Quick Instruction and Application Guideline for FLSD applicants

(Your school should explain the following information to you, please ask your school regarding the following application procedure.)

Dear FLSD applicants,

Congratulations that you have received the FLSD school certification! Here are some important steps you must follow to become an FLS Director:

1. For FDNY computer-based exams, you MUST:
    a. Pass the N85 FDNY computer-based exam before your school certification expires. (9 months from the issuance date)

    b. Apply for the N-85 FDNY computer-based exam and pay on-line (see pages 2-3 for instructions).

    c. Schedule the N-85 FDNY computer-based exam (see page 4 for instructions).

    d. After you pass the N-85, apply for the Z-89 FDNY computer-based exam. You MUST upload all required documents while applying for the Z-89 exam (see pages 5-6 for instructions).

    After filling in all required information, when you are on "Step 3: Supporting Documents", you must upload ALL the following documents:
    *   **The FLSD application form**
        http://www1.nyc.gov/assets/fdny/downloads/pdf/business/f89-t89-application-form.pdf
    *   **The FLSD verification letter OR you can upload a copy of the following card(s): F58/F25/F59/Q85/F85/Q89/F89/T89 instead of a verification letter**
        http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-f85-verification-letter.pdf
    *   **This N-85 passing letter**
    *   **The latest 31-hour FLSD course school certification/letter**

    If you are missing any of the required documents, you will not be allowed to take the Z-89 exam and will not receive the Certificate of Completion (COC).

    e. Schedule the Z-89 FDNY computer-based exam (see page 4 for instructions)
    f. Pass Z-89 exam before N85 letter expires. (9 months from the issuance date)

2. For scheduling FDNY onsite exam, you MUST:
    a. Pass both the N-85 and Z-89 computer-based exams and obtain the COC.
    b. Ask your supervisor to schedule your onsite before COC expires. (1 year from the COC issuance date) (see page 7 for instruction)

3. To obtain F-89 FLSD card after you pass the onsite exam, you MUST:
    a. Check your email for onsite exam results.
    b. Create an F-89 application online and pay $25. (see page 7 for instructions)

IMPORTANT NOTE:

The email you enter in the online application is the ONLY way that the FDNY COF unit will communicate with you. The FDNY will email you: your COC, onsite result and renewal notice! If your email is wrong or has changed, you MUST update it by logging into FDNY business to request an update. FDNY no longer sends **notifications by USPS mail. To learn how to update any of your information related to the COF:** http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-update-short.pdf

