

Fire Safety Director On Site Exam

Only authorized personnel (designated by the building owner) can make the request to schedule an On Site Fire Safety Director Exam. Candidates cannot schedule their own appointments.

To qualify for the Fire Safety Director On Site Exam, the candidate must:

- Successfully complete a 20-hour approved Fire Safety Director course;
- Pass the FSD computer exam;
- Receive a Certificate of Completion.

Once all information is verified and qualified by the Certificate of Fitness Unit, the candidates have 1 year to take the On Site Exam.

Before requesting an On Site Exam, the authorized personnel must:

- Ensure the building has a Fire Safety and Evacuation Plan on file with the Department;
- Ensure the candidate is qualified by the Certification Unit.

Send an email to High-Rise@fdny.nyc.gov with a subject line “FSD On-Site request/Candidate’s Last Name, First Name/Premises Address”

In the body of the email indicate:

- Premises information:
 - **Type** (Hotel/Office);
 - complete **Address**, including borough and zip code;
 - **DOB BIN** (Department of Building’s Building Identification Number);
 - any possible **AKA** (Also Known As) addresses.

AND
- Candidate’s information:
 - Full **Last Name, First Name**;
 - complete **Social Security Number**;
 - **Certificate of Fitness** number, if the candidate is certified at other premises.

AND
- Additional requirements:
 - Indicate if the On Site Exam is required outside of the regular start time (10 am – 12 pm) Monday-Thursday.

AND
- All email requests must indicate authorized personnel’s following information:
 - Scheduler’s **Full Name**;
 - **Title**;
 - **Business address**;
 - Contact **Phone Number**;
 - **Email** address.

All requests for cancellations must be submitted via email to High-Rise@fdny.nyc.gov
All cancellations must be received at least 72 hours before the scheduled time via email.
In order to expedite the cancellation be sure to:

- indicate "Request for On Site Exam Cancellation" in the subject of the email;
- provide the following in the body of the email:
 - Full name **Last Name, First Name;**
 - Complete **Social Security Number;**
 - On Site Exam date;
 - Premises Address.

In the case of hardship, the authorized personnel can request an emergency overtime test Monday to Thursday after 5 PM, or on Saturday. Additional overtime expenses will apply.

Only **two** candidates can be scheduled per day during **normal business hours** and on **Saturdays**. Only **one** candidate can be scheduled per day during **evening hours**.