be verifying all duties associated with (a) firefighting or other public safety emergency response employment; (b) any fire safety-related employment, including code enforcement, fire safety inspections, fire prevention or emergency preparedness; (c) the design, installation, operation or maintenance of building fire protection, electrical, plumbing, heating, ventilation, or air conditioning systems, or other building systems regulated by the construction codes; or (d) equivalent related experience acceptable to the FDNY, three (3) years' full-time work experience in one or more of the fields , OR 18 months' full-time work experience in one or more of the fields that includes at least six (6) months of continuous employment at one work location is required in order to qualify.

**(4) CERTIFICATE OF COMPLETION**A. Applicants who **pass** the computer exam:

will receive a computer exam passing letter stating that the applicant passed the computer exam. The experience qualifications, as previously submitted, will be reviewed. The applicant will receive a **Certificate of Completion** within six (6) to eight (8) weeks if the experience qualifications are accepted. To receive the Certificate of Completion the candidate must meet all the following requirements:

- Have a minimum fire related accepted experience
- Pass a 20-hour certified fire safety director course
- Pass a 4-hour certified active shooter and medical emergency preparedness course
- Pass the Fire Safety Director computer exam



The Certificate of Completion will allow the applicant to schedule the On-Site Examination (See the “On-Site Examination Procedures” listed on the following pages). The Certificate of Completion is **NOT RENEWABLE**. If the qualifications are not accepted, the applicant will receive a Disqualification Letter.

The Certificate of Completion may allow the applicant to perform the duties of an FSD on an interim basis by obtaining the confirmation letter from the High Rise Unit. The request must be submitted by the building manager or authorized personnel via email only to [High-Rise@fdny.nyc.gov](mailto:High-Rise@fdny.nyc.gov). The building manger should contact the High-Rise Unit for further information.

B. Applicants who **fail** the computer exam:

The applicant will be given two (2) opportunities to take and pass the computer exam on the basis of having successfully completed the Fire Safety Director course.

- If an applicant fails the Fire Safety Director computer exam the first time, the applicant may take the computer exam for the second time. The second computer exam must be taken before the expiration date of the **Fire Safety Director School Graduation Diploma (The diploma is valid for one (1) year)**.
- If an applicant fails the computer exam two times, the applicant must repeat the Fire Safety Director Course to be eligible to take the computer exam again.

**(5) ON SITE EXAM****A. To Schedule the On-Site Examination**

The FSD On-Site examination fee is \$445. Only authorized personnel (designated by the building owner) are allowed to make the request to schedule an On-Site Fire Safety Director Examination. The candidates cannot schedule their own appointments.

The Certificate of Completion is **valid for one (1) year** from the date of issuance. An appointment must be requested no more than one (1) year from the issuance date on the Certificate of Completion.

The **first attempt** of the On-Site exam should be scheduled **within 6 months** from the date that the candidate receives the FDNY computer exam passing letter indicating a passing grade. In addition, any other On-Site exam request must be submitted within a **one (1) year** from the date that the candidate receives the FDNY computer exam passing letter. **The Certificate of Completion is NOT RENEWABLE.**

To qualify the candidate for the Fire Safety Director On Site Exam, the authorized personnel must ensure that:

- the candidate has received a **Certificate of Completion** issued by the FDNY;
- the candidate has completed the active shooter and medical emergency preparedness course
- the building has a Fire Safety and Evacuation Plan submitted to the FDNY.



Any candidate who wants to schedule an On-Site exam held on or after 02/01/2018, the authorized personnel must ensure that:

- the candidate has received a **Certificate of Completion** issued by the FDNY;
- the candidate has **passed the EAP CBT exam (with Z-59, N-89, or Z-89 computer passing letter)**;
- for **hotels**: the building has a Fire Safety and Evacuation Plan submitted to the FDNY.

for **office buildings**: the building has a Comprehensive Fire Safety and Emergency Action Plan accepted by the FDNY.



Send an email to [High-Rise@fdny.nyc.gov](mailto:High-Rise@fdny.nyc.gov) with a subject line “FSD On-Site request/Candidate’s Last Name, First Name/Premises Address”. No telephone or fax appointment requests will be accepted.

In the body of the email indicate:

- Premises information:
  - **Type** (Hotel/Office);
  - complete **Address**, including borough and zip code;
  - **DOB BIN** (Department of Building’s Building Identification Number);

FDNY • BUREAU OF FIRE PREVENTION  
PUBLIC CERTIFICATION & EDUCATION

- any possible **AKA** (Also Known As) addresses.  
AND
- Candidate's information:
  - Full **Last Name, First Name**;
  - complete **Social Security Number**;
  - **Certificate of Fitness** number, if the candidate is certified at other premises.  
AND
- Additional requirements:
  - Indicate if the On Site Exam is required outside of the regular start time (10 am – 12 pm) Monday-Thursday.  
AND
- All email requests must indicate authorized personnel's following information:
  - Scheduler's **Full Name**;
  - **Title**;
  - **Business address**;
  - Contact **Phone Number**;
  - **Email** address.

In the case of hardship, the authorized personnel can request an emergency overtime test Monday to Thursday after 5 PM, or on Saturday. Additional overtime expenses will apply.

Only **two** candidates can be scheduled per day during **normal business hours** and on **Saturdays**. Only **one** candidate can be scheduled per day during **evening hours**.

Applicants are allowed hold F-85/F-89/T-89 for two separate locations at the same time without special restrictions. Applicants employed as an F-85/T-89/F-89 holder at three or more locations must apply for a modification/variance. A \$200 non-refundable fee is required with each application that can be found on the following link:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/variance-fsd-eeap-form.pdf>

Under modification/variance program, the applicants are subject to the On-Site Exam in order to renew the Certificate for each location.

Candidates who work in multiple buildings and are subjected to R-58 after failing the first attempt at an On-Site Examination due to important responses, will not be allowed to schedule the second attempt at an On-Site Examination unless they pass the R-58 computer exam.

