

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

Alternative Issuance Procedure (AIP) Information

This document provides the procedures to follow in order to obtain a **Certificate of Fitness for Supervision of Storage, Handling and Use of Cellulose Nitrate Film (C-20)** without a Computer Based Test administered by the New York City Fire Department.

Application for alternative issuance procedure should be submitted **by mail**. Applicants must understand that the Fire Department reserves the right to randomly call up to test the applicants who are issued an AIP Certificate of Fitness. Applicants who failed the written C-20 exam will not be allowed to take advantage of this AIP policy.

1. How to Apply:

If you meet the requirements below you can submit an application(s): *(a)* Individually or *(b)* through FDNY approved employer's designated coordinator.

- a) An individual applicant can submit his/her own application. *(If you are an individual, you can only submit your own application.)* **or**
- b) A designated coordinator (DC) can submit application(s) on behalf of the company's employees. The company's authorized DC must be approved by FDNY. To request approval, email arayae@fdny.nyc.gov

All of the following required documents and payments must be submitted via mail to:

FDNY/ Public Certification Unit
9 Metro Tech Center Room 1S-1A,
Brooklyn, NY 11201
Attn: Deputy Director/ Elsa Araya

2. Qualification Requirements

2.1. Certificate of Fitness Application form

Applicants must complete and sign a Certificate of Fitness application form
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-application-form.pdf>

2.2. The applicant must have the following qualifications:

- a. A minimum of 3 year of work experience with the storage, handling and use of Cellulose Nitrate Film.
OR
At minimum of certification in Motion Picture Film and Production with 1 year of work experience.
AND
- b. Read and understand NYC Fire Code, specifically section 306, and NFPA 40, 2007 standard in its entirety. Applicant must fill out, sign, date and notarize Affirmation Form attesting to the requirements.
 - If you need further information on how to obtain Fire Code/NFPA material please contact:
pubcert@fdny.nyc.gov

2.3. Applicant's Recommendation Letter:

Applicants must submit a letter of recommendation **from his/her employer**. See a sample of employer recommendation letter at the end of the C-20 Notice of Exam.

2.2 Employee Affirmation Form *(Notarization of this form is required for individually submitted Application and certify the following rules & regulations are read on Applicant Affirmation Form)*

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<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-aip-employee-affirmation.pdf>

1. Fire Code Chapter: **FC 306.2**
2. Fire Department Rules Chapter: **N/A**
3. National Fire Protection Association: **NFPA 40 (2007 Edition)**
4. Certificate of Fitness Study material for **C-20**

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-c20-noe-study-materials.pdf>

2.3 Photo

A recent photo (2x2 head shot)

2.4 Application Fees

The application fee for this certificate is **\$25**. The payment should be submitted by personal or company check or money order, payable to the New York City Fire Department.

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

- A letter of recommendation from the agency on official letter head requesting a fee waiver; **AND**
- Copy of identification card issued by that agency.

3 Renewal Information

FDNY also reserves the right to require the applicants to take a re-examination upon submission of the renewal application. This Certificate of Fitness must be renewed every **THREE YEARS**. The renewal fee is **\$15**. The certificate can be renewed on-line, by mail or in person. For more detail renewal information, review the **C-20** Certificate of Fitness booklet:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-c20-noe-study-materials.pdf>