

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

**MEMORANDUM OF UNDERSTANDING**

BETWEEN THE NEW YORK CITY FIRE DEPARTMENT AND \_\_\_\_\_

This memorandum provides the procedures to follow in order to obtain a **Consolidated Certificate of Fitness for Complex-wide Low PSI Oil Burner Operator, Supervise Low PSI Oil Burner, and Emergency Low PSI Oil Burner Operator (P-99)** without a written test administered by the New York City Fire Department. However, applicants may take advantage of this policy only when the administration of a written exam is not practicable. Applications for alternative issuance must be submitted **by mail only**.

**1. SUBMIT NOTARIZED STATEMENTS**

A. A notarized statement from the company or premises manager stating that the applicant has a reasonable understanding of and has received training in 2RCNY §16-01. The statement must include the applicant's full name, character, physical condition, experience, and address of premises where applicant will be employed. **Additionally, this statement must affirm that the applicant is thoroughly familiar with the fire protection and fire suppression systems in the premises where he/she will be employed.** This statement must be submitted on company's official letterhead.

B. A notarized statement from the applicant stating that he/she is being issued a Certificate of Fitness for Complex wide Low psi Oil Burner Operator, or to Supervise Low psi Oil Burner, or Emergency Low psi oil Burner Operator by the New York City Fire Department on the basis of his/her experience, education, and understanding of 2RCNY §16-01 and the specific premises' requirements. The statement must include the applicant's full name, experience, and address of premises where he/she will be employed. **Additionally, this statement must affirm that the applicant is thoroughly familiar with the fire protection and fire suppression systems in the premises where he/she will be employed.**

**2. COMPLETE FORM A-20**

All applicants must complete a Certificate of Fitness Application (Form A-20).

**3. APPLICATION FEES**

A check or money order for \$25.00 must accompany each application.

**4. PHOTOS**

All applicants must submit a recent 2x2 color photo.

**5. SPECIAL QUALIFICATIONS**

Applicants holding a Certificate of Competence as a Boiler Inspector from the NYS Dept. of Labor; or a license as High Pressure Boiler Operating Engineer or a license as an Oil Burner Equipment Installer from the Dept. of Buildings may apply for alternative issuance.

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**6. ADDITIONAL INFORMATION**

All applicants must submit proof of education, including diplomas, certificates, licenses, etc.

All applicants wishing to renew their Certificate of Fitness shall submit a notarized statement attesting to their knowledge and understanding of any amendments to 2RCNY §16-01 prior to submission of Certificate of Fitness renewal.

Applicants who have failed the written exam will not be allowed to take advantage of this policy. **Qualified applicants must submit all documentation by mail.**

Further questions may be addressed, in writing, to Dr. Jorge Esquilin, Director of Examinations at 9 MetroTech Center, Brooklyn, NY 11201-3857 Room 1S-1A.