**ON-SITE EXAM STUDY MATERIAL**

- Please always check for the latest revised F-85 On-Site Exam booklet at FDNY website to prepare for the On-Site exam. The On-Site booklet link will be available soon on the FDNY website.

**B. To Cancel or reschedule the On-Site Examination**

All requests for cancellations must be submitted via email to [High-Rise@fdny.nyc.gov](mailto:High-Rise@fdny.nyc.gov)

All cancellations must be received at least 72 hours before the scheduled time via email.

In order to expedite the cancellation be sure to:

FDNY • BUREAU OF FIRE PREVENTION  
PUBLIC CERTIFICATION & EDUCATION

- indicate "Request for On Site Exam Cancellation" in the subject of the email;
- provide the following in the body of the email:
  - Full name **Last Name, First Name;**
  - Complete **Social Security Number;**
  - On Site Exam date;
  - Premises Address.

The building will be charged the On-Site Examination fee **if the cancellation request will be received less than 72 hours prior to the On-Site Examination. Any candidate canceling three (3) On-Site Examinations will not be allowed to schedule an On-Site Examination until after 6 months following the third cancellation.**

If the authorized personnel (designated by the building owner) needs to reschedule the candidate, the cancellation request must be submitted. After the cancellation is confirmed by the High Rise Unit, the authorized personnel can schedule the On-Site Examination for another date by submitting another request.

### **C. On-Site Examination Environment**

In order to maximize the candidate's testing performance, the candidate or the supervisor must arrange a suitable environment for the FDNY inspector to administer the On-Site Examination.

A suitable testing environment includes but is not limited to:

- adequate room lighting;
- adequate ventilation;
- comfortable seating and clean work surfaces for the candidate to take notes and answer the questions;
- minimum noise and no distractions during the exam;
- alarms and announcements will be sounded at various points during this test, refer to "D. What to expect During the On-Site Examination"

The average testing time of the On-Site Examination is approximately 3 to 3.5 hours. The testing environment should be expected to be occupied for at least 3.5 hours.

FDNY inspectors have the right to move the candidate to a proper testing environment.

### **D. What to expect during the On-Site Examination**

Before the On-Site Examination, the most recent plan must be available to the FDNY, including **Building Information Card (BIC), Fire Safety and Evacuation Plan or Comprehensive Fire Safety and Emergency Action Plan**. Failure to produce the required documents before the On-Site Examination can result in termination of the test. The On-Site Examination fee will be charged.

The On-Site Examination is to be conducted between the inspector and the candidate **ONLY**. The Fire Safety Director On-Site Examination is an oral and practical exam. For the oral exam, the candidate will be required to answer various questions referenced to in the study material or Building Information Card (BIC), Fire Safety and Evacuation Plan or Comprehensive Fire Safety and Emergency Action Plan. However, no study materials or personal/outside notes are allowed at any time at any time during the On-Site Exam. **Candidates will receive a failing grade and building**

**management will be notified if outside materials, study guides, or any other reference material relevant to the On-Site Exam is discovered during the exam.**

**\*\*NEW\*\***

Before starting the On Site exam, the inspector will ask the candidate to provide one of the following documents:

- (1) the ORIGINAL Active Shooter and Medical Emergency Preparedness graduation diploma/letter issued from the FDNY approved school and submit a copy of the diploma/letter to the inspector; or
- (2) the computer exam passing letter stating this applicant has successfully completed Active Shooter and Medical Emergency Preparedness course (N-50 letter)

The COF unit will NOT issue the F-85 Certificate of Fitness until one of the criteria is satisfied.

In general, the Fire Safety Director On-Site Examination contains the following parts:

- response to a fire emergency;
- response to a building impairment;
- building knowledge;
- practical demonstration of the fire command center;
- practical demonstration of phase 1 and phase 2 elevator operation;
- candidate training knowledge;
- fire scenario;
- building scenario.

During the Fire Safety Director On-Site Examination, the candidate will be asked series of questions regarding the building information pertaining to the Building Information Card (BIC), Fire Safety and Evacuation Plan or Comprehensive Fire Safety and Emergency Action Plan.

The candidate will also be directed to practically demonstrate how the Fire Command Center operates and how to operate an elevator in firefighter service mode.

During the Fire Safety Director On-Site Examination, the candidate will be required to:

- activate the building's fire alarm system (visual signals and audible tones);
- demonstrate Phase 1 and Phase 2 Elevator Operation (firefighter service).

**The candidate is required to secure the appropriate approvals from the building's management before the inspector arrives to administer the exam. If the building's management prohibits the candidate from demonstrating any required skill portion of the On-Site exam, the exam will be terminated.** The failure will be designated to be a building failure and will not count as a failing score pertaining to the candidate, but the On-Site exam fee will be charged.

The candidate must instruct building employees who are posted at or near the Fire Command Center to remain silent while he/she is answering questions or demonstrating the required skills. If any other person answers questions that the candidate is required to answer, instructs the candidate on how to perform the required skills or interferes with the exam in any manner, the candidate will NOT receive credit for those questions.



The candidate will be presented with scenarios and directed to state the actions that the candidate would take should this scenario occur. The inspector will read each part of the scenario and then wait for the candidate's responses before proceeding to the subsequent parts of the scenario. The candidate is allowed to take notes while the inspector is reading the scenario. Inspectors will provide paper for the candidate to take notes. The candidate will be directed by the inspector as to which sections are allowed for notes taking. The candidate will be given 15 minutes to prepare his/her responses on the paper that the inspector provides. No study materials or personal/outside notes are allowed at any time during the On-Site exam. **The candidate is required to print all required responses in English on the paper.** After completing the written responses, the candidate **must also verbally state his/her answers in order to receive credit** after the preparation time. The scenario can be re-read by the inspector one time upon the candidate's request.

