

FIRE DEPARTMENT • CITY OF NEW YORK



General Notice of Exam (NOE)

for

CERTIFICATE OF FITNESS EXAMINATIONS

This NOE includes general application and renewal information.

This NOE is provided to the public for free by the FDNY.

Current information for Certificate of Fitness can be found:

<http://www1.nyc.gov/site/fdny/business/all-certifications/certificates-of-fitness.page>

Cash is not accepted at the FDNY Headquarters

Most Certificate of Fitness exams are conducted Monday through Friday (except legal holidays) 8:00 AM to 2:30 PM.

Get information on Holiday Closings:

<https://www1.nyc.gov/site/fdny/about/resources/contact/holidays-closing.page>

Save time and submit application online!

Applicants who submit and pay online for ANY exam before arriving at the FDNY will not have to wait online to enter the FDNY.

It can take about 30 minutes to complete application and payment online, but this will eliminate long wait times.

COF Applicants for:

- **FLSD (N-85, N-89/T-89/Z-89)**
- **Refrigeration Engineer (Z-51)**
- **Construction Site Safety Manager (S-56)**
- **Fire Alarm Technicians (S-98)**

MUST submit the application, pay, and schedule the exam online before arriving at the FDNY. Applicants who do not have proof of a completed application, payment and scheduled their test online will be turned away.

Instructions for online application and payment can be found here:

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

Create an Account and Log in to:

<http://fires.fdnyccloud.org/CitizenAccess/SAML/NYCIDLogin.aspx>

To schedule a COF exam:

All exams can be taken by appointment. FLSD (N-85, N-89/T-89/Z-89), Refrigeration Engineer (Z-51), Construction Site Safety Manager (S-56) and Fire Alarm Technicians (S-98) are **required** to schedule exams, no walk-ins allowed for these tests.

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

For COFs that require an appointment, application and payment must be completed online to schedule. You will not be allowed into an appointment without COF application number (confirmation of online application and payment completion)

All other COFs can apply in person. **Completing application and payment online is recommended.**

REQUIREMENTS FOR WRITTEN EXAM

Applicants must be at least 18 years of age and must have a reasonable understanding of the English language.

Applicants can also apply in person and will need to bring:

1. **Identification.** Applicant must provide at least one form of identifications; at least one form of identification must be government issued photo identification, such as a State-issued Drivers' License or Non-Driver's License, NYC ID or a passport.
2. **Letter of Recommendation.** Applicants must present a letter of recommendation from his/her employer. The letter must be on official letterhead, and state the applicant's full name, experience and the address where the applicant will work. If the applicants are self-employed or the principal of the company, they must submit a notarized letter attesting to their qualifications.
 - Sample of recommendation letter:
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-samplerec-letter.pdf>
 - Sample of self-employed letter:
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-sample-selfrec-letter.pdf>

The letter of recommendation is only valid 6 months from the issuance date.
3. **A-20.** Applicants must present a completed application for certificate of fitness (A-20 Form). (in person only)
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-application-form.pdf>
4. **Without Required Documentation.** Applicants not currently employed may take the exam without the required documentation. If the applicants pass the exam, FDNY will issue a temporary letter with picture for the job seeking purpose. The COF card will not be issued unless the applicants are employed and provide all of the required documentation.
(Exception: If COF has a school requirement, applicant will not be allowed to take COF exam until school is completed.)
5. **Special requirements for each Certificate of Fitness, click each Certificate of Fitness to find out:** <http://www1.nyc.gov/site/fdny/business/all-certifications/certificates-of-fitness.page>
6. **Application fee (Cash is NOT ACCEPTED):**
Pay the \$25 application by one of the following methods:
 - Personal or company check or money order (*made payable to the New York City Fire Department*)
 - Credit card/ Debit card (*American Express, Discover, MasterCard, or Visa*) A convenience fee of 2% will be applied to all credit card payments.

