

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

NOTICE OF EXAMINATION

TITLE: Consolidated Fire Safety Director (FSD/F-58)

In order for candidates to become a certified Fire Safety Director the following procedures must be met:

- (1) Minimum qualification requirements.
- (2) Fire Safety Director School Graduation Diploma.
- (3) FDNY Z-50 letter.
- (4) Certificate of Completion.
- (5) On Site Examination.
- (6) Fees.
- (7) Renewal procedure.

(1) MINIMUM QUALIFICATION REQUIREMENTS

A. Applicants must be at least eighteen years of age. Applicants must have a reasonable understanding of the English language and be able to answer satisfactorily such questions as may be asked on the examination.

B. Applicants must have at least three (3) years' experience in fire protection and fire prevention activity or in a responsible position pertaining to operation of building service equipment, as defined in the Building Code, or a satisfactory combination thereof, or equivalent experience acceptable to the Department. Applicants must have employer or previous employer(s) submit a notarized affidavit confirming qualifying experience to the FDNY.

C. Applicants are prohibited from being employed by any FDNY- approved Fire Safety Director School for at least four (4) years after taking the F-58/Z-50 test.

(2) FIRE SAFETY DIRECTOR COURSE

All Fire Safety Director candidates must complete the Fire Safety Director training course from one of the FDNY certified schools or organizations. The list of the FDNY certified schools or organizations can be found on the following link:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/approved-school-fsd.pdf>

Training courses shall, at a minimum, provide not less than 20 hours of instructional training, of which not less than two (2) hours shall consist of practical skills exercise/hands-on demonstrations. Candidates must attend all training classes to be eligible to take the training course's final examination. Candidates shall be allowed two (2) opportunities to pass the Graduation Test. Candidates who fail the Graduation Test on the second attempt shall be required to re-attend the course in its entirety. School Graduation Diploma will be issued after the candidates obtain a passing score of 70% on the Graduation Test. The Graduation Diploma is:

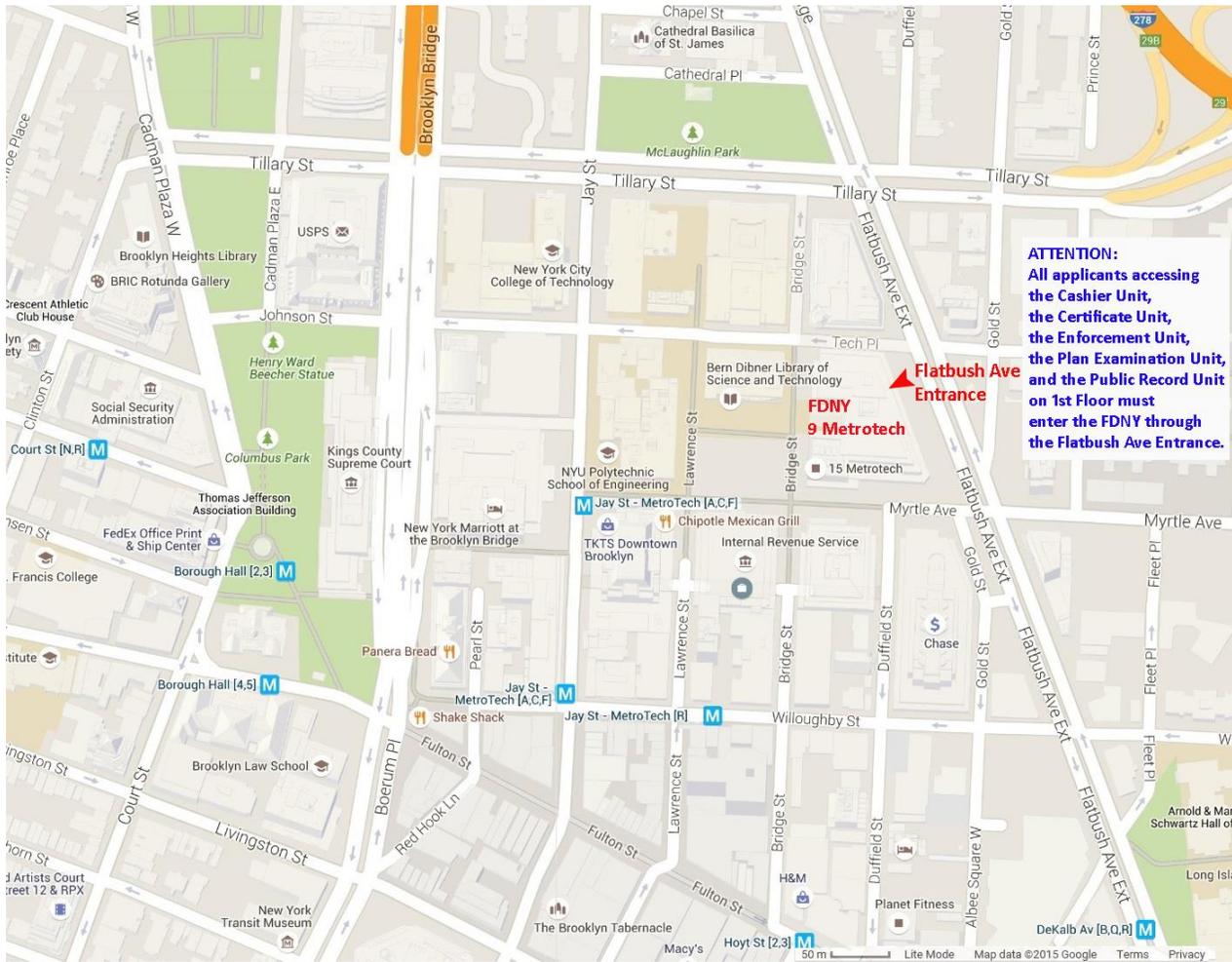
- valid for only one (1) year,
- NOT renewable,
- required in order to take the FDNY Z-50 Computer Based Test.

