



NEW YORK CITY FIRE DEPARTMENT BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION AND EDUCATION



RENEWAL/ MODIFICATION APPLICATION
FOR ACCREDITATION OF TRAINING COURSE

☐ **RENEWAL APPLICATION FOR THE YEAR :** _____

Please answer the following questions and return with the required renewal fee of \$420.00 for each course.
(This questionnaire must be completed and returned to maintain accreditation.)

RETURN TO: Elsa Araya

Deputy Dir. of Public Certification
9 Metro Tech Center, Room 1S-1A
Brooklyn, NY 11201
718-999-2482

☐ **MODIFICATION APPLICATION (without renewal)**

Please answer the following questions and email this completed form electronically to elsa.araya@fdny.nyc.gov

School Name: _____

(Has the name of the school changed? ☐ No; ☐ Yes, the old school name is: _____)

Your corporate address: _____

(Has this address changed? ☐ No; ☐ Yes)

SECTION A: SCHOOL BASIC INFORMATION

(Please select all that currently applies to your school)

	Approved in-person course	Approved virtual course with an open-ended- question graduation exam	Approved virtual course with a multiple-choice- question graduation exam
<input type="checkbox"/> <u>CONSTRUCTION SITE FIRE SAFETY MANAGER</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <u>REFRIGERATION</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <u>FIRE AND LIFE SAFETY DIRECTOR (FLSD)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <u>COORDINATOR OF FIRE SAFETY & ALARM SYSTEMS IN HOMELESS SHELTERS</u> (This course does not require the renewal fee)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. What is your current tuition fee?



**NEW YORK CITY FIRE DEPARTMENT BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION AND EDUCATION**



- 2. List your in-person and/or virtual class schedule. Do you offer day or evening classes?**

- 3. Designated FDNY contact personnel information:**

Name: _____

Email address: _____

Daytime phone number: _____

- 4. Is your school currently certified or approved by New York State Department of Education?**
YES ☐ (If yes, please submit proof of certification.) NO ☐

SECTION B: SCHOOL INFORMATION UPDATE

Within 12 months, have there any following changes occurred?

- 5. Have there been any changes in your instructors?** YES ☐ NO ☐
If yes, include current resume and curriculum vitae of any new instructor.

- 6. Have there been any changes in the location of your classes?** YES ☐ NO ☐
If yes, please list new address below.

- 7. Have there been any changes in your affiliation with educational institutions, unions, or professional organizations?** YES ☐ NO ☐
If yes, list changes below:

- 8. Have there been any changes in your public contact information?** YES ☐ NO ☐
If yes, refill the following information:

Daytime phone number: _____ **Fax number:** _____

School Email address: _____

Website address: _____



**NEW YORK CITY FIRE DEPARTMENT BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION AND EDUCATION**



SECTION C: APPLICATION OF VIRTUAL COURSE/GRADUATION EXAM

If your school hasn't been approved to provide virtual course and/or graduation exam, does your school plan to provide it?

- ☐ No, my school does not change the current approved curriculum format. (skip this section);
- ☐ Yes, my school wants to provide a virtual online class and the open-ended-question graduation exam for _____ (course name(s)). Our school, _____ (school name), have thoroughly understanding of the requirements listed in the Appendix A and B of this document and will comply with the requirements.
- ☐ Yes, my school wants to provide a virtual online class and the multiple-choice-question graduation exam for _____ (course name(s)). Our school, _____ (school name), have thoroughly understanding of the requirements listed in the Appendix A and C of this document and will comply with the requirements.
- ☐ Yes, my refrigeration course will provide a virtual online class and graduation exam. The virtual online class will comply with the requirements listed in the Appendix A of this document with the following additional requirements:
- The ratio of students to instructors in the practical skills exercise/hand-on demonstrations shall not exceed 8-to-1.
 - Students will attend at least 25 hours of practical skill exercise/hands-on demonstration in which each student must personally perform the functions.