To answer the scenario questions, the candidate should state all the actions that are required to be taken. The candidate must be as specific as possible and must not assume that actions were taken by others. Candidates should explain all their actions in detail from the beginning of the incident/emergency to the very end. The inspector may ask the candidate to restate and/or explain the given answers. The candidate must inform the inspector when he/she is satisfied with the answers provided and is finished stating all of the complete answers. It is the candidate's responsibility to ensure the verbal statements match to the written responses. The score will be based on both the written and verbal statements. **The candidate must return all sheets of paper to the inspector when the scenario is completed.**

The Fire Safety Director is responsible for the training of the fire safety staff. The staff includes floor wardens, deputies & searchers, brigade members and building evacuation supervisors where required. The candidate is required to demonstrate their ability to train a staff member as part of the On-Site Examination. The training knowledge demonstration requires the candidate to verbalize all the building specific information, which the staff member needs to know, in order to perform their role. During this test segment, the candidate must assume that the inspector is a new employee. This new employee does not have any knowledge of the building. The candidate can only describe his/her training knowledge verbally during the On-Site Examination, the candidate must describe any required information clearly in specific detail.

Below are two examples. The first example is a poorly executed training segment. The second is a properly executed training segment.

For this example we will assume that the staff member being trained must be taught information about the elevator(s) location and floors served.

- Bad example: will receive NO CREDIT

*"I will show you where the elevator lobby is located and which floors each elevator serves"*

- Good example: will receive CREDIT

*"You need to know the location of the elevator lobby. It is located on the right hand side of the front entrance reception desk. The first two elevators cart number 1 & 2 serve from the ground floor to the roof and the last elevator cart number 3 serves from basement to the 7<sup>th</sup> floor."*

## **E. On-Site Examination grading**

Different weightings are assigned for different questions. For example, there are **mandatory and important questions** in the On-Site exam. **The candidates must receive a score of at least 70% and pass all mandatory questions and do not fail more than one important question.** If the candidate **does not successfully perform any mandatory response or failed two important questions, the candidate will NOT receive a passing score.**

The mandatory questions are building specific, where a practical demonstration is required. The important questions are generic questions, tasks or the actions that must be explained as part of the answer to a question or scenario.

**The inspectors only record the candidate's VERBAL answers but do not grade the exams.** The On-Site exam will be graded by a third party unit at the FDNY. If you feel the examiner(s) did not provide a fair environment or opportunity, you may file a complaint by email. We assure that all complaints will be kept confidential.

Your complaints and/or concerns regarding the administration of the On-Site exam must be:

- received by email **within 24 hours of your On-Site exam**
- address your complaints to [pubcert@fdny.nyc.gov](mailto:pubcert@fdny.nyc.gov)
- subject line must read **FSD On-Site Examination Complaint**
- In the body of the email please include
  1. Your full name
  2. Your Social Security number
  3. The date the On-Site Exam occurred
  4. Describe the specific issue in detail

The grading processing may take from **six (6) to eight (8) weeks.** **The exam results will be mailed to the candidate's home address indicated on the A-20 application filled out during the On-Site exam.** **If the candidate fails, the failure notices will also be mailed to the Building's manager.**

**\*\*NEW\*\***

If the candidate passes the On Site Examination and submits the required graduation diploma/letter of Active Shooter and Medical Emergency Preparedness course, the F-85 C of F card will be mailed along with the test results.

If the candidate passes the On Site Examination but does not submit the graduation diploma/letter of Active Shooter and Medical Emergency Preparedness course, the COF unit will request the candidate to submit the school letter/diploma in order to issue the F-85 C of F card.

**F. The consequence of failing the On-Site Examination**

If the candidate fails the On-Site exam, the exam fee will not be refunded. Applicants will be permitted to take two (2) On-Site Exams; however, applications for a second On-Site Exam must be requested

FDNY • BUREAU OF FIRE PREVENTION  
PUBLIC CERTIFICATION & EDUCATION

within the one (1) year valid period of the Certificate of Completion. Candidates failing their first On-Site Examination will no longer be permitted to perform as Acting FSD. On-Site Examination appointments may be expedited at the discretion of FDNY.

If the candidate does not pass the examination after the second attempt (even the candidate who holds a valid F-85 Certificate of Fitness for another building), the candidate will be required to begin the application process from the beginning by retaking the 20-hour Fire Safety Director course and retaking the FSD Certificate of Fitness computer exam.

If the candidate is seeking to be certified in an additional building and fails the On-Site Examination because he/she missed two or more important responses during the exam, the candidate will be required to take and pass a written Remedial Fire Safety Director Examination (R-58) before being permitted to schedule another On-Site Examination. Failure to pass the R-58 exam or ignoring the R-58 notice will result in a suspension of the Fire Safety Director and/or Emergency Action Plan Director certifications. See the examination Notice of Exam R-58 for further information.

## (6) FEES

### A. Computer exam fee

Pay the \$25 application fee in person by:

- Cash
- Credit/Debit card (American Express, Discover, MasterCard, or Visa)
- Personal or company check or money order (made payable to the New York City Fire Department)

The application fee must be paid prior to taking the computer exam.

For fee waivers submit (Only government employees who will use the Certificate of Fitness for work related responsibilities are eligible):

- A letter requesting a fee waiver on the Agency's official letterhead stating applicant's full name, exam type and address of premises, AND
- A copy of identification card issued by the Agency.

### B. On-Site Examination fee

**The On-Site exam fee for the FSD (FLSD fire onsite) is \$445** for On-Site exam administered during regular business hours. If an overtime test, Monday to Friday after 5:00 PM or on Saturday is requested, additional overtime expenses will be charged. The invoice for the total fee will be sent to the building where the On-Site examination was administered.

### C. Renewal fee

Renewal fee for the F-85 C of F is \$15.00. It applies for any Certificate of Fitness to be renewed from 90 days before to 90 days after the expiration date. It is very important to renew your C of F before it expires. Renewals submitted 90 days (up to one year) after the expiration date will incur a \$25 penalty in addition to the renewal fee. Certificates expired over one year past expiration date will not be renewed. New exams will be required.

**D. Update, replacement and duplicate fee**

To change a mailing address or obtain a duplicate Certificate of Fitness, you should submit a letter requesting the change of mailing address or a duplicate ID with \$5.00 fee.