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(3) Z-50 COMPUTER BASED TEST**

Date Of Test: Computer based tests are administered Monday through Friday (except legal holidays) at **2:45PM** by **appointment only**. See the details in the “procedures” listed below.

Fee: **Application Fees:** \$25.00. The application fee must be paid prior to taking the computer based test. This fee includes the issuance of a Certificate of Completion upon passing the computer based test and meeting experience requirements. Applicants who fail the computer based test must pay \$25.00 for each subsequent test.

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



A. Scheduling the computer based test:

- Applicants must take the Fire Safety Director Computer based test within the one-year valid period of the Fire Safety Director School Graduation diploma. To schedule an individual or group appointment for Z-50 computer based test, the applicant can log into the link below: http://www.nyc.gov/html/fdny/html/c_of_f/cof_online_scheduling.shtml
- Please cancel or reschedule your appointment 24 hours in advance if you cannot make it to the testing center to take the test.

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- Starting processing time for the test is **2:00 PM**. No exams will be administered to applicants who arrive after **3:00 P.M.**

B. Requirements to take the computer based test:

- Applicants must provide two forms of identification; at least one identification must be government issued photo identification, such as a State issued Driver's License or Non Driver's License or a passport.
- Applicants must submit the **original** Fire Safety Director School Graduation diploma on the day of the test. **The Graduation Diploma is valid for only one (1) year.**
- Applicants must complete the following forms:
 - Application for Fire Safety Director Certificate of Fitness, can be found on the following link:
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-z50-application.pdf>
 - A-20 (general Certificate of Fitness application form), can be found on the following link:
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-application-form.pdf>

(4) CERTIFICATE OF COMPLETION

A. Applicants who pass the Computer Based Test:

- will receive a Z-50 letter stating that the applicant passed the Computer Based Test. The experience qualifications, as previously submitted, will be reviewed. The applicant will receive a **Certificate of Completion** within six (6) to eight (8) weeks if the experience qualifications are accepted. To receive the Certificate of Completion the candidate must meet all the following requirements:
 - Have a minimum of 3 years of fire related accepted experience
 - Pass a 20-hour certified fire safety director course
 - Pass the Fire Safety Director Computer Based Test

The Certificate of Completion will allow the applicant to schedule the On Site Examination (See the "On Site Examination Procedures" listed on the following pages). The Certificate of Completion is **NOT RENEWABLE**. If the qualifications are not accepted, the applicant will receive a Disqualification Letter explaining the reason why the experience was deemed not accepted.

