

Revised on 04/05/2021 (remove F-85)

FIRE DEPARTMENT • CITY OF NEW YORK



NOTICE OF EXAM FOR THE

CERTIFICATE OF FITNESS EXAMINATION

F-89/T-89

FIRE AND LIFE SAFETY DIRECTOR

ALSO INCLUDED IN THIS BOOKLET YOU WILL FIND THE FOLLOWING:

NOTICE OF EXAMINATION (NOE)

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INTRODUCTION OF THE CURRICULUM

Required hours and topics of instruction.

Fire Safety and Life (FLS) Director training courses must be organized and conducted to address general topics, fire safety, and non-fire emergencies not less than 31 hours of training. All approved FLS Director Training schools are accredited to provide a complete full FLS Director course but are required to separate the curriculum into TWO major components:

Component 1: General Topics and Fire Emergency course (minimum 20 hours)

- Part I: General topics, chapter 1 to chapter 8 of the FLSD curriculum
- Part II: Fire safety training, chapter 9 to chapter 12 of the FLSD curriculum

Component 2: Non-Fire Emergency course (minimum 11 hours)

- Part III: Non-fire emergency safety training, chapter 13 to chapter 17 of the FLSD curriculum
- Part V: On-Site exam information, chapter 20 to chapter 22 of the FLSD curriculum and hands-on demonstrations: (1) elevator emergency operations and (2) fire alarm panel operations, announcements, and warden phones/ two-way communication devices (minimum 2 hours)
- Part IV: Active Shooter and Medical Emergency Preparedness, chapter 18 and chapter 19 of the FLSD curriculum

(Note:

- **Any 7-hour Non-Fire Emergencies EAP course issued on or after 03/31/2020 will no longer be recognized by the FDNY.**
- **Starting on 4/1/2019, the 4-hour ASMEP course should not be offered separately, it should be combined with the 7-hour EAP course to become the 11-hour Non-Fire FLSD course.)**

The certified schools must administer a final exam upon the completion of each section which means there are two final exams for the entire 31-hour FLS Director course. The final examinations must not be included toward the minimum number of hours required by the FDNY.

Different candidates may require different components of the FLS Director curriculum:

Candidate Categories	Component(s) of the FLS Director curriculum
Brand new candidates	31- hour FLS Director courses (or 20-hour and 11-hour courses)
Candidates who failed the FDNY Fire Component CBT twice	20-hour “FLS Director: General Topics and Fire Emergency” course
Candidates who failed the FDNY Non-Fire Component CBT twice	11-hour “FLS Director: Non-Fire Emergencies EAP + ASMEP” courses

FLS DIRECTOR QUALIFICATIONS AND NOTICES OF EXAMS

1. Qualifications.

- Be at least 18 years of age, or such age above the age of 18 as may be required by law, rule, or regulation.
- Have a reasonable understanding of the English language and be able to answer satisfactorily such questions as may be asked of such applicant upon his or her examination.
- Present such evidence of his or her character, habits, and past employment, as may be satisfactory to the commissioner.
- Have at least three (3) years' full-time work experience in one or more of the following fields (in any combination thereof), OR 18 months' full-time work experience in one or more of the following fields (in any combination thereof) that includes at least six (6) months of continuous employment at one work location:
 - firefighting or other public safety emergency response employment;
 - any fire safety-related employment, including code enforcement, fire safety inspection, fire prevention, or emergency preparedness;
 - the design, installation, operation or maintenance of building fire protection, electrical, plumbing, heating, ventilation, or air conditioning systems, or other building system regulated by the construction codes; or
 - equivalent experience acceptable to the Department;(examples are listed on the following pages)
- Successfully complete the *FLS* Director training course approved by the FDNY.
- Pass FDNY required written and on-site examinations.
- Be physically able to perform the duties of the position, if in doubt, contact the Certificate of Fitness Unit prior to scheduling the FLS Director exams.
- Applicants are prohibited from being employed by any FDNY- approved FLS Director School for at least four (4) years after taking the FLS Director written and on-site exams.