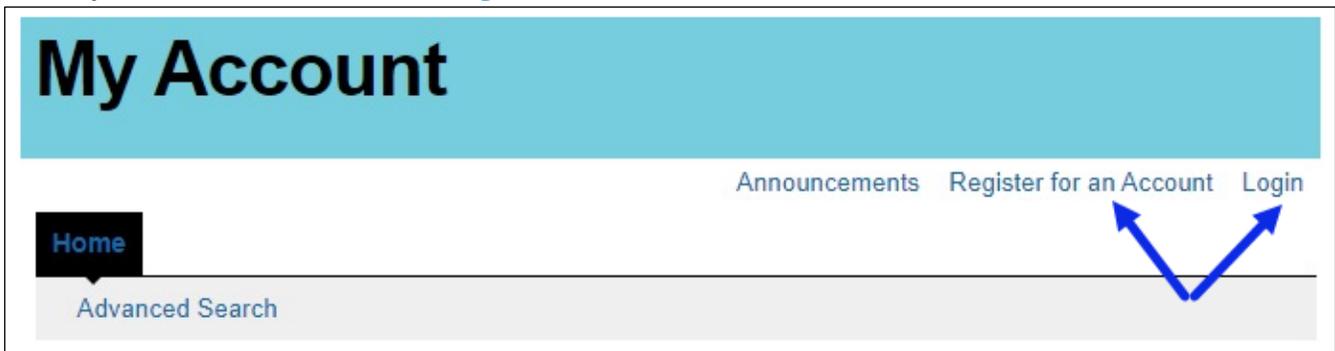# N-85 exam application instruction

1. Go to the link below to start your application (You can use a desktop/laptop/iPad/iPhone to complete the application/renewal. Currently, Android phones are not compatible), this pdf may help you to complete the application.
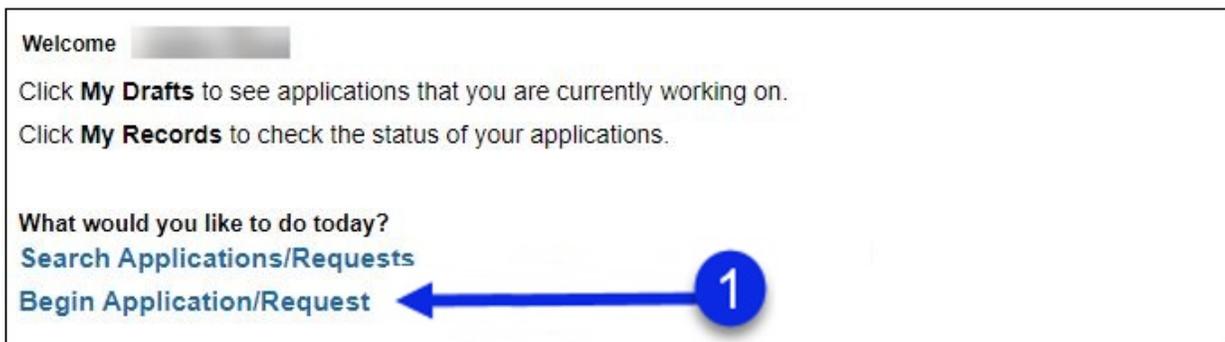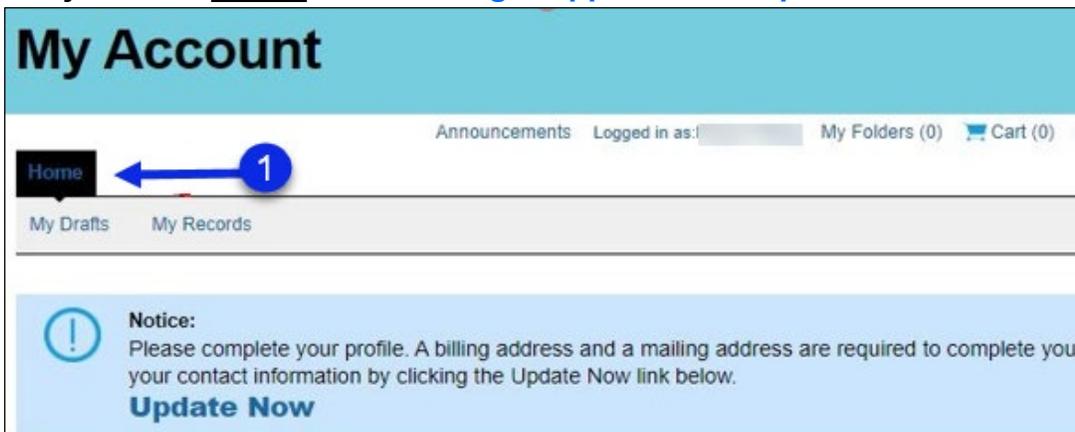
   ## http://fires.fdnycloud.org

 **YOU NEED TO ROTATE YOUR CELL PHONE TO SEE THE FULL SCREEN.

2. Click **Register for an Account** and create your NYC ID account (**First time users only**). If you already have an account, click **Login**

3. If this is your FIRST-TIME logging in, you will be asked to update your contact information. **You can just click HOME** and then **Begin Application/Request**.