B. Applicants who fail the computer based test:

The applicants will be given two (2) opportunities to take and pass the computer based test on the basis of having successfully completed the Fire Safety Director course.

- If an applicant fails the Fire Safety Director Z-50 computer based test the first time, the applicant may take the Z-50 for the second. The second Z-50 must be taken before the expiration date of the **Fire Safety Director School Graduation Diploma (The diploma is valid for one (1) year).**
- If an applicant fails the Z-50 two times, the applicant must repeat the Fire Safety Director Course to be eligible to take the Z-50 again.

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COMPUTER BASED TEST - GENERAL INFORMATION

The Computer Based Test will consist of one hundred (**100**) multiple choice questions, applicants will have approximately 3 hours to complete the exam. Applicants must obtain a minimum of 70% in order to pass the exam. Test questions for the computer based test include questions regarding the following topics:

- 1) Fire alarm systems in B and R-1 occupancies, including:
 - a) difference between off-line and out-of-service,
 - b) fire command functions.

- 2) Emergency procedures in B and R-1 occupancies, including:
 - a) fire emergencies,
 - b) non-fire emergencies.

- 3) Training requirements, including:
 - a) fire brigade,
 - b) fire wardens, deputy wardens and searchers,
 - c) building evacuation supervisor,
 - d) personnel management,
 - e) fire drills.

- 4) Fire suppression systems, including:
 - a) standpipes,
 - b) sprinklers,
 - c) special extinguishing systems,
 - d) hose requirements in B and R-1 occupancies,
 - e) fire pumps,

- 5) B and R-1 occupancies systems (HVAC), including:
 - a) electrical (general),
 - b) elevators (general),
 - c) stairs pressurization,
 - d) maintenance,
 - e) generators.

- 6) General knowledge of Rules of the City of New York (RCNY), including:
 - a) Industry Notices,
 - b) permits and licenses,
 - c) record keeping,
 - d) inspections, testing and maintenance of systems.

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(5) ON SITE EXAM

A. Schedule the On Site Examination

Only authorized personnel (designated by the building owner) are allowed to make the request to schedule an On Site Fire Safety Director Examination. The candidates cannot schedule their own appointments. To qualify for the Fire Safety Director On Site Examination, the candidate must receive a **Certificate of Completion** issued by FDNY.

The Certificate of Completion is **valid for one (1) year** from the date of issuance. An appointment must be requested no more than one (1) year from the issuance date on the Certificate of Completion. The first appointment for the On Site Examination is strongly advised to be requested within the first six (6) months of the one-year valid period of the Certificate of Completion in order to be entitled to two (2) attempts at the On Site examination.

The authorized personnel should schedule the On Site Examination appointment through the following link providing that the building has a current FDNY submitted/accepted Fire Safety Plan on file:

<http://www1.nyc.gov/nyc-resources/service/1708/fire-safety-director-on-site-test>

No telephone, email or fax appointment requests will be accepted.

If the authorized personnel would like to reschedule the On Site Examination appointment, he/she needs to cancel the appointment first and then submit a new request. **The fee will be charged if the examination is cancelled less than 72 hours prior to the On Site Examination.**

Examinations are available Monday through Friday after 5:00 PM or on Saturdays, at additional overtime expense. Please specify the after hour preference when submitting the request.

Applicants are allowed to hold FSD Certificates of Fitness for two (2) different locations at the same time. Applicants employed as an FSD at three (3) or more locations must apply for a modification/variance. A \$200 non-refundable fee is required with each application that can be found on the following link

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/variance-fsd-eeap-form.pdf>

Under modification/variance program, the applicants are subjected to On Site Examination in order to renew a certificate for each location.

Candidates who work in multiple buildings and are subjected to R-58 after failing the first attempt at an On Site Examination due to important responses, will not be allowed to schedule the second attempt at an On Site Examination unless they pass the R-58 Computer Based Test.