1.1 Qualification Criteria for FLS Director

Applicants must have at least three (3) years' full-time work experience in one or more of the following fields (in any combination thereof), OR 18 months' full-time work experience in one or more of the following fields (in any combination thereof) that includes at least six (6) months of continuous employment at one work location:

Fire Fighter, Fire Inspector, Fire Marshall, Correction Officer, Police Officer, Volunteer Fire Fighter

Acceptable Experience:

1. as a Firefighter, Fire Inspector, Fire Marshall, Police Officer, Volunteer Firefighter, Correction Officer in any country

Required Documentation:

1. letter from Personnel Director including service dates;
2. any relevant certificate or license

Building Maintenance Personnel (e.g. engineers, Class E or J-1 Building Superintendent, etc.)

Acceptable Experience:

1. maintenance and inspection of sprinkler/standpipe systems with required C of F (S-12/S-13/S-14); or
2. inspection, testing, and servicing of fire alarm systems with required C of F (S-97/S-98, S-95); or
3. maintenance and inspection of smoke detectors with required C of F (F-78/S-78) ; or
4. the design, installation, operation, or maintenance of building fire protection, electrical, plumbing, heating, ventilation, or air conditioning systems, or other building system with required C of F (Q-01/Q-99) or other qualified DOB licenses (Master Plumbers & Master Fire Suppression Piping Contractor; Master Electricians & Special Electricians; High Pressure Boiler Operating Engineer; Oil Burning Equipment Installer)

Building/Residence/Property Manager

Acceptable Experience:

1. supervision of building custodians and building maintenance personnel; or

2. development of Fire Safety Plan or Comprehensive Fire Safety and Emergency Action Plan; or
3. develop/implement building fire safety policy; or
4. experience as a building engineer with required C of F (Q-01/Q-99) or other qualified DOB licenses (Master Plumbers & Master Fire Suppression Piping Contractor; Master Electricians & Special Electricians; High Pressure Boiler Operating Engineer; Oil Burning Equipment Installer)

Building Evacuation Supervisor (must be listed on the building Fire Safety Plan or Comprehensive Fire Safety and Emergency Action Plan)

Acceptable Experience:

1. the experience in manning fire command center; or
2. implementation of building Fire Safety Plan or Comprehensive Fire Safety and Emergency Action Plan;
or
3. implementation of building fire safety policy

Required notarized statements:

From FLSD attesting to training in building evacuation procedures; or

From FLSD attesting to training in the manning of fire command center; or

Copy of the building safety plan including years of claimed experience;

Floor Warden or Brigade member (must be listed on the building Fire Safety Plan or Comprehensive Fire Safety and Emergency Action Plan)

Acceptable Experience:

1. as member of the Fire Brigade (Floor Warden trained by the EAPD/FLSD)
2. as member of the Emergency Response Team (trained by the FLSD in J-1 Occupancies only)

Required notarized statements:

1. copy of the building evacuation plan including years of claimed experience, and
2. from FLSD attesting to training in building evacuation procedures

Coordinator of Fire Safety and Alarm System in Homeless Shelters

Acceptable Experience:

1. the experience in operating the fire alarm control panel in a shelter and conducting drills in a shelter with the required Certificate of Fitness (F-80)

Construction Site Fire Safety Manager or Site Safety Manager

Acceptable Experience:

1. the experience in conducting inspections of all fire safety measures, and fire protection equipment and systems at a construction site with the required Certificate of Fitness (S-56) to ensure they are readily available and complying with the Fire Code and Building Code.
2. the experience in monitoring construction sites and ensuring the construction company complies with state and federal regulations on safety in the workplace with the required NYC DOB license (Site Safety Manager Certification).

Note: The experience of only being a Fire Guard (e.g. F-01/F-02/F-03/F-04/F-36/F-54/F-91, etc.) or a security guard (e.g. S-60 or New York State security license) will **generally NOT QUALIFY** you to become a Fire and Life Safety Director candidate.