**E. Card exchange fee**

To upgrade the original valid F-25/F-58 Certificate of Fitness to a new F-85 Certificate of Fitness, the C of F holder must pay \$5 fee to the FDNY or to the FDNY approved school. The expiration date on the original F-25/F-58 C of F card will be carried to the new F-85 C of F card.

**(7) VALID PERIOD****a. School Graduation Diploma:**

- (1) The Fire Safety Director School Graduation Diploma is valid for **one (1) year**. It is **NOT RENEWABLE**. If it expires, the applicant is required to re-attend the course in its entirety.
- (2) The Active Shooter and Medical Emergency Preparedness Diploma does not have an expiration date.

**b. The FDNY Certificate of Completion:**

The FDNY Certificate of Completion is valid for **one year**. It is **NOT RENEWABLE**. If it expires (without failing the second On-Site Examination):

- **within** one year from the expiration date, applicants are not required to retake the Fire Safety Director course, but must retake and pass a new computer exam to receive a new Certificate of Completion to schedule the On-Site Examination.
- **more** than one year from the expiration date, applicants are required to retake the Fire Safety Director course, retake and pass a new computer exam, receive a new Certificate of Completion to schedule the On-Site Examination.

**c. The F-25/F-58 Certificate of Fitness**

The F-25/F-58 Certificate of Fitness will no longer be renewable. All current F-25/F-58/F-59 CF holders must have attended the Active Shooter and Medical Emergency course by 09/04/2017. The inspector will start to enforce the requirements. Only F-85 Certificate of Fitness will be recognized as the valid FSD Certificate of Fitness.

**d. The F-85 Certificate of Fitness:**

**The FDNY F-85 Certificate of Fitness may be valid for three years.**

If the certificate has expired over one year, the applicants are required to obtain T-89 or F-89 by completing the Fire and Life Safety Director course (including fire emergency, non-fire emergency and active shooter and medical emergency preparedness), pass FDNY computer based examinations and the required T-89 or F-89 on-site exam.

**On or after 01/01/2018, the F-85 renewal procedure will be changed. Please refer to Section (8) of this Notice of Exam.**

**The F-85 Certificate of Fitness will NOT be recognized by the FDNY on or after 03/01/2020. Every F-85 Certificate of Fitness holder will be required to obtain T-89 or F-89 by 03/01/2020.**

FDNY • BUREAU OF FIRE PREVENTION  
PUBLIC CERTIFICATION & EDUCATION  
**(8) INACTIVE CERTIFICATE OF FITNESS**

Individuals who no longer work at the premises where they were previously certified as a Fire Safety Director should return their Certificate of Fitness card(s) and submit the completed the Surrender Certificate of Fitness Form back to the Fire Department.

The Surrender Certificate of Fitness Form can be found on the following link:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/surrender-cof-applicant-form.pdf>

The Certificate of Fitness number and expiration date will be carried to the Q-85 Inactive Fire Safety Director Certificate of Fitness after the candidate successfully surrenders the F-85 Certificate of Fitness Card. The renewal procedures of Q-85 Certificate of Fitness will be same as F-85 Certificate of Fitness.

**(9) RENEWAL PROCEDURES**

3 RCNY 113-02(f)4

**Transition requirements for fire safety directors.** All persons holding a fire safety director *certificate of fitness* but not an EAP director *certificate of fitness* shall undertake and successfully complete the following requirements.

- (B) Not later than September 3, 2018, **or the expiration of their *certificate of fitness*, whichever is sooner**, attend and successfully complete a training course accredited by the *Department* pursuant to R113-04 and R113-05 that addresses **non-fire emergencies generally** (commonly referred to as Emergency Action Plan training);
- (C) Not later than December 1, 2018, **or the expiration of their *certificate of fitness*, whichever is sooner**, apply to the *Department* for an *FLS* director *certificate of fitness*;

Starting on **02/01/2018**, the renewal procedures of the F-85 Certificate of Fitness will be modified. The F-85 C of F holders must satisfy the one of following requirements prior to the expiration date:

1. F-85 C of F holders in **HOTELS** (or any occupancy **not requiring** a Comprehensive Fire Safety and Emergency Action Plan) must satisfy all the following requirements prior to the expiration date:
  - 1) Pay the renewal fee; AND
  - 2) Complete the 7-hour EAP or FLSD: non-fire component course; AND
  - 3) Submit the T-89 designation letter to the Public Certification Unit to take the FDNY EAP or Non-Fire component CBT ( Refer to Section 0.2.2 (3) D. for the T-89 designation sample letter); AND
  - 4) Pass the FDNY EAP or non-fire component CBT.
    - ➔ Obtain T-89 Certificate of Fitness

Note: T-89 Certificate of Fitness must be upgraded to the F-89 Certificate of Fitness when the building's Level 1 plan or comprehensive plan has been accepted.

2. F-85 C of F holders in **OFFICE BUILDINGS** (or any occupancy with an accepted Comprehensive Fire Safety and Emergency Action Plan) must satisfy all the following requirements prior to the expiration date:
  - 1) Pay the renewal fee online; AND
  - 2) Complete the 7-hour EAP or non-fire component course; AND
  - 3) Pass the FDNY EAP or non-fire component CBT; AND
  - 4) Schedule the FLSD non-fire component On-Site exam (a.k.a. EAP on-site exam) and submit the High-Rise scheduling confirmation email to the Public Certification Unit.
    - ➔ Obtain the renewed F-85 Certificate of Fitness. **This F-85 C of F will NOT be renewable**, in order to be certified as a Fire and Life Safety Director,

FDNY • BUREAU OF FIRE PREVENTION  
PUBLIC CERTIFICATION & EDUCATION

- the F-85 C of F holder must pass the FLSD non-fire component On-Site exam within 1 year from the issuance date of the CBT passing letter. Once the candidate passes the On-Site exam, the F-85 C of F will be an F-89 Fire and Life Safety Director.
- If the F-85 C of F holder does not pass the FLSD Non-Fire Component On-Site Exam before the CBT passing letter expired, the holder will have to retake the course and Non-Fire Component CBT again.