B. Cancel the On Site Examination

All requests to cancel an On Site Examination shall

- be submitted via email **only** to High-Rise@fdny.nyc.gov
- indicate "Request for Cancellation" in the subject of the email
- provide in the body of the email candidate's:
 - i. Full name;
 - ii. Complete Social Security Number;

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- iii. On Site Examination Date;
- iv. Premises Address;
- v. 311 Service Request number will expedited the cancelation.

The building will be charged the On Site Examination fee **if the cancelation request will be received less than 72 hours prior to the On Site Examination. Any candidate canceling three (3) On Site Examinations will not be allowed to schedule an On Site Examination until after 6 months following the third cancellation.**

If the supervisor or the building manager needs to reschedule the candidate, the cancellation request must be submitted. After the cancellation is confirmed by the High Rise Unit, the supervisor or the building manager can schedule the On Site Examination for another date by submitting another request.

C. On Site Examination environment

In order to maximize the candidate's testing performance, the candidate or the supervisor must arrange a suitable environment for the FDNY inspector to administer the On Site Examination.

A suitable testing environment includes but is not limited to:

- adequate room lighting;
- adequate ventilation;
- comfortable seating and clean work surfaces for the candidate to take notes and answer the questions;
- minimum noise and no distractions during the test;
- alarms and announcements will be sounded at various points during this test, refer to "D. What to expect During the Fire Safety Director On Site Examination"

The average testing time of the On Site Examination is approximately 3 to 3.5 hours. The testing environment should be expected to be occupied for at least 3.5 hours.

FDNY inspectors have the right to move the candidate to a proper testing environment.

D. What to expect during the Fire Safety Director On Site Examination

Before the On Site Examination, the most recent plan must be available to the FDNY, including **Building Information Card (BIC), Fire Safety and Evacuation Plan, and Comprehensive Fire Safety and Emergency Action Plan.** Failure to produce the required documents before the On Site Examination can result in termination of the test. The On Site Examination fee will be charged.

The On Site Examination is to be conducted between the inspector and the candidate **ONLY**. The Fire Safety Director On Site Examination is an oral and practical test. For the oral test, the candidate will be required to answer various questions referenced to in the study material.

The candidate will also be presented with various scenarios and directed to state the actions that the candidate would take should those scenarios occur. The inspector will read each part of the scenario and then wait for the candidate's responses before proceeding to the subsequent parts of the scenario. The candidate is allowed to take notes while the inspector is reading the scenario. Inspectors will

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provide paper for the candidate to take notes. The candidate will be directed by the inspector which sections are allowed for note taking. No study materials or personal/outside notes are allowed at any time during the On Site Examination. The candidate may write his/her responses but the candidate **must verbally state his/her answers in order to receive credit**. The inspector will repeat the scenario at the candidate's request.

When stating answers, the candidate should state all the actions that are required to take. Be as specific as possible and do not assume that actions were taken by others. The candidate should explain their actions from the beginning to the very end in detail. The inspector may ask the candidate to restate and/or explain the answers. The candidate must inform the inspector when he/she is satisfied with the answers provided and are finished stating all the answers. **The candidate must return all notes to the inspector.**

The candidate will also be directed to practically demonstrate how the Fire Command Center operates and how to operate an elevator in firefighter service mode.

During the Fire Safety Director On Site Examination, the candidate will be required to activate the building's fire alarm system (visual signals and audible tones). **If the building's management prohibits the candidate from activating the building's fire alarm system, the test will be terminated.** The termination will be designated to be a building failure and will not count as a failing score pertaining to the candidate, but the On Site Examination **fee will be charged**. The candidate will also be required to demonstrate Phase 1 and Phase 2 Elevator Operation (firefighter service). **If the building's management prohibits the candidate from demonstrating Phase 1 and Phase 2 Elevator Operation (Firefighter Service), the test will be terminated.** The termination will be designated to be a building failure and will not count as a failing score pertaining to the candidate, but the On Site Examination **fee will be charged**. The candidate is required to secure the appropriate approvals from the building's management before the inspector arrives to administer the test.

