

**Alternative Issuance Procedure (AIP) Information for D-14**

This document provides the procedures to follow in order to obtain a **Certificate of Fitness to Supervise the Handling and Use of Chemicals in the N Y C K-12 School Laboratories (D-14)** without a written exam administered by the New York City Fire Department.

Application for alternative issuance procedure must be submitted online by the applicant or a designated coordinator. 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>. If any school would like to submit the applications as a group, the applications could be submitted by an FDNY approved designated coordinator (DC) on behalf of the teachers/staffs of the school. 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 one of the following requirements:

- A NY State Permanent Certification as a Biology, Chemistry, Earth Science or Physics (7-12) Teacher **AND** A certificate or letter on the Department of Education's official letter head stating that the applicant has received, read the DOE Science Safety Manual.
- A NY State General Science 7-12 Teacher Extension Certification **AND** a certificate or letter on the Department of Education's official letter head stating that the applicant has received, read the DOE Science Safety Manual.

**2.2. Employee Affirmation Form *(Notarization of this form is required for individually submitted application. The following rules & regulations should be addressed on the applicant affirmation form stating that the candidate is responsible for following the regulations. )***

[http://www.nyc.gov/html/fdny/html/c\\_of\\_cof\\_study\\_materials.shtml](http://www.nyc.gov/html/fdny/html/c_of_cof_study_materials.shtml)

1. Fire Code : **Chapter 27 Sections 2701 - 2703 & 2706**
2. Fire Department Rules: **Chapter 27 Section 2706-01; Chapter 48 Section 4827-01-(g)-(2)**
3. National Fire Protection Association: **NFPA 45 (2004 Edition)**
4. Certificate of Fitness Study material for **D-14**  
[http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/d\\_14\\_st\\_mat.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/d_14_st_mat.pdf)
5. Other \_\_\_\_\_

**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 issued by the public school principal;  
*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 **THREE 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.