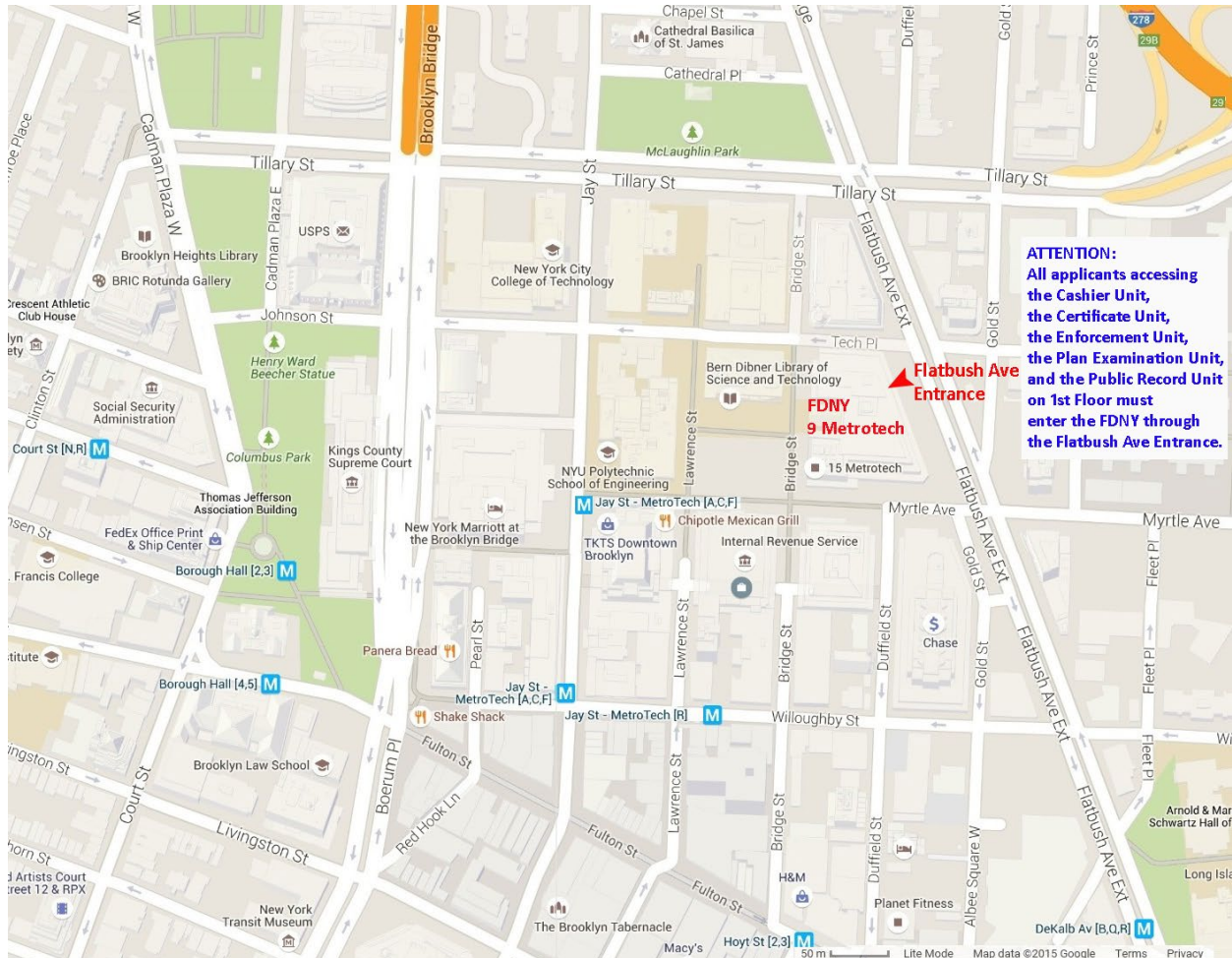
For fee waivers submit: ***(Only government employees who will use their COF for their work-related responsibilities are eligible for fee waivers.)***

- A letter requesting fee waiver on the Agency's official letterhead stating applicant full name, exam type and address of premises; **AND**
 - Copy of identification card issued by the agency
7. **Conflicts of Interest Board (COIB).** The Conflicts of Interest Board (COIB) is an independent New York City agency tasked with interpreting and enforcing the conflicts of interest code for New York City's public workers. If you are an employee of a New York City Agency, you are responsible for seeking and obtaining written approval from the *NYC Conflicts of Interest Board* for permission.