SECTION D: DECLARATION

I, _____, as the principal of _____ (school name) hereby certify that my school will provide the following material, service or assistance to my students:

1. All required latest curriculum provided and/or outlined by the FDNY.
2. Updated Notice of Exam.
3. Inform and guide students the new online application and scheduling procedure:
 - An appointment is required to take the S-56/F-89(N-85 & Z-89) Certificate of Fitness or Z-51 Certificate of Qualification Exam.
 - Online application instruction: <http://www1.nyc.gov/assets/fdny/downloads/pdf/business/fdny-business-cof-individuals.pdf>
 - Guide students to create an FDNY business account ID and submit online application and payment.
[Login | NYC.ID](#)
 - Guide students to schedule an appointment.
<https://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page>

Suggestion to improve our service (optional):

After the FDNY reviews and approves your application, your school will receive a temporary approval letter with the required material attached.

Name of Principal

Signature of Principal

Date



**NEW YORK CITY FIRE DEPARTMENT BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION AND EDUCATION**



Appendix A: Requirements for Virtual Online Class Training for all FDNY Approved Schools

Due to the current *Coronavirus* (COVID-19) health crisis, the New York City Fire Department is allowing all approved training providers to offer live instructor lead online classroom sessions. This measure will allow your approved training program to remain active while following the CDC's ruling on Social Gatherings. This temporary measure will be allowed providing all the listed below requirements are always met and maintained during the online classroom session.

This approval will only be in effect until the current health crisis passes and the City of New York returns to normal operation.

I. Required Criteria for online training:

All FDNY approved training course providers can provide learning content using virtual face to face technology learning platform.

- The platform should have interactive conferencing.
- Messaging center that puts students in contact with the instructor.
- Class related forum and chat area where students in the same class can interact with each other.
The platform must allow instructor to see and talk with all the students in real time inside the virtual face to face classroom the whole time the class is in session.
- The online class session must be live with the instructor present at all times. The live instructor must be visible on the student's computer screen at all times. The instructor should be able to see each student in the classroom session at all times in a single screen. The online classroom should provide a view that will allow the instructor to see all the student's cameras live on instructor's computer screen.

II. General Requirements for Online Learning

1. All students are required to provide the training provider a valid government issued photo identification document such as a State-issued Drivers' License or Non Driver's License or a passport at the beginning of a class. This process allows the online instructor to verify the correct person is online during the classroom session.
2. The schools must provide FDNY a link to the online class session and course schedule (date and time) of the training for auditing purposes.
3. The online class time must have reasonable breaks to maintain a positive learning environment. The FDNY recommends to have:
 - At least one 10-minute short break for each 60 to 90-minute online session.
 - At least a 1-hour break must be offered after 4 hours virtual learning.



**NEW YORK CITY FIRE DEPARTMENT BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION AND EDUCATION**



4. All Training Providers are required to take attendance at the beginning of a class during the online classroom session, when returned from breaks and at the end of session attendance must be taken the instructor. Attendance must be taken by confirming that the student is online and his/her camera is active. Students camera must remain active the entire time of the class is in session. Student may turn off camera during a break until the class resumes. Any student who leaves the cameras view without permission at any time must be marked absent from the class.
5. The training provider must retain all the attendance records for auditors of FDNY at any time requested.
6. The training provider must provide all the students with all required handouts and other required classroom material for review prior to the scheduled online class session. All material can be distributed to the student via digital or mail.
7. Training providers are required to keep the entire class actively involved during the entire online session. This may be a particular challenge to the instructor or students because this is new practice for all. It is the responsibility of providers to increase to create engaging content for online classes.
8. Courses which consist of group discussion must be able to be conducted during the online session.
9. Course which consist of practical skills exercise or hand on demonstrations must personally performed.
10. The training provider must maintain acceptable instructor-to-student ratio not to exceed twenty- (25) students per class. (Average universities suggest ideal online class size between 15-18).
11. For the graduation test, the school must provide the FDNY supplied test only. Students shall not use outside materials when taking the test.
12. The graduation test must be conducted in person at the school under the supervision of an proctor or instructor unless approved by the FDNY to conduct the remote graduation exam.