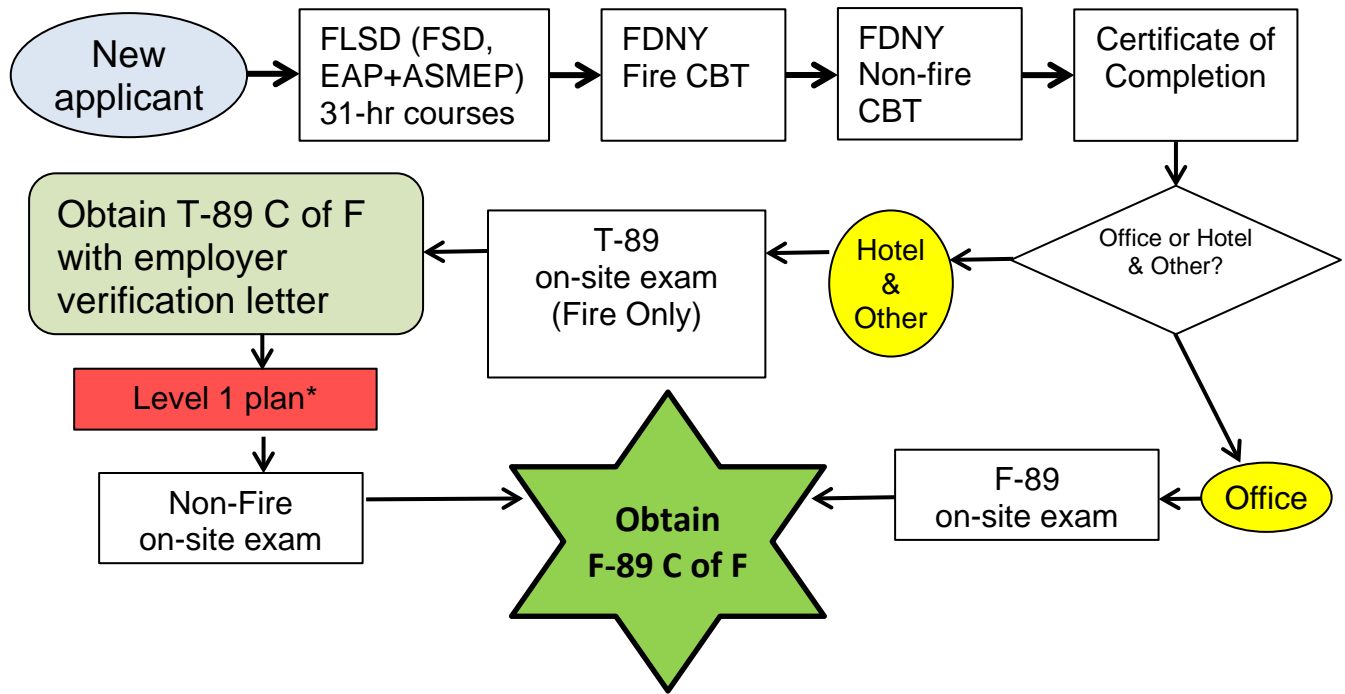
Note: If you do not meet the qualified titles listed above or are not listed on the Comprehensive Fire Safety and Emergency Action Plan or the Fire Safety and Evacuation Plan, you must address your fire safety-related experience **in detail** for qualification review. The experience must be highly related to the Fire and Life Safety Director duties and/or building fire protection systems with required C of Fs.

2. Notice of Exam for New Candidates

The certification process of the F-89/T-89 Certificate of Fitness is listed below:

- (1) Training courses requirements
- (2) FDNY FLSD computer based exams
- (3) FDNY on-site exam (F-89/T-89)

The simplified flow chart of certifying process is provided below the detail flowchart is on the following page.