The candidate must instruct building employees who are posted at or near the Fire Command Center to remain silent while he/she is answering questions or demonstrating how to operate the building's fire alarm panel. If any other person answers questions that the candidate is required to answer, instructs him/her on how to operate the fire alarm panel or interferes with the test in any manner, the candidate will NOT receive credit for those questions.

The Fire Safety Director is responsible for the training of the fire safety staff. The staff includes floor wardens, deputies & searchers, brigade members and building evacuation supervisors where required. The candidate is required to demonstrate their ability to train a staff member as part of the On Site Examination. The training knowledge demonstration requires the candidate to verbalize all the building specific information, which the staff member needs to know, in order to perform their role. During this test segment, the candidate must assume that the inspector is a new employee. This new employee does not have any knowledge of the building. The candidate can only show his/her training knowledge verbally during the On Site Examination, the candidate must describe any required information clearly in specific detail.

Below are two examples. The first example is a poorly executed training segment. The second is a properly executed training segment.

For this example we will assume that the staff member being trained must be taught information about the elevator(s) location and floors served.

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- Bad example: will receive NO CREDIT

“I will show you where the elevator lobby is located and which floors each elevator serves”

- Good example: will receive CREDIT

“You need to know the location of the elevator lobby. It is located on the right hand side of the front entrance reception desk. The first two elevators serve from the ground floor to the roof and the last elevator serves from basement to the 7th floor.”

In general, the Fire Safety Director On Site Examination contains the following parts:

- response to a fire emergency;
- response to a building impairment;
- building knowledge;
- practical demonstration of the fire command center;
- practical demonstration of phase 1 and phase 2 elevator operation;
- candidate training knowledge;
- fire scenario;
- building scenario.

D. On Site Examination grading

Different weightings are assigned for different questions. For example, there are mandatory and important questions throughout the On Site Examination. **The candidate must receive a score of 70% and pass all mandatory life safety questions. If the candidate does not state a mandatory response or two important responses, the candidate will NOT receive a passing score.**

The mandatory questions are building specific, where a practical demonstration is required. Important questions are generic, tasks or actions that must be explained as part of the answer to a question or scenario.

The inspectors only record the candidate’s VERBAL answers but do not grade the test. The On Site Examination is graded by a third party unit at the FDNY. If you feel the examiner(s) did not provide a fair environment or opportunity, you may file a complaint by email. We assure that all complaints are kept confidential.

Your complaints and/or concerns regarding the On Site Examination must be:

- received by email **within 24 hours of your On Site Examination**
- address your complaints to **pubcert@fdny.nyc.gov**
- subject line must read **FSD On Site Examination Complaint**
- In the body of the email please include
 1. Your full name
 2. Your Social Security number
 3. The date the On Site Examination occurred
 4. Describe the specific issue in details

The grading processing may take from **four (4) to six (6) weeks. The test results will be mailed to the candidate’s home address stated on the A-20 application filled out during the On Site Examination. If the candidate fails, the failure notices will also be mailed to the work location .**

E. Consequence of failing the On Site Examination

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If the candidate fails the examination, the examination fee will not be refunded. Applicants will be permitted to take two (2) On Site Examinations, however, the appointment for a second On Site Examination must be requested within the one (1) year valid period of the Certificate of Completion. Candidates failing their first On Site Examination will no longer be permitted to perform as Acting FSD. There is a thirty (30) day waiting period between the first and the second On Site Examination. On Site Examination appointments may be expedited at the discretion of FDNY.

If the candidate does not pass the examination after the second attempt (even the candidate that holds a valid F-58/F-25 Certificate of Fitness for another building), the candidate will be required to begin the application process from the beginning by retaking the 20-hour Fire Safety Director course and retaking the Z-50 Certificate of Fitness computer based examination.

If the candidate is seeking to be certified in an additional building and fails the On Site Examination because he/she missed two or more important responses during the test, the candidate will be required to take and pass a written Remedial Fire Safety Director Examination (R-58) before being permitted to schedule another On Site Examination. Failure to pass the R-58 test or ignoring the R-58 notice will result in a suspension of the Fire Safety Director and/or Emergency Action Plan Director certifications. See the examination Notice of Examination R-58 for further information.

