

SAVE TIME AND APPLY ONLINE

Completing the COF application and paying **Online** to take an FDNY COF exam will save you more than 2 hours of waiting time. <http://fires.fdnyccloud.org/>

Learn more about COF online application:

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

EXAM INFORMATION

- The application for Certificate of Fitness is available at FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY. Enter through the Flatbush Avenue entrance (between Myrtle Avenue and Tech Place).
- Government issued photo ID is required to enter the building (examples: non-driver's license, driver's license, passport, or an IDNYC Municipal ID Card).
- Before entering the FDNY Headquarters, all visitors and their items that enter the building are screened. The following items are **not allowed** in the FDNY Headquarters: weapons, metal utensils, sharp or pointed tools including Leatherman type tools.
- Written exams without appointments are conducted Monday through Friday (except legal holidays) 8:00 AM to 2:30 PM.
- Written exams requiring an appointment are available at 2:45pm, 5 days a week (M-F) except legal holidays. Appointment can be scheduled on the following website: <http://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page>
- Individual appointments for most Certificate exams are not required except the following exams: **FLSD related (N85, Z89), Q01 (Z51, Z52), S56, S98.**
- Groups of ten (10) applicants or more **MUST** contact FDNY.BusinessSupport@FDNY.nyc.gov to schedule an appointment.
- Exams are "touch screen" computer-based multiple-choice tests. **Exams are only offered in English. Paper copy dictionary is allowed. No other outside papers, books, or electronic devices may be used during the test.**
- Applicants requesting oral tests must contact pubcert@fdny.nyc.gov for further information.

APPLICATION FEE

- Pay the application fee in person 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*). A convenience fee of 2 % will be applied to all credit/debit card payments. **The fee for most exams is \$25, but few exams may vary. Please read study guide/Notice of Exam (NOE) for more information.**
- For fee waivers submit: (**Only government employees who will use their C of F for their work- related responsibilities are eligible for fee waivers.**) (1) A letter requesting the fee waiver on the Agency's official letterhead stating applicant's full name, exam type and premises address; **AND (2)** Copy of identification card issued by the agency. **City employee should obtain a waiver from the Conflicts of Interest Board in order to work at a private company or nonprofit organization.**

ORIGINAL APPLICATIONS (MINIMUM QUALIFICATIONS)

1. Applicants must be at least 18 years of age.
2. Applicants must have a reasonable understanding of the English language.
3. Applicants must submit a letter of recommendation from the applicant's employer/prospective employer. Such letter shall be on the letterhead of such employer and signed by the employer (and indicate such officer's title); contain the following information:
 - the full name of the applicant
 - the length of time the applicant has been known to the employer
 - employment/training and the length of time such employment
 - the building address where the Certificate will be used
 - information attesting to the character, relevant or required work experience or training of the applicant and the applicant's physical condition to perform required duties.
4. Applicants not currently employed may take the exam without the recommendation letter. If the applicants pass the exam, FDNY will issue a temporary letter with the picture for the job seeking purpose. However, a letter from an employer will be required before a Certificate is issued.
5. Applicants must provide two forms 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 or a passport.
6. Different Certificates may require other additional documents or qualifications, please refer to the NOE for more detail.

CERTIFICATE OF FITNESS RENEWALS

Most COFs can be renewed online with just a few clicks. Use the following link to renew the Certificate online:

<http://fires.fdnyccloud.org/>

Quick Reference Instructions for Certificate of Fitness Simplified Renewals:

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

For more information call 718-999-1988 & study material visit <http://www1.nyc.gov/site/fdny/business/all-certifications/all-certifications.page>

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