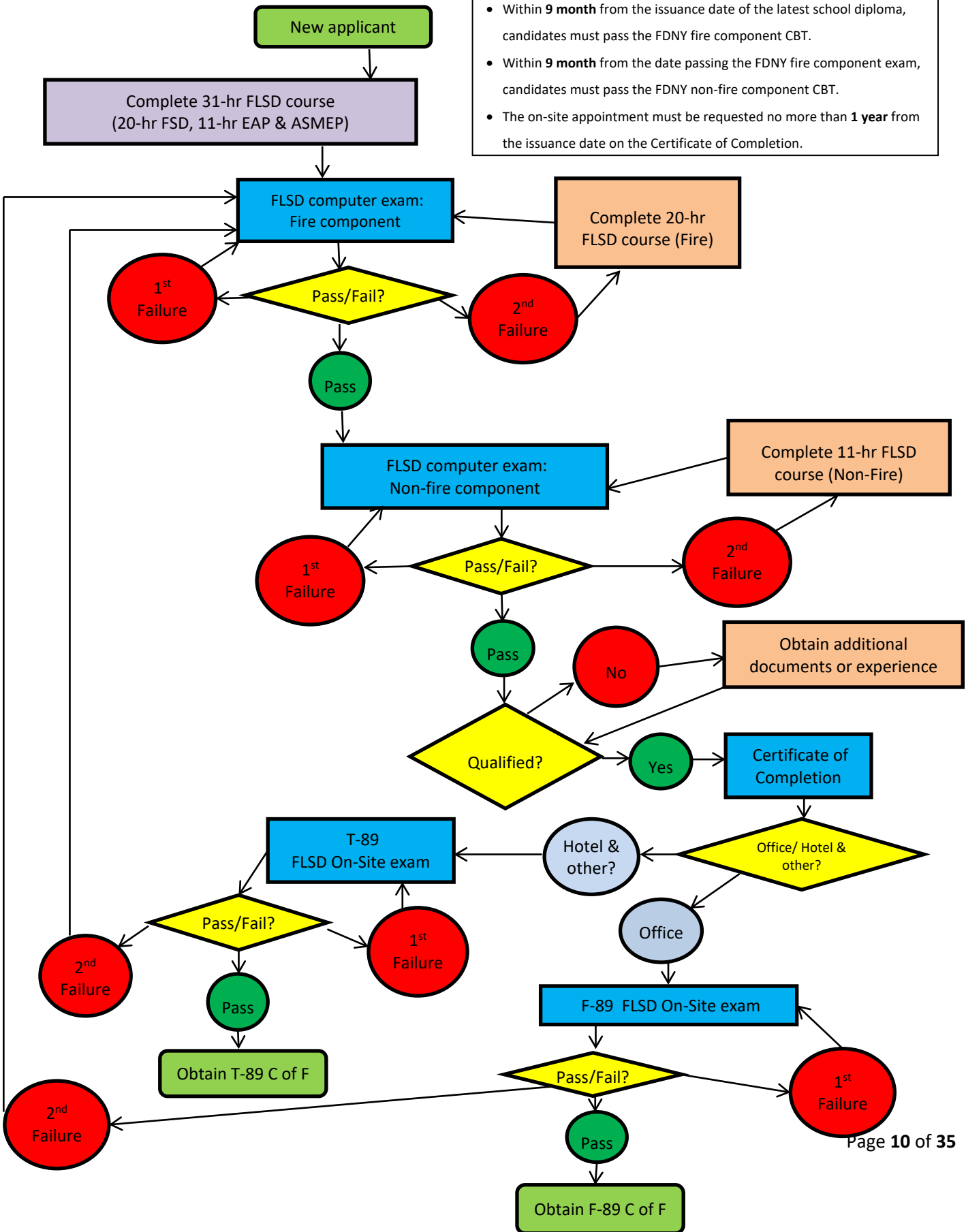


* When the building is required to prepare the level 1 plan by the new FDNY rule

Candidates who complete the required courses and pass both FDNY fire and non-fire component computer exams but do not meet the qualification criteria listed above will NOT receive the Certificate of Completion and will NOT be able to schedule the FLSD On-Site exam.

Flow chart of the procedures for NEW applicants

- Within **9 month** from the issuance date of the latest school diploma, candidates must pass the FDNY fire component CBT.
- Within **9 month** from the date passing the FDNY fire component exam, candidates must pass the FDNY non-fire component CBT.
- The on-site appointment must be requested no more than **1 year** from the issuance date on the Certificate of Completion.