III. SCHOOL CERTIFICATE

FDNY strongly recommends that the school should issue an original official copy of the school certificate to the students. The official and unexpired certification allows the graduated students to take the FDNY exam any time without confusions. School may email a temporary pdf certificate to the students who need to take the FDNY computer based exam right after completing the course, but a list the graduated students must be sent to Claudine.McClintock@fdny.nyc.gov and Tanisha.Dowdie@fdny.nyc.gov



NEW YORK CITY FIRE DEPARTMENT BUREAU OF FIRE PREVENTION PUBLIC CERTIFICATION AND EDUCATION



Appendix B: Requirements for the open-ended-question virtual exam

In order to provide the flexibility to the schools during the pandemic, the FDNY offers an alternative choice for the schools that prefer to administer the graduate exam remotely.

In order to prevent releasing the current graduation exam questions to the public, schools that choose to administer the graduation exam remotely must use the new exam format that the FDNY has provided.

Exam Format:

The remote graduate exam:

- consists of open-ended questions.
- allows students to use study materials and/or notes.
- has a different time limits which is indicated on the exam that the FDNY has provided.

Administration Requirements:

1. **The exam must be taken on the day(s) and specific time scheduled by the school.** Every student can only see the questions during the exam time. The questions can be shown by any format or platform, but the school needs to **ensure the students can only access the questions and answer the questions during the exam time.** For example, google form with add-on function could set the time limit on the exam form.
(Prior to conduct the exam, schools need to inform Elsa Araya the format or platform they decide to implement)
2. **The students must take the exam with a photo ID under school personnel video supervision.** Before starting the exam, the examinee must show his/her government photo ID (e.g. driver license or passport) to confirm that that he/she is the exact student who is scheduled for the exam. The school examiner must monitor every students' entire exam to ensure there is not a surrogate exam taker and no other cheating behavior involved.
3. **The exam must be taken alone. Make sure that the students understand:**
 - Showing it or discussing this exam with anyone is prohibited.
 - Checking the exam answers with any person is prohibited.
4. The examiner must inform the students that the format of this remote graduation exam is different from the FDNY CBT exams. The FDNY CBT exams will be multiple choice questions (without the use of their study materials and notes).

Answer and Grading Format Requirements:

1. Students must not copy the study material content as-is, students must make changes which demonstrate that they understand the concepts and their answer. If the instructor notices that answers are directly copied from the study material booklet, the exam should be graded as failure.
2. The grading criteria must follow the grading key that the FDNY has provided.
3. Every students' answers must be saved in different files with name. The total score and grading for each question must be included in their files. All the students' original answers and grading must be submitted in an electronic format for the FDNY to review.



**NEW YORK CITY FIRE DEPARTMENT BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION AND EDUCATION**



School must provide the following instruction to the students:

REMOTE GRADUATION EXAM – INSTRUCTION FOR THE STUDENTS

Before you start your exam, you must show your government photo ID (e.g. driver license, IDNYC card, or passport) to the examiner to verify your identity.

You may use your study materials and notes. You are under strict instructions not to discuss this exam or questions related to the exam with anyone. You must answer this exam as if you were in a normal testing environment.

You must not copy your answer from the study material content as-is, you must put your answers in your own words to demonstrate that you understand the concepts and what you are answering. If the instructor notices that the answers are directly copied from the study material, your exam will be graded as a failure.

Watch Your Time: This exam has a time limit of: _____ minutes. You must conclude and submit your answers before the time limit is reached.

Save Your Work Often: It is your responsibility to save your work properly to prevent any system crash.

Before you start the exam, you must sign the Honor Pledge below. Scan or take a photo of this document.

THE HONOR PLEDGE

I pledge on my honor that I have not given or received any unauthorized assistance on this examination and I will not discuss this contents of this exam with anyone, while taking or after I have completed the exam.

Student's Name(print)

Signature

Date



**NEW YORK CITY FIRE DEPARTMENT BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION AND EDUCATION**



Appendix C: Requirements for the multiple-choice-question virtual exam

To fulfill the following requirements, the schools must:

- **subscribe the proctor service from some experienced company (e.g. Mercer | Mettl, ProctorU, Examity, or Verificient etc.); OR**
- **develop their own virtual testing applications and procedure.**

The FDNY COF unit must have the access to log in the virtual testing system to ensure the following requirements are fulfilled.