#### **A. Renewal online**

***Fee exempted applicants cannot renew online only by mail or in person. (Only government employees who will use their C of F for work- related responsibilities are eligible for fee waivers.)***

If you are an individual, make sure you have your 12 digit Certificate of Fitness Access ID. This can be found on your Renewal Notice. If you do not have your Renewal Notice, your Access ID is your 8 digit Certificate of Fitness number and the last four digits of your social security number. If you are submitting renewals on behalf of a company's employees, the company must be approved by FDNY and have an 8 digit Company Code. To request approval company renewal code, email [pubrenew@fdny.nyc.gov](mailto:pubrenew@fdny.nyc.gov).

Renewal fee can be paid by one of the following methods:

- Credit card or Debit card (American Express, Discover, MasterCard, or Visa)
- E-check

**A convenience fee of 2.49% will be applied to all credit/debit card payments for original or renewal certificates.**

If all the requirements are met, the certificate of fitness will be mailed to the mailing address within 10 days.

For online renewal go to:

<https://a836-citypay.nyc.gov/citypay/FDNYCOF>

#### **B. By mail**

Mail your Renewal Notice (if you did not receive a Renewal Notice, a copy of your certificate), along with your fee payment

Personal or company check or money order (made payable to the NYC Fire Department)

For fee waivers submit: ***(Only government employees who will use their C of F for work- related responsibilities are eligible for fee waivers.)***

- A letter requesting fee waiver on the Agency's official letterhead stating the applicant's full name, exam type and address of premises; **AND**
- Copy of identification card issued by the agency (if applicable)

All supporting documents should be mailed to:

**NYC Fire Department (FDNY)**

Cashier's Unit  
9 MetroTech Center, 1st Floor  
Brooklyn, NY 11201

If all the requirements are met, the certificate of fitness will be mailed out within four to six weeks.

**C. In Person**

Submit your Renewal Notice (or if you did not receive a Renewal Notice, a copy of your certificate), along with your fee payment by one of the following methods:

- Cash
- Credit card or Debit card (*American Express, Discover, MasterCard, or Visa*)
- Personal or company check or money order (*made payable to the New York City Fire Department*)

For fee waivers submit: (*Only government employees who will use their C of F for their work-related responsibilities are eligible for fee waivers.*)

- A letter requesting fee waiver on the Agency's official letterhead stating the applicant's full name, exam type and address of premises; **AND**
- Copy of identification card issued by the agency and if applicable, your supporting documents to:

**A convenience fee of 2.49% will be applied to all credit/debit card payments for original or renewal .**

**Special renewal procedures for F-85 C of F holder with 3 or more locations**

Applicants who are enrolled in modification/variance program (as F-85/T-89/F-89 at three (3) or more locations) are subject to the On-Site exam in order to renew the Certifications for each location.

(10) **INTRODUCTION OF THE FLS DIRECTOR TRANSITION**

The 3 RCNY 113 Rule sets forth the procedure and timeframes by which current Fire Safety/EAP Directors and Fire Safety Directors must transition to the new FLS Director Certificate of Fitness.

**Transition procedures**

The following flowcharts explain the transition procedures:

**1. Current FS Director to FLS Director**

(1) Phase 1 for the current Fire Safety Directors:



- To obtain the F-85 C of F, candidates are required to attend the ASMEP course and pass the school graduation exam, but NO FDNY computer exam is required.
- **The applicant must pay \$5 to exchange the C of F card.**
- Title of the F-85 C of F will read: FSD w/Active Shooter Prep.
- The expiration date on F-25/F-58 will be carried to the new F-85 card.

(2-A) Phase 2

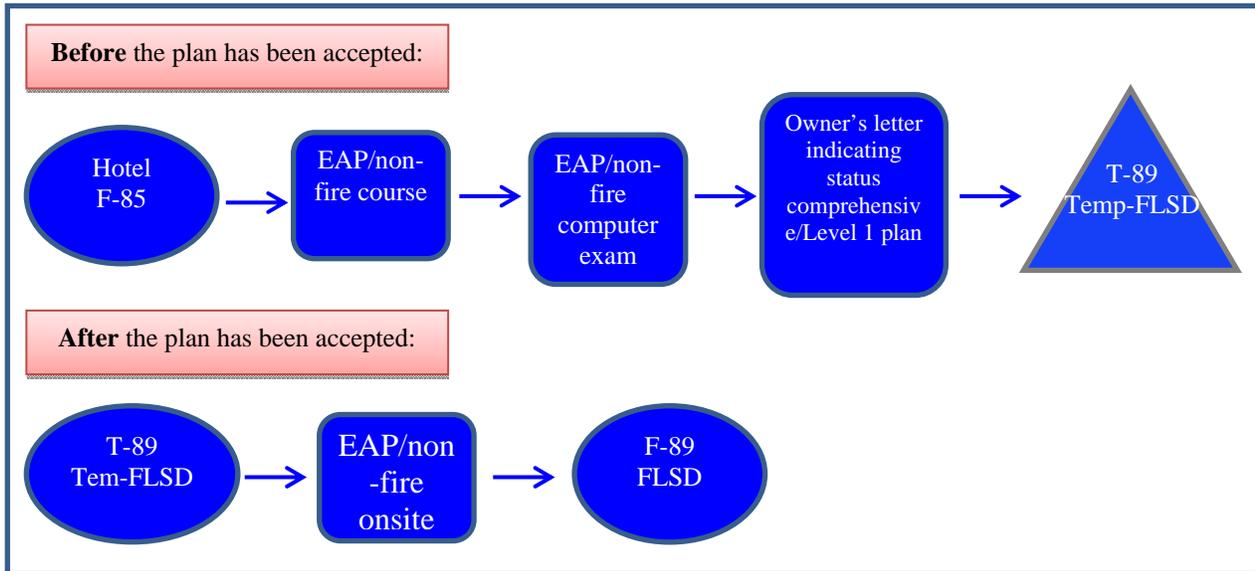
For the current Fire Safety Directors in office buildings or buildings with comprehensive plan



- The F-85 holder needs to successfully complete the EAP/non-fire course, FDNY computer exam and FDNY on-site exam to obtain the F-89 FLS Director.

