





# FIRE DEPARTMENT, CITY OF NEW YORK



7. NAME OF PRINCIPAL(S) *(List all principals)*

_____	_____	_____@_____
NAME	TITLE	EMAIL ADDRESS

_____	_____	_____@_____
NAME	TITLE	EMAIL ADDRESS

_____	_____	_____@_____
NAME	TITLE	EMAIL ADDRESS

8. Any affiliations with other educational institutions or trade, union or professional organizations. *(If none, specify none)*

\_\_\_\_\_

9. List of instructors, documentation of their qualifications *(including a resume)* and a list of the subjects each instructor will teach:

_____	_____
NAME <i>(print)</i>	TOPIC(S)

_____	_____
NAME <i>(print)</i>	TOPIC(S)

_____	_____
NAME <i>(print)</i>	TOPIC(S)

_____	_____
NAME <i>(print)</i>	TOPIC(S)

10. Have any of your schools instructors have ever been employed by the any City agency in past year? Yes                      No

If yes, state the agency names and dates of employment.

\_\_\_\_\_

\_\_\_\_\_

If yes, has the instructor sought or received approval from the NYC Conflicts of Interest Board? (Attach copy of the ruling)

Yes                      No



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11. Provide a complete description of the teaching methods that will be used to present the FDNY prepared material, (e.g., lectures, discussions, hands-on demonstrations, audio-visual materials).

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12. Tuition fees, material fees, and any other fees to be charged students.

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13. Indicate the instructor-to student ratio for classroom.

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14. Explain how your school will document the attendance of each student at every class.

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15. A summary of the institution's prior history and experience in conducting similar training courses, including the location and approximate of each such date of each such course.

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16. A list of all other licensing authorities for which the training courses have been approved or disapproved (*Specify the status*)

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17. Evidence of compliance with New York State Department of Education regulations, or a statement from the applicant that the applicant and /or the training course are not subject to such regulations.

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18. Other pertinent information not included on the application that you would like to be considered in the review of your application.

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19. After the conclusion of each class, schools are required to send a list of the applicants who have completed and passed the graduation test with the following items:

- A copy of their C of F ( F25/F-58/F59)
- A fee of \$5.00 for a replacement of the C of F
  - ❖ Personal or company check or money order (made payable to the FDNY.)
  - ❖ City employees who will use their C of F for their work- related responsibilities are eligible for fee waivers with
    - A letter requesting fee waiver on the Agency’s official letterhead stating applicant full name, exam type and address of premises; AND
    - Copy of identification card issued by the agency

Public Certification Unit will mail out the new replacement C of F’s:

- **“F-85→FSD W/ACTIVE SHOOTER PREP”** for the F-25 or F-58 holders only and
- **“F-89→FIRE AND LIFE SAFETY DIRECTOR (FLSD)”** for the F-25/F-58 and F-59 holders only;

To their home address of the applicants within 4-6 weeks upon receipt of the list from the schools. (For applicants, for further information about the replacement certificates please email to [pubcert@fdny.nyc.gov](mailto:pubcert@fdny.nyc.gov).)



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**MODIFICATIONS-** By signing and submitting this application, I/we agree to provide written notification to the Department of my/our intent to change instructors, course schedule, curriculum or teaching methods and to secure the Fire Department’s approval prior to making such modification.

**MISCONDUCT-** In addition to any other penalties provided by law, misconduct on the part of an applicant for accreditation, or any educator or educational institution or program granted accreditation, shall be grounds for denial, non-renewal, suspension or revocation of accreditation. Such misconduct includes, but is not limited to, the following acts or omissions:

- (1) any false or fraudulent conduct in connection with an application for accreditation or other Department approval;
- (2) the failure to conduct the course in accordance with standards and requirements for accreditation;
- (3) the failure to timely notify the Department of training course changes or to obtain approval therefor;
- (4) the failure to maintain proper recordkeeping;
- (5) the failure to allow Department representatives to attend a training course and/or audit records in order to monitor compliance with accreditation standards and requirements;
- (6) the failure to disclose to the Department training course information, including relating to the preparation, security and administration of examinations and students' grades; or
- (7) Any other conduct that bears on the integrity of the applicant or accredited educator or educational institution or program, or the effectiveness of the training course.

I, \_\_\_\_\_ being duly sworn, state that I have read the foregoing and that the statements contained herein are true and correct. I fully understand the above affirmations and obligations. I understand that the making of a false statement may be subject me to criminal and civil penalties, pursuant to N.Y.C. Administrative Code Section 15-220.1.

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Name of Principal

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public