1. During tests, the application must have automated facial recognition, eye movement tracking and auditory analysis or manual monitoring via web cam* to identify suspicious behavior. The objective is to ensure students are not engaging in fraudulent activity.

Examples of fraudulent activity include,

- 1) Taking pictures of the test
- 2) Talking to other people during the exam.
- 3) Utilizing unapproved resources of any kind.

*Manual monitoring via webcam requires 1 proctor to every 15 students. Remote meeting app (Zoom, go to meeting, WebEx, google meeting or other similar applications) must be activated together with the test for the proctor to supervise all activities.

2. The application must have automated, detailed event logging to help ensure unusual activity can be identified.

Example of unusual activity include,

- 1) Use of any key on the keyboard used once will result in a warning. More than once will disqualify the student and automatically end the test.
- 2) A student having multiple IP addresses from unlikely ranges.
- 3) A student having multiple browser agents (based on user agent family and major and minor versions)
- 4) A student having multiple Operating Systems or devices (based on OS name and device version)
- 5) Right clicking
- 6) Prolonged inactivity
- 7) Excessive page reload
- 8) Loss of focus (the application loses focus in favor of another browser tab or application)
- 9) Use of Command (Mac) or Windows Key
- 10) Use of Control or ALT key
- 11) Use of Print Key

3. Student identity must be verified via digital automation or manually via webcam. Automation requirements include multi-factor authentication — US government issued ID and photo capture, facial recognition and keystroke analysis (taking live picture with government ID via web camera) to prevent impersonation. Manual requirements via web cam include visually confirming government issued ID matches student.
4. Students need to have a “room scan” for camera recording/manual proctor checking before the exam start. Each student needs to show the surrounding area by using a mirror (at least 6 inches x 6 inches in size) or other ways to ensure that no unauthorized notes or other resources in the surrounding area are available during the exam.
5. All test sessions must be recorded.



**NEW YORK CITY FIRE DEPARTMENT BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION AND EDUCATION**



6. A customized browser experience that helps to ensure the candidate is not able to act fraudulently during the test.

At a minimum this includes deterring commonly used means for accessing -

- 1) The clipboard
- 2) Browser right-click menu
- 3) Print Screen keypress
- 4) Screen shots
- 5) Watermarking tests with student information and timestamps must also be included.
- 6) creating new tabs or other browser for navigating outside resources

In addition, should the test lose focus (mouse activity not registered with the test window) at any time, the test should be hidden from view with a means to return to the test on focus. This helps to deter screen capture.

7. The test must be accessible, clear and easily navigable via modern major browsers (Edge, Chrome, Firefox, Safari) on desktops. Hand-held devices should be restricted b/c due to the inability to prevent screenshots.
8. A digital clock must be present in the student's browser viewport accurately indicating the time remaining for a given test.
9. The application must provide incident reports and session activity data at the end of an exam. The reports or data must be available for the instructors and the FDNY to review. Unusual student behavior must be identified and highlighted with detailed logging to support it.
10. Live support must be available to students during test taking. All other student concerns must be addressed within 24 hours.
11. The application must utilize SSL (all requests are encrypted between the student and application server.)
12. The application host environment must be considered secure as defined by modern standards.
13. The application must ensure the digital test environment is secure and only accessible via strong credentials - a confirmed email address and strong password. Passwords must be encrypted when stored in the database.
14. Multiple Choice answers (options) and questions must be scrambled so as to deter comparisons between students.
15. The application must ensure that test information is only accessible to the student and their related School Administrators, Instructors and the FDNY.
16. The application must deter multiple logins per user. A student can only access 1 copy of the test and can only login from 1 device at a time.
17. The application must provide a means for related Admins and/or Instructors to generate PDF versions of completed tests.
18. The application must provide a means to monitor, in real time, student progress during a test.