(2-B) Phase 2

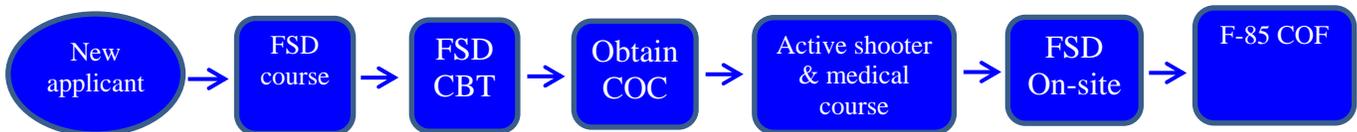
For the current Fire Safety Directors in hotel buildings or buildings without comprehensive plan



- After the F-85 holders who pass the EAP/non-fire FDNY computer exam, upon the expiration date of the passing letter issued by the FDNY, the candidates must submit a letter from the building owner stating the status of building plan and other required documents and/or fee. After the FDNY reviews the documents, the T-89 C of F will be issued.
- Once the building comprehensive/ Level 1 plan has been accepted, the T-89 COF holder will have to pass the EAP/non-fire onsite exam to obtain the F-89 FLS Director COF.

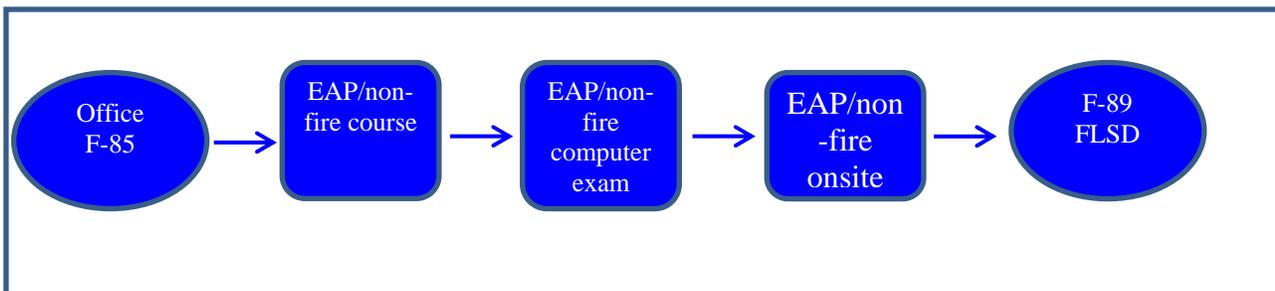
**2. New applicants (BEFORE the new FLS curriculum is released by the FDNY)**

(1) Phase 1:



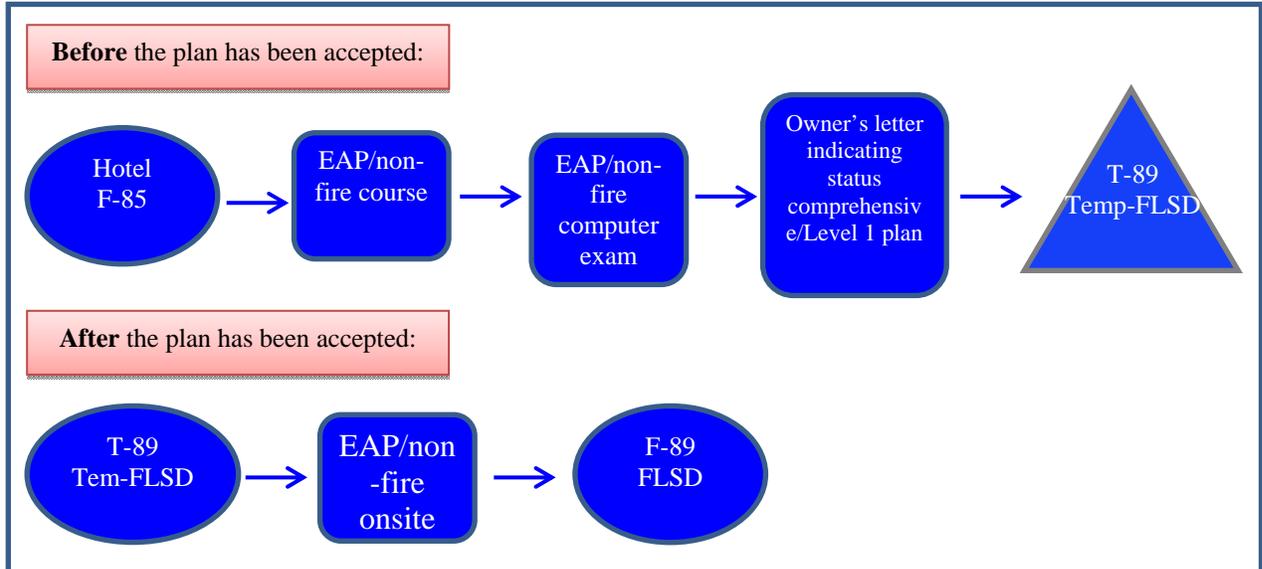
(2-A) Phase 2

For the office buildings or buildings with comprehensive plan



(2-B) Phase 2

For the hotel buildings or building WITHOUT comprehensive plan



- Before any school is accredited by the FDNY to offer the Fire and Life Safety Director Training course, the new candidate should be certified as a F-85 Certificate of Fitness holder first and then become certified as a F-89 or a T-89 Certificate of Fitness holder.

**3. AFTER the new FLS curriculum is released by the FDNY**

Once there are FLSD schools accredited by the FDNY, the new procedures will be provided.

**Transition timeframes**

The following dates are the important deadline for the transition.