(6) FEES

A. Computer Based Test fee

Pay the \$25 application fee in person by:

- Cash
- Credit card
- Debit card
- Personal or company check or money order (made payable to the New York City Fire Department)

For fee waivers submit (Only government employees who will use the Certificate of Fitness for work related responsibilities are eligible):

- A letter requesting a fee waiver on the Agency's official letterhead stating applicant's full name, exam type and address of premises, AND
- A copy of identification card issued by the Agency.

B. On Site Examination fee

The building management will be charged \$445 for tests administered during regular business hours. If an overtime test Monday to Friday after 5:00 PM or on Saturday is requested, additional overtime expenses will be charged.

C. Renewal fee

This Certificate of Fitness must be renewed every **three years**. The renewal fee is **\$15**.

You may receive a courtesy notice of renewal 90 days before the expiration date. However, it is the candidate's responsibility to renew the certificate. 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.

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D. Update, replacement and duplicate fee

To change a mailing address or obtain a duplicate Certificate of Fitness, you should submit a letter requesting the change of mailing address or a duplicate with \$5.00 fee.

VALID PERIOD

The Fire Safety Director School Graduation diploma is valid for **one year**. It is **NOT RENEWABLE**. If it expires, the applicant is required to re-attend the course.

The FDNY Certificate of Completion is valid for **one year**. It is **NOT RENEWABLE**. If it expires (without failing the second On Site Examination):

- **within** one year from the expiration date, applicants are not required to retake the Fire Safety Director course, but must retake and pass a new Z-50 Computer Based Test to receive a new Certificate of Completion to schedule the On Site Examination.
- **more** than one year from the expiration date, applicants are required to begin as a new applicant by retaking the Fire Safety Director course, retake and pass a new Z-50 computer based examination, receive a new Certificate of Completion to schedule the On Site Examination.

The FDNY F-58/F-25 Certificate of Fitness is valid for **three years**. If the certificate has expired:

- over one year, applicants are not required to retake the Fire Safety Director course, but must retake and pass a new Z-50 computer based examination, receive a new Certificate of Completion and retake and pass the On Site Examination.
- over two years, applicants are required to retake the Fire Safety Director course, retake and pass a new Z-50 computer based examination, receive a new Certificate of Completion and retake and pass the On Site Examination.

(7) RENEWAL PROCEDURES

The certificate can be renewed in person, online or by mail.

A. In Person

- Visit FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY. Enter through the Flatbush Avenue entrance (between Myrtle Avenue and Tech Place).
- Present the renewal notice or current Certificate of Fitness
- Pay the fee via cash, credit/debit card or check.

After meeting all requirements, the renewed Certificate of Fitness will be issued the same day.

B. Renewal online

- Visit <https://paydirect.link2gov.com/FDNYCOF/ItemSearch>
- Enter your 12 digit Certificate of Fitness Access ID. The Access ID is your 8 digit Certificate of Fitness number and the last four digits of your social security number that can be found on your Renewal Notice.
- Pay the fee via credit/debit or e-check.

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Employers can renew Certificates of Fitness on behalf of a company's employees, the company must be approved by FDNY and have an 8 digit Company Code. To request approval, email pubrenew@fdny.nyc.gov.

After meeting all requirements, the renewed Certificate of Fitness will be mailed to the mailing address within ten business days.

Fee exempted applicants cannot renew online. Must present in person or by mail, a letter requesting a fee waiver on the Agency's official letterhead stating applicant full name, Certificate of Fitness type and address of premises accompanied by a copy of identification card issued by the agency.

C. By mail

Send:

- A renewal notice or a copy of current Certificate of Fitness
- Personal/company check or money order made payable to the NYC Fire Department

To:

NYC Fire Department (FDNY)

Cashier's Unit

9 MetroTech Center, 1st Floor

Brooklyn, NY 11201

After meeting all requirements, the renewed Certificate of Fitness will be mailed to the mailing address within four to six weeks.

A convenience fee of 2.49% will be applied to all credit card payments for original or renewal certificates.

Applicants enrolled in the modification/variance program, who are employed at three or more locations, are subjected to On Site Examination in order to renew the Certificate of Fitness for each location.