(1) Training courses

All FLS Director candidates must complete the 31-hour FLS Director training course from one of the FDNY certified schools or organizations before taking the two (fire and non-fire) FDNY computer based exams. The list of the FDNY certified schools or organizations can be found on the following link:

<http://www1.nyc.gov/site/fdny/business/all-certifications/approved-schools.page>

The 31-hour FLS Director training courses shall include TWO major components: (1) General Topic and Fire Emergency course (20 hours); and (2) Non-Fire Emergencies EAP course and ASMEP course (11 hours). New candidates may take two components separately; however, the second course should be completed within 3 months from the date listed on the first course diploma.

Candidates must attend all training classes to be eligible to take the required training course's final examinations for two sections. School Graduation Diploma will be issued after the candidates obtain a passing score of 70% for each final exam. Candidates shall be allowed two (2) opportunities to pass each exam. Candidates who fail the final examination on the second attempt shall be required to re-attend the course in its entirety.

The Graduation Diploma is valid for **9 MONTHS** in order to take the FDNY Fire component computer based exam.

(2) Computer based exams

Within 9 months of successfully completing the FLS Director training course, candidates must pass the first FLS Director computer based exam, Fire component, administered by the FDNY.

Within nine 9 months of passing the fire component of the FLS Director computer based examination, candidates must pass the second FLS Director computer based exam, Non-Fire emergency Component, administered by the FDNY.

DATE OF EXAM: The computer based examinations are administered Monday through Friday (except legal holidays) at **2:00PM** by **appointment only**. The appointment can be made on the following link:

<http://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page>

Candidates are not allowed to schedule two exams on the same day.

FEE:

Application Fees: \$25.00 for **each** computer based exam. The application fee must be paid prior to taking the computer based examination. This fee includes the issuance of a Certificate of Completion after passing two FDNY computer based exams (fire and non-fire components). Applicants who fail the computer based examination must pay \$25.00 for each subsequent exam.

The fee can be paid by credit/debit card (American Express, Discover, MasterCard, or Visa), personal or company check or money order (made payable to the New York City Fire Department).

A convenience fee of 2 % will be applied to all credit/debit card payments.

For fee waivers submit (Only government employees who will use the Certificate of Fitness for work related responsibilities are eligible):

