

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

### Alternative Issuance Procedure (AIP) Information for D-10

This document provides the procedures to follow in order to obtain a **Certificate of Fitness for Fire and Emergency Drill Conductor for NYC K-12 Schools (D-10)** without a written exam administered by the New York City Fire Department.

Application for alternative issuance procedure must be submitted online. If the application meets all requirements, a Certificate of Fitness will be sent to the Agency's mailing address within five business days.

Applicants must understand that the Fire Department reserves the right to randomly call up to test the applicants who are issued by AIP. Applicant who has failed the written exam will not be allowed to take advantage of this policy.

#### **1. How to Apply:**

If you meet the requirements below you can submit an application(s) electronically online, NYC Business Express - <https://www1.nyc.gov/nycbusiness/index#C> , through FDNY approved employer's designated coordinator. FDNY approved designated coordinator (DC) can submit an application(s) on behalf of the employees of the Agency. To request DC approval, email to [arayae@fdny.nyc.gov](mailto:arayae@fdny.nyc.gov)

#### **2. Qualification Requirements:** *(applicants must submit all supporting requirements electronically online)*

##### **2.1. Education, License and Experience Requirements**

Applicants must have all of the following qualifications:

- A Principal or Assistant Principal approved by the NYC Department of Education (DOE) AND A certificate or letter on the Department of Education's official letter head stating that the applicant has participated in and completed General Response Protocol (GRP) training AND a notarized statement on the Department of Education's official letterhead stating that the applicant is physically able to perform the job, AND the applicant has received and read the D-10 study materials.

##### **2.2. Employee Affirmation Form** *(Notarization of this form is required for individually submitted application and certify the following rules & regulations are read on the applicant affirmation form)* [http://www.nyc.gov/html/fdny/pdf/fdny\\_cof\\_applicant\\_affirmation\\_form.pdf](http://www.nyc.gov/html/fdny/pdf/fdny_cof_applicant_affirmation_form.pdf)

1. Fire Code Chapter: \_\_\_\_\_
2. Fire Department Rules Chapter: \_\_\_\_\_
3. Participated and completed NYC DOE's: **General Response Protocol (GRP) training** \_\_\_\_\_
4. Certificate of Fitness Study Material for **D-10**  
[http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/d\\_10\\_st\\_mat.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/d_10_st_mat.pdf)
5. Other \_\_\_\_\_

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

**2.3. Photo**

A recent photo (2x2 head shot) in JPG or JPEG format.

**2.4. Application Fees**

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.)*

- An agency letter with official letter head; **AND**
- Copy of identification card issued by the 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 **TWO YEARS**. For renewal fee provide an agency letter with official letter head stating fee waiver and must include applicant's full name **AND copy** of identification card issued by the agency. The certificate can be renewed by mail or in person. For more detail renewal information, review **D-10** Notice of Exam: [http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/d\\_10\\_noe.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/d_10_noe.pdf)