

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 Testing of In-Building Auxiliary Radio Communication (ARC) Systems (B-03)** 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 B-03 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](mailto:arayae@fdny.nyc.gov)

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

FDNY/ Public Certification Unit  
9 Metrotech Center, 1S-28K,  
Brooklyn, NY 11201  
Attn: Debbie Rodriguez

**\*Note:** The applicant must be employed by a FDNY approved company holding an ARC system testing company certificate. If the company has not been certified by the FDNY, the principal/owner must apply for the B-03 Certificate of Fitness and the ARC system company recognition (<http://www1.nyc.gov/site/fdny/business/all-certifications/certificates-auxiliary-radio-comm.page>) and mail the Certification of Fitness application documents listed above and all required company application documents in the **same package** to:

Director of Licensing  
FDNY/Public Certification Unit  
9 MetroTech Center – Room 1S -1C  
Brooklyn, NY 11201-3857

#### **2. Qualification Requirements**

##### **2.1. License Requirements**

Applicants must have the following qualifications:

Valid Federal Communication Commission (FCC) general radio telephone operator license

##### **2.2. 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>

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**2.3. B-03 Application form**

Applicants must complete and sign an AIP B-03 application form

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-b03-application-form.pdf>

**2.4. Employee Affirmation Form** (This form must be *notarized*. Application and certify the following rules & regulations are read in this form)

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

1. Fire Code Sections **FC 105.4 & FC 511**
2. Fire Rule Section **R511-01**
3. National Fire Protection Association **Annex O of NFPA 1**
4. **FDNY Technology Management Bulletin #01/2011**
5. **The B-03 Certificate of Fitness Notice of Exam and Study Material**

**2.5. Photo**

A recent photo (2x2 head shot)

**2.6. 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 **B-03** Certificate of Fitness booklet:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-b03-noe-study-materials.pdf>