

Company Name

Address

Phone Number

Date: _____

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

Within 6 months

Dear Sir/Madam:

I am pleased to recommend **{NAME}** to apply for a **{EXAM TYPE/DESCRIPTION}** Certificate of Fitness.

The applicant has **{YEARS OF EXPERIENCE}** of experience and will be working at **{WORK ADDRESS}**.

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

(Signature of Employer)

(Printed name)

(Title)

Information on this recommendation letter **MUST be typed**
(including candidate's name)

Letters **MUST** have a signature.
Unsigned letters are **NOT** accepted.

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Fire Department - City of New York
Bureau of Fire Prevention

General Test Information

1. The computer-based Certificate of Fitness tests are multiple-choice questions, administered on a “touch screen” computer monitor. A passing score of at least 70% is required in order to secure a Certificate of Fitness.
2. All computer-based Certificate of Fitness tests are time-limit tests.
3. The study materials and the Notice of Examination are available on the following website:
<https://www1.nyc.gov/site/fdny/business/all-certifications/certificates-of-fitness.page>
4. The study materials are also available at the front desk before taking any Certificate of Fitness test. However, you can only read the study material BEFORE you take the test. Once you start your test, you will NOT be allowed to use the study material.
5. All Certificate of Fitness eligibility is conditional upon clearance of delinquency status regarding Child Care obligations by the NYC Administration for Children’s Services. If you have a delinquent child support obligation, you must visit New York City Office of Child Support Enforcement at 151 West Broadway, 4th floor, New York to resolve the problem before applying any Certificate of Fitness test.
6. For additional information contact call 311 and ask for the FDNY Customer Service Center or send an email to FDNY.BusinessSupport@fdny.nyc.gov.

Test Security and Fairness Policy

We reserve the right to withhold or cancel scores at any time in the event that this Test Security and Fairness policy is not complied with. Individuals suspected of engaging in criminal activities will be reported to law enforcement agencies.

Prohibited devices: All electronic or communication equipment is prohibited and must be TURNED OFF and PUT IT AWAY before taking any Certificate of Fitness test. Devices include: cell phones, smart phones, digital cameras, Bluetooth-enabled devices, smart watches, email/messaging devices, etc.) Any applicants observed using an unauthorized device during testing will automatically receive a failing score, and the device may be confiscated.

Misconduct: If you engage in misconduct in connection with any Certificate of Fitness test, you will receive a failing score. Misconduct includes:

1. Attempting to take the exam for someone else.
2. Offering a bribe to any NYC employee.
3. Using of cell phones and certain other electronic devices in the exam room.
4. Looking at other examinee's Exam Screens.
5. Looking at any unauthorized material, including, but not limited to, study materials, electronic devices or other unauthorized resources during the Examination.
6. Attempting to remove any part of the exam or any notes related to the exam from the exam room.
7. Attempting to give or receive assistance, or otherwise communicate, through any means, with another person about the exam during the exam administration.
8. Sharing any exam questions through any means, including, but not limited to, email, text messages, pictures and/or internet.
9. Leaving the testing room without permission. Once you have started your test, you will not be allowed to leave the testing room for any reason (Ex: bathroom, phone calls, money for parking at a meter... etc.) If you must leave the room, your test will be changed and you will have to start your test over.
10. Creating a disturbance.