4. Select **Certificate of Fitness** and then **Certificate of Fitness Application**.

Select Type of Application

Choose one of the following application types.
Need help with FDNY Business? Please click here for more information.

| What are you applying for today? | | Search |

▶ Enforcements
▶ Public Request
▼ Certificate of Fitness
   ⦿ Certificate of Fitness Application ⟵
   ◯ Certification of Fitness Company Renewal
   ◯ Certification of Fitness Duplicate or Update
   ◯ Submit a Certificate of Fitness Renewal
▶ Emergency Planning and Preparedness
▶ Design and Installation Application
▶ Cancellation Request
▶ Refund Request
▶ Record Linking

Continue Application »

5. Click **Continue Application** to begin your application. Select "N-85 Fire Component Written (FLSD)" as below.

Certificate Type

*Type of Certificate: N85-FIRE COMPONENT WRITTEN (FLSD) ▼

* Are you applying for a test: ⦿ Yes ◯ No

6. After filling in all required information, when you are in "Step 3: Supporting Documents", you must also upload:
   • the latest 31-hour FLSD course school certification/letter

7. After submitting the required documents and payment. Payment Confirmation will be sent to the email entered when making your payment. **Write down the FDNY application ID on your email title. The format of the FDNY application ID is "2xxx-COF-xxxxxxxx-APP".** You will need this ID to schedule your N-85 exam! You will also need this ID when you arrive at the FDNY to take the exam.

8. Any other questions? Read the **"Certificates of Fitness Guide for Individuals"** (PDF).
   https://www1.nyc.gov/assets/fdny/downloads/pdf/business/fdny-business-cof-individuals.pdf

N-85/Z-89 exam schedule instruction

Appointment is required to take the N-85 exam.

Visit https://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page to make an appointment.

You must first complete a Certificate of Fitness (COF) application and pay online to obtain the FDNY application ID for your N-85/Z-89 exam. The format of the FDNY application ID is "2xxx-COF-xxxxxxxx-APP".

Select N-85 for your first FLSD exam, select Z-89 when you have passed N-85.

Z-89 exam application instruction

1. Go to the link below to start your application (You can use a desktop/laptop/iPad/iPhone to complete the application/renewal. Currently, Android phones are not compatible), this pdf may help you to complete the application.
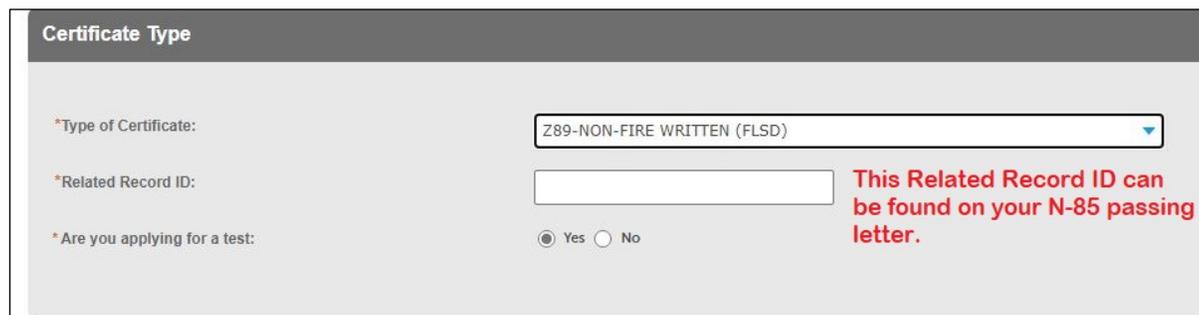
http://fires.fdnycloud.org

**YOU NEED TO ROTATE YOUR CELL PHONE TO SEE THE FULL SCREEN.

2. If you already have an account, click **Login.** (If not, check page 2 of this document)

3. Select **Begin Application/Request**.

4. Select **Certificate of Fitness** and then **Certificate of Fitness Application**.

5. Click **Continue Application** to begin your application. Select "Z-89 Fire Component Written (FLSD)" as below and enter the related record ID. The format is "2xxx-COF-xxxxxxxx-APP" **which can be found on your N-85 passing letter.**

Certificate Type	
*Type of Certificate:	Z89-NON-FIRE WRITTEN (FLSD) ▼
*Related Record ID:	[ ] This Related Record ID can be found on your N-85 passing letter.
* Are you applying for a test:	◉ Yes ○ No