1. 12/01/2016.
  - (1) There will be FDNY recognized schools providing the Active Shooter and Medical Emergency Course.
  - (2) The F-58/F-25 and F-59 will be no longer renewable or issued. All F-58/F-25/F-59 C of F holders must attend the Active Shooter and Medical Emergency course and pay the required renewal fee to obtain F-85 (FSD W/active shooter prep.) or F-89 (Fire and Life Safety Director) Certificate of Fitness.
  - (3) All new Fire Safety Director candidates or FS/EAP Director candidates who passed the on-site exam must attend the Active Shooter and Medical Emergency course to receive their Certificate of Fitness cards.
  - (4) All new candidates' qualification will be reviewed based on the new qualification criteria requirement.
  
2. 09/04/2017.

All current F-25/F-58/F-59 CF holders must have attended the Active Shooter and Medical Emergency course. The FDNY will start to enforce the requirements. Only F-85 and F-89 Certificate of Fitness will be recognized as the valid FSD or FLSD Certificate of Fitness.
  
3. 09/03/2018.

All current F-85 CF holders must successfully complete the non-fire emergency training course.
  
4. 03/01/2019.

All current F-85 CF holders must receive a passing grade on the non-fire emergency FDNY computer exam.
  
5. 03/01/2020.

All current F-85 CF holders must obtain the F-89 C of F by passing the non-fire emergency FDNY on-site exam or obtain the T-89 by satisfying the FDNY requirements.

(11) FAQ**The Active Shooter and Medical Emergency Preparedness course  
and the FLSD transition requirements.****Question 1:**

**What should I do if my C of F card is expired (within one year) or will be expired within 90 days?**

Answer:

- The FDNY recommends you NOT to pay \$5 exchange fee to the schools. In order to obtain a new F-85 or F-89 C of F card with new expiration date, you should renew your C of F online immediately after successfully completing the active shooter and medical emergency course.
- Procedures to follow:
  - Visit <https://a836-citypay.nyc.gov/citypay/FDNYCOF>
  - Enter the 12 digit Certificate of Fitness Access ID. The ID is 8 digit Certificate of Fitness number and the last four digits of your social security number.
  - Pay the required fee:
  - Email the copy of the school letter/diploma to [pubrenew@fdny.nyc.gov](mailto:pubrenew@fdny.nyc.gov)
  - All the required documents must be submitted the same day of the payment. Please always include the CERTIFICATE NUMBER and the NAME in all documents submitted.
  - If all the requirements are met, the new F-85/F-89 C of F card will be mailed out within 10 business days.
- If you are a city employee and use your C of F for work related responsibilities, you may be qualified for a fee waiver. You cannot renew your C of F online, you must renew it by mail or in person.

**Question 2:**

**I have a valid F-59 C of F and valid F-25/F-58 C of F. How much should I pay to obtain a new C of F card after I successfully complete the Active Shooter and Medical Emergency Preparedness Course?**

Answer:

- You only need to pay the \$5 card exchange fee to transfer the F-59 C of F card to F-89 C of F card.

**Question 3:**

**I have a valid F-59 C of F but my F-25/F-58 C of F is expired but NOT more than a year. How much should I pay to obtain a new C of F card after I successfully complete the Active Shooter and Medical Emergency Preparedness Course?**

Answer:

- You only need to pay the \$5 card exchange fee to transfer the F-59 C of F card to F-89 C of F card.

**Question 4:**

**I have a valid F-59 C of F but my F-25/F-58 C of F is expired MORE than 1 year. How much should I pay to obtain a new C of F card after I successfully complete the Active Shooter and Medical Emergency Preparedness Course?**

Answer:

- The school cannot help you to exchange your F-59 C of F to F-89 C of F. You must visit the FDNY Headquarter with:
  - (1) your active shooter and medical emergency school letter/diploma,
  - (2) both of your C of F cards, and
  - (3) required fees (\$5 card exchange fee plus \$40 late renewal fee).

**Question 5:**

**I have a valid F-25/F-58, but my F-59 is expired MORE than 1 year. How much should I pay to obtain a new C of F card after I successfully complete the Active Shooter and Medical Emergency Preparedness Course?**

Answer:

- You are only allowed to obtain the F-85 C of F by paying the \$5 exchange fee. You have to follow the procedure requirements as described in the F-89 NOE.

**Question 6:**

**I have attended other active shooter workshops/courses, must I attend the FDNY approved school's Active Shooter and Medical Emergency Preparedness course to receive my new C of F?**

Answer:

- Yes, you have to attend this course. The FDNY only recognizes the school/diploma provided by the FDNY approved schools issued on or after 11/28/2016.
- The FDNY course provides more specific information for the building staff upon active shooter emergency and provides class exercises for different real cases.
- The FDNY course also provides information regarding medical emergencies.

**Question 7:**

**I work for two buildings. I have a F-25 C of F for a hotel building and I have a F-25 & F-59 C of F for an office building. How much should I pay after I successfully complete the Active Shooter and Medical Emergency Preparedness Course? What will I receive?**

Answer:

- You should pay \$10 dollars to exchange two cards. Your F-59 C of F proofs that you already took the EAP course and passed the FDNY EAP computer exam. The FDNY Certification of Fitness Unit will issue the T-89 C of F if you provide a letter from the hotel building owner stating the status of filing the Level 1 plan in the hotel building. After the FDNY receives the required letter and fee, the FDNY will mail you one F-89 C of F for the office building and one T-89 C of F for the hotel building.

**Question 8:**

**I am a F-25/F-58/F-59 C of F holder and I just completed the Active Shooter and Medical Emergency Preparedness Course. When will I receive my new C of F card?**

Answer:

- If the FDNY receives the correct documents and fees from the school, the FDNY will send your card within 2 to 3 weeks to the mailing address on file.

**Question 9:**

**I don't have F-25/F-58/F-59 C of F. Can I attend the Active Shooter and Medical Emergency Preparedness course?**

Answer:

- Yes, everyone can register for this course. You have to retain the school letter/diploma after you successfully complete the course. The school will not collect the \$5 fee from you. You will NOT receive any FDNY C of F by only attending this Active Shooter and Medical Emergency Preparedness course.