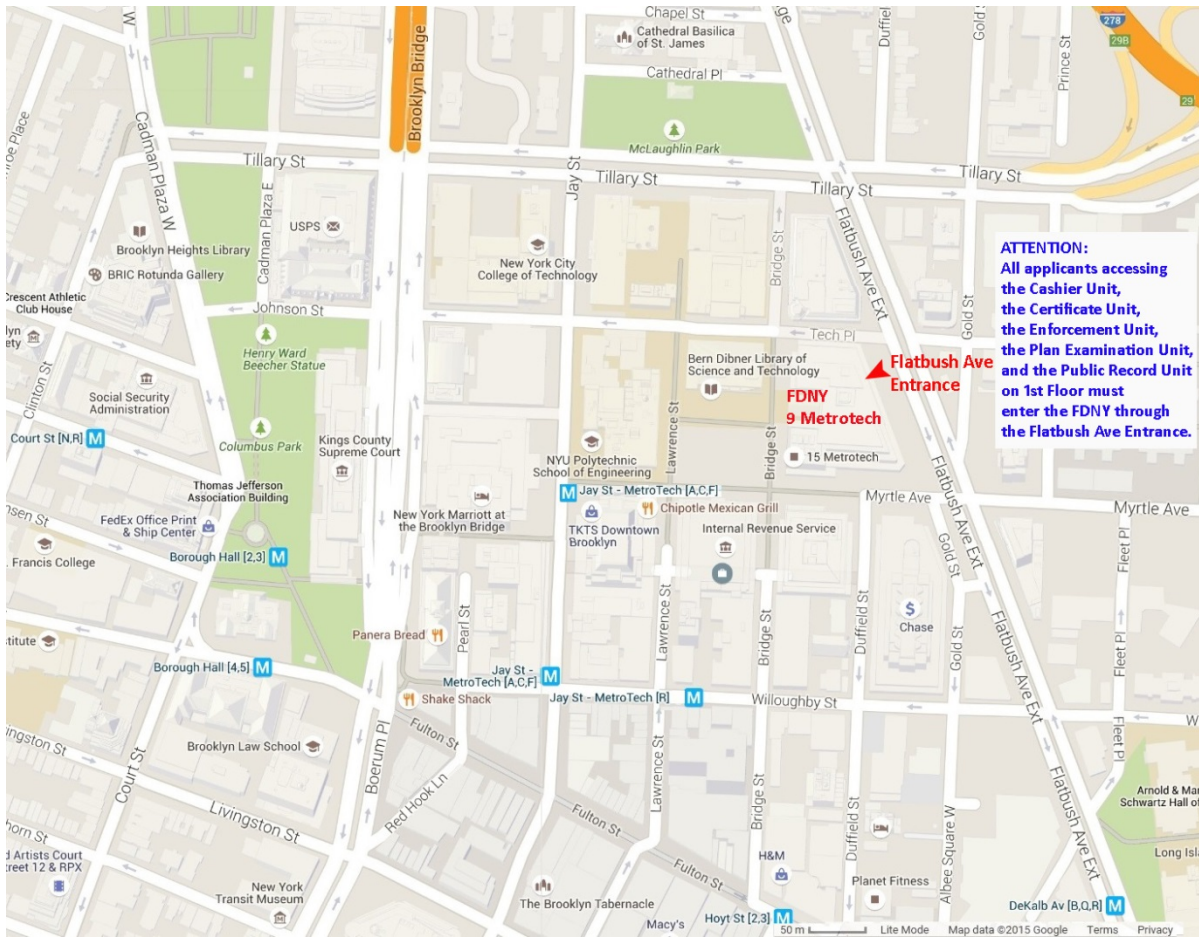
- A letter requesting a fee waiver on the Agency's official letterhead stating applicant's full name, exam type and address of premises, AND
- A copy of identification card issued by the Agency.

EXAM INFORMATION:

The **FLSD: Fire Component** exam will consist of **120** multiple-choice questions and the **FLSD: Non-Fire component** exam will consist of **55** multiple-choice questions. Both exams are administered on a "touch screen" computer based monitor. It is a time-limited exam. Based on the amount of the questions, you will have **186** minutes to complete the Fire Component exam and **83** minutes to complete the Non-Fire Component exam, passing score of at least 70% is required in order to obtain a passing letter.

EXAM SITE:

FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY. Enter through the Flatbush Avenue entrance (between Myrtle Avenue and Tech Place).



COMPUTER BASED EXAM PROCEDURES

A. FLSD: Fire Component computer based exam

(1) Scheduling the FLSD: Fire Component computer based exam:

Applicants must take the FLSD: Fire Component Computer based examination within the **9 month valid period** of the FLSD School Graduation diploma. All applicants **MUST** have successfully completed the entire 31-hour FLS Director course or two separate courses including Fire component (20 hours), Non-Fire Component (EAP and Active Shooter and Medical Emergency Preparedness (11 hours) courses. The last date to take the Fire Component computer based exam will be determined based on the **LATEST** school diploma issued by an FDNY certified school.

To schedule an individual or a group appointment for FDNY computer based exam, log into the link below:

<http://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page>

Please cancel or reschedule your appointment at least 24 hours in advance if you cannot make it to the testing center to take the exam.

Starting processing time for a test is 2:00 P.M. No test will be administered to applicants who arrive after 3:00 P.M.

(2) Requirements for the FLSD: Fire Component computer based exam:

1. Applicants must be at least 18 years of age.
2. Applicants must have a reasonable understanding of the English language.
3. Applicant must provide two forms of identifications; at least one form of identification must be government issued photo identification, such as a State-issued Driver's License or Non Driver's License or a passport.
4. Applicants must submit the **original** 31- hour Fire and Life Safety Director School graduation diploma for review to be processed for the exam. **The Graduation Diploma is valid for 9 months.**

Applicants are allowed to submit the original diplomas of 2 different courses to meet the 31-hour Fire and Life Safety Director training course requirement. The last date to take the computer exam will be determined based on the latest issuance date of one of these two FDNY certified school diplomas:

1. Original 20-hour school diploma (FLSD-General and Fire Component course)
2. Original 11-hour school diploma (FLSD- Non-Fire Emergencies)

(Note: The 11-hour school diploma can be separated into the 4-hour Active Shooter and Medical Emergency Preparedness school diploma or FLSD- Non-Fire Emergencies ASMEP diploma AND Original 7-hour FLSD: Non-Fire Emergencies EAP diploma)

Exception:

If the applicants have failed twice in the FLSD: Fire Component computer based exam, applicants may submit the expired 31-hour school diploma(s) AND an unexpired original copy of the 20-hour "FLS Director: General Topic and Fire Emergency" course diploma.

5. Applicants are prohibited from being employed by any FDNY- approved FLS Director, FSD, FS/EAP School for at least four (4) years after taking any FDNY FSD, EAP, or FLSD related exam.

6. Applicants must complete the following forms:

- Application for Fire and Life Safety Director (FLS Director) Certificate of Fitness.

The form can be downloaded from the following link:

<https://www1.nyc.gov/nycbusiness/description/certificate-of-fitness-for-fire-life-and-safety-director-f89t89>

- One Verification Letter (also attached in the following pages) from each employer listed in the application form above.

The letter can be downloaded from the following link:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-f85-verification-letter.pdf>

- A-20 (general C of F application form).

The form can be downloaded from the following link:

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

Verification Letter (front)

**FIRE DEPARTMENT CITY OF NEW YORK
BUREAU OF FIRE PREVENTION
9 METROTECH CENTER
BROOKLYN, N.Y. 11201-3857**

Verification Letter for Fire and Life Safety Director Application

(For each employer listed in the FLSD application form, an individual affidavit must be submitted.)

INSTRUCTIONS

In accordance with the procedures of the New York City Fire Department, applicants for the Fire and Life Safety Director exam must possess experience involving fire protection and fire prevention activities, or responsible positions pertaining to the operations of building service equipment.

The applicant has listed your firm for experience and dates. All information must be verified. Please complete the form below. The form below must be notarized. We thank you in advance for your cooperation.

Firm or Company Name _____

Business Address _____

Sir/Madam:

I am pleased to confirm the employment of _____ for application

Applicant's name

for a Certificate of Fitness as a Fire and Life Safety Director. The applicant was/is employed here in the title of

_____ during the following dates: from _____ to _____. The

applicant's specific job responsibilities involve fire prevention activities or responsible position pertaining to

operation of building service equipment include(d) such as:

Signature of employer Title
(Sign only before a notary)

Date: _____

STATE OF _____

COUNTY OF _____

Sworn to before me, this _____ day

of _____, 20____

Signature of notary

Notary Number: _____

Commission Expires: _____

**The completed form must be submitted promptly to the FDNY, 9 Metro Tech Center, Brooklyn, NY 11201, Attn: Certificate of Fitness Unit (FLSD Verification Section). Failure to submit this form will delay the processing of the candidate above. For additional information, please call (718) 999-2506 or (718)999-0649 during business hours or email pubcert@fdny.nyc.gov

Verification Letter (back)

As per 3 RCNY §113-02, the FDNY began expanding the verification requirements for new Fire and Life Safety Director Candidates. We will be verifying all duties associated with (a) firefighting or other public safety emergency response employment; (b) any fire safety-related employment, including code enforcement, fire safety inspections, fire prevention or emergency preparedness; (c) the design, installation, operation or maintenance of building fire protection, electrical, plumbing, heating, ventilation, air conditioning , or other building systems regulated by the construction codes; or (d) equivalent related experience acceptable to the FDNY, three (3) years' full-time work experience in one or more of the fields , OR 18 months' full-time work experience in one or more of the fields that includes at least six (6) months of continuous employment at one work location is required in order to qualify.