GENERAL EXAM INFORMATION

Exam site:

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



All Certificate of Fitness exams are administered on a “touch screen” computer monitor. All exams are time-limit exams. The time limited is based on the amount of the questions. A passing score of at least 70% is required in order to pass the Certificate of Fitness.

Applicants may bring their own paperback dictionary. Electronic dictionaries are not allowed. Dictionaries must be a clean copy without any writing or notations and are subject to inspection.

When entering the exam room, you must turn off all electronic devices, including cell phones.

When taking a Certificate of Fitness exam, you are not allowed to:

- use cell phones or any electronics;
- remove exam material from the testing room;
- copy any material from another test taker.
- copy any material from a test.

Applicants caught cheating or attempting to cheat on the exam(s) may be barred/blocked up to six (6) months from taking any COF exam and may face criminal charges and/or civil lawsuits.

Please always check for the latest revised booklet at FDNY website before you take the exam.

<http://www1.nyc.gov/site/fdny/business/all-certifications/certificates-of-fitness.page>

If all the requirements are met and the applicant passes the exam, a certificate will be issued on the same day. Applicant who fails the exam will receive a failure report. To retake an exam applicants will need to submit a new application and payment.

Additionally, online applicants will be able to view their exam status (Pass/Fail) and COF expiration date within one or two business days.

RENEWAL REQUIREMENTS

Most Certificate of Fitness must be renewed every **THREE YEARS**. (Certain C of F may have different renewal periods, check each Exam Study Material for its specific requirements). The renewal fee for most 3-year certificates is **\$15**. FDNY also reserves the right to require the applicants to a re-examination upon submission of renewal applications.

You will receive a courtesy notice of renewal 90 days by email before the expiration date. However, it is your responsibility to renew your Certificate. It is very important to renew your COF 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.

If you have created NYC.ID account, you can log in to view all your Certificates of Fitness information and expiration dates:

<https://fires.fdnyccloud.org/CitizenAccess/SAML/NYCIDLogin.aspx>

In addition to the renewal fee, a penalty of \$25 is charged for late renewal (91 days to 1 year past expiration).

COFs cannot be renewed if the expiration exceeds one year. Applicants will have to apply for a new test.

The certificate can be renewed **On-line, by Mail or in Person**.

- **Renewal online (Preferred)**

Renewal fees can be paid on-line by one of the following methods:

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

A convenience fee of 2% will be applied to all credit card payments.

- **Quick & Safe** – Renewing on-line is fast, secure, and an easy alternative to mailing a check.
- Receive immediate payment confirmation. Payments are posted within two business days.

(1) To renew a COF without creating a NYC.ID:

you can use the simplified renewal method to renew each one. Learn how to renew:

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

(2) For certain COFs (R01, R02, W16, W27, etc.) or if you want to update your work address while renewing the COFs, you must go through a different renewal procedure. To learn how to renew:

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

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

Renewal in person

Visit the FDNY Headquarters with your renewal Notice (or your certificate), along with your fee payment by one of the following methods:

- Credit card (*American Express, Discover, MasterCard, or Visa*)
- Debit card (*MasterCard or Visa*)
- Personal or company check or money order (*made payable to the New York City Fire Department*)
- **No CASH ACCEPTED**

A convenience fee of 2% will be applied to all credit card payments.

For fee waivers submit: ***(Only government employees who will use their COF for his or her work-related responsibilities are eligible for fee waivers.)***

- A letter requesting fee waiver on the Agency's official letterhead stating applicant full name, exam type and address of premises.

If all the requirements are met, the certificate of fitness will be issued the same day.

OTHER RELATED CHANGES/FEES

There is a \$5 fee for the following changes/updates which can be submitted online:

- **Change mailing or email address or other contact information**
- **Request a replacement certificate**
- **Change work location**
 - **You must upload a new employer letter to change a work location**

Read the following guide to learn how to update your COF card or request a replacement.

<https://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-update-short.pdf>

QUESTIONS?

FDNY Business Support Team: For questions, call 311 and ask for the FDNY Customer Service Center or send an email to FDNY.BusinessSupport@fdny.nyc.gov.