**Question 10:**

**I am currently a FSD and want to be certified as an FLSD. Can I just take the EAP/non-fire emergency course without taking the active shooter and medical emergency preparedness course?** Answer:

- You must either
  - obtain TWO school letters/diplomas by completing two courses:
    - (1) Active shooter and medical emergency preparedness (4 hours) and
    - (2) EAPD (7 hours) courses.
- OR**
- obtain only one school letter/diploma by completing the FLSD non-fire emergency course (11 hours) from a FDNY certified FLSD school (starting on or after 03/01/2018).

**Question 11:**

**When can I find a FDNY accredited FLSD School?**

Answer:

- The accredited FLSD school list will be released to the public in early 2018.

**Question 12:**

**I am a new applicant applying to be a FSD or FLSD, do I need to take the Active Shooter and Medical Emergency Preparedness course?**

Answer:

- All new applicants must complete FSD course and active shooter and medical emergency courses prior to take the FSD computer exam.

**Question 13:**

**I am a new applicant. I scheduled a FSD or EAP On-site exam before taking the Active Shooter Preparedness Course, how will I be affected?**

Answer:

- The scheduled on-site will still take place. However, the FDNY will not issue any C of F card until you successfully complete the Active Shooter and Medical Emergency Preparedness Course.

**Question 14:**

**I am a new applicant and I finished the Active Shooter and Medical Emergency Preparedness course. When should I provide the FDNY the school letter for this course?**

Answer:

- You should submit the proof along with your application form when you apply for the FDNY computerized exam.

**Question 15:**

**I am a new candidate and I work for a hotel. The hotel does not have a comprehensive plan. What is the procedure I will have to obtain my T-89 C of F?**

Answer:

<<Before the FLSD curriculum is implemented>>

**Phase 1-becomes a F-85 C of F holder FIRST!**

- Complete and pass FSD course (20 hours), obtain FSD school diploma/letter.
- Complete and pass Active Shooter and Medical Emergency Preparedness course (4 hours). Obtain the school diploma/letter.
- Submit the FSD application forms and other supporting document, two course diplomas, take and pass the FDNY FSD computer exam.
- Obtain the Certificate of Completion by meeting the qualification requirements.
- Schedule the FSD on-site.
- Take the on-site exam.
- Pass the FSD on-site to receive the F-85 C of F.

**Phase 2- become a T-89 C of F holder.**

- Complete and pass the EAP course (7 hours). Obtain the EAP school diploma/letter.
- Take and pass the FDNY EAP computer exam.
- Obtain the N-89 letter.
- Before the N-89 letter expires, submit the letter from building owner regarding the comprehensive plan status. The FDNY will issue the T-89 C of F card.

<<On or after 03/01/2018>>

- obtain three school diploma/letters: 20-hr FSD, 7-hr EAP and 4-hr ASMEP school diplomas/letters.
- Submit the FLSD application forms and other supporting document, three course diplomas, take and pass the FDNY fire component computer exam.
- Pass FDNY non-fire component computer exam
- Obtain the Certificate of Completion by meeting the qualification requirements.
- Schedule the T-89 on-site.
- Take the on-site exam.
- Pass the T-89 on-site to receive the T-89 C of F.

**Question 16:**

**I am a new applicant, how could I receive a FLS Director (F-89) C of F?**

Answer:

<<Before the FLSD curriculum is implemented>>

**Phase 1-becomes a F-85 C of F holder FIRST!**

- Complete and pass FSD course (20 hours), obtain FSD school diploma/letter.
- Complete and pass Active Shooter and Medical Emergency Preparedness course (4 hours). Obtain the school diploma/letter.

FDNY • BUREAU OF FIRE PREVENTION  
PUBLIC CERTIFICATION & EDUCATION

- Submit the FSD application forms and other supporting document, two course diplomas, take and pass the FDNY FSD computer exam.
- Obtain the Certificate of Completion by meeting the qualification requirements.
- Schedule the FSD on-site.
- Take the FSD on-site exam.
- Pass the FSD on-site to receive the F-85 C of F.

**Phase 2- become a F-89 C of F holder.**

- Complete and pass the EAP course (7 hours). Obtain the EAP school diploma/letter.
- Take and pass the FDNY EAP computer exam.
- Obtain the N-89 letter.
- Take and pass the FDNY EAP on-site exam to receive the F-89 C of F.

<<On or after 03/01/2018>>

- obtain three school diploma/letters: 20-hr FSD, 7-hr EAP and 4-hr ASMEP school diplomas/letters.
- Submit the FLSD application forms and other supporting document, three course diplomas, take and pass the FDNY fire component computer exam.
- Pass FDNY non-fire component computer exam
- Obtain the Certificate of Completion by meeting the qualification requirements.
- Schedule the F-89 on-site.
- Take the on-site exam.
- Pass the F-89 on-site to receive the F-89 C of F.

**Question 17:**

**How many computer exams are required for FLSD and how long will the combined on-site exam be?**

Answer:

- 2 computer exams (fire component exam and non-fire component exam)
- The duration of the combined FLSD on-site exam will be determined after FDNY's pilot study.

**Question 18:**

**What happens after 09/04/2017, if I hold a F-25/F-58/F-59 but do not take the Active Shooter and Medical Emergency Preparedness course?**

Answer:

- Only F-85 and F-89 Certificate of Fitness will be recognized as valid FSD or FLSD C of Fs after 09/04/2017. The FDNY will start to enforce the requirements. The building will be subjected to a violation if any individual will still use the F-25/F-58/F-59 C of F.

**Question 19:**

**I am currently holding an inactive C of F (Q-42/Q-47/Q-59), how will this new Rule affect me?**

Answer:

- The Q-42/Q-47/Q-59 C of F will no longer be renewable on or after 12/1/2016. All inactive C of F holders must successfully complete the Active Shooter and Medical Emergency Preparedness Course and pay either \$5 exchange fee or the \$15 renewal fee to obtain the new Q-85 or Q-89 C of F.