(3) **After the FLSD: Fire Component computer based exam:**

1. **Pass the FLSD: Fire Component computer based exam:**

The applicant will receive a computer based exam passing letter (N-85) stating that the applicant passed the computer based exam. The passing letter will allow the applicant to take the second computer based exam, FLSD: Non-Fire Component Exam. The passing letter is **NOT RENEWABLE** and **valid for 9 months from the issuance date**.

2. **Fail the FLSD: Fire Component computer based exam:**

The applicant will be given **two (2) opportunities to take and pass the computer based exam** on the basis of having successfully completed the required training course.

- The **first attempt** of the Fire Component computer based exam should be taken **within the 4 months valid period** from the date that the candidate completes the course requirements. The **second** computer based exam must be completed **within the 9 months valid period** from the date that the candidate completes the course requirements. **The candidate must schedule an appointment for the second attempt** (see appointment information above).
- If an applicant **fails** the computer based exam **the second time**, **the applicant must retake the 20-hour “FLS Director: General Topic and Fire Emergency”** course in its entirety to be eligible to take the exam again. Email pubcert@fdny.nyc.gov for additional information concerning the computer based exam.

B. FLSD: Non-Fire Component computer based exam

(1) **Scheduling the FLSD: Non-Fire Component computer based exam:**

Applicants must take the FLSD: Non-Fire Component Computer based examination within the **9-month valid period** of

- the FLSD: Fire Component exam passing letter; OR
- the 11-hour “FLS Director: Non-Fire Emergencies EAP & ASMEP” courses, whichever is later.

To schedule an individual or group appointment for FDNY computer based exam, the applicants can log into the link below:

<http://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page>

Please cancel or reschedule your appointment at least 24 hours in advance if you cannot make it to the testing center to take the exam.

Starting processing time for a test is **2:00 P.M.** No test will be administered to applicants who arrive after **3:00 P.M.**

(2) Requirements for the FLSD: Non-Fire Component computer based exam:

1. Applicant must provide two forms of identifications; at least one form of identification must be government issued photo identification, such as a State-issued Drivers' License or Non Driver's License or a passport.
2. Applicants must submit the **original copy and unexpired FLSD: Fire Component computer exam passing letter. The passing letter is valid for 9 months.**

Exception:

- Applicants may submit
 1. Original F-85 Certificate of Fitness Card; AND
 2. the original required FLSD Non-Fire Emergencies EAP & ASMEP course.
 - If the applicants have failed twice in the FLSD: Non-Fire Component computer based exam, applicants may submit the expired 31-hour school diploma(s) AND an unexpired original 11-hour "FLS Director: Non-Fire Emergencies EAP & ASMEP" course diploma.
3. Applicants are prohibited from being employed by any FDNY- approved FLS Director, FSD, FS/EAP School for at least four (4) years after taking any FDNY FSD, – EAP, or FLSD related exam.
 4. Applicants must complete the A-20 (general C of F application form).

The form can be downloaded from the following link:

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

(3) After the FLSD: Non-Fire Component computer based exam:

1. **Pass the FLSD: Non-Fire Component computer based exam:**

Applicants will receive a computer based exam passing letter (Z-89) stating that the applicant passed the FLSD: Non-Fire component computer based exam. The experience qualifications, as previously submitted, will be reviewed. The applicant will receive a **Certificate of Completion** within six (6) to eight (8) weeks if the experience qualifications are accepted. To receive the Certificate of Completion, candidates must meet all the following requirements:

- Have a minimum related accepted experience (refer to Section 0.1 of this Notice of Exam)
- Pass two FLS Director computer based exams including fire component and non-fire component.

The Certificate of Completion will allow the applicant to schedule the On-Site Examination (See the “On-Site Examination Procedures” listed on the following pages). The Certificate of Completion is NOT RENEWABLE. It is valid for one (1) year. If the qualifications are not accepted, the applicant will receive a Disqualification Letter.

The Certificate of Completion may allow the applicant to perform the duties of an FLSD on an interim basis by obtaining the confirmation letter from the High Rise Unit. The request must be submitted by the building manager or authorized personnel via email only to High-Rise@fdny.nyc.gov. The building manger should contact the High-Rise Unit for further information.

2. Fail the FLSD: Non-Fire Component computer based exam:