6. After filling in all required information, when you are on "Step 3: Supporting Documents", you must upload ALL the following documents:
    *   **The FLSD application form**
    http://www1.nyc.gov/assets/fdny/downloads/pdf/business/f89-t89-application-form.pdf
    *   **The FLSD verification letter OR you can upload a copy of the following card(s): F58/F25/F59/Q85/F85/Q89/F89/T89 instead of a verification letter**
    http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-f85-verification-letter.pdf
    *   **This N-85 passing letter**
    *   **The latest 31-hour FLSD course school certification/letter**

    If any of the above documents are not uploaded, you will NOT be allowed to take the Z-89 exam, even if you have completed the online application and payment.

    If the uploaded documents do not meet the qualification criteria listed in the FLSD application form, you will NOT receive a Certificate of Completion, even if you have passed all computer-based exams.

7. After submitting the required documents and payment. Payment Confirmation will be sent to the email entered when making your payment. **Write down the FDNY application ID on your email title. The format of the FDNY application ID is "2xxx-COF-xxxxxxxx-APP".** You will need this ID to schedule your Z-89 exam same as when you scheduled your N-85 exam! You will also need this ID when you arrive at the FDNY to take the exam.
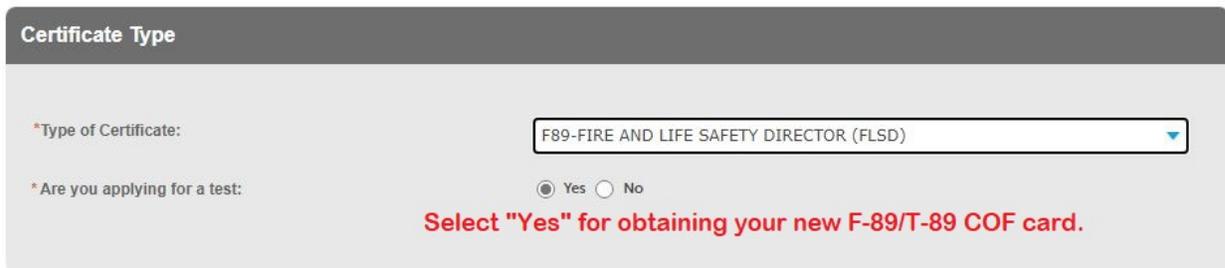
Request an FLSD ONSITE Exam instruction

- Only authorized personnel (designated by the building owner) are allowed to schedule an On-Site F-89 or T-89 Exam. **Candidates cannot schedule their own exams.**

- All requests for Fire Life Safety Director (FLSD) Onsite Exams must be submitted online on FDNY Business. Scheduling requests for onsite exams will no longer be accepted via email.

- Follow the document below to schedule the onsite exam:

  https://www1.nyc.gov/assets/fdny/downloads/pdf/business/flsd-user-guide.pdf

Pay your FLSD and get your card

- The FLSD result will be emailed. (No more USPS mail for COC or onsite exam results.)
- All candidates who pass the onsite exam must visit FDNY Business, start a new application and make $25 payment.
  - FDNY Business: http://fires.fdnycloud.org
  - Quick guide for new application (upload the passing letter as "supporting document"):

  http://www1.nyc.gov/assets/fdny/downloads/pdf/business/fdny-business-cof-individuals-short.pdf

- Select F-89 and click "yes" for applying for a test.

Certificate Type	
*Type of Certificate:	F89-FIRE AND LIFE SAFETY DIRECTOR (FLSD) ▼
* Are you applying for a test:	◉ Yes ○ No
	Select "Yes" for obtaining your new F-89/T-89 COF card.

- When you are on "Step 3: Supporting Documents", you must upload the FLSD onsite passing letter you received via your email.
- The FLSD card will be mailed within 3-4 weeks once the online application and payment are completed.

To renew your F-89/T-89 Certificate of Fitness

- Follow the document below to renew the Certificate of Fitness:

  http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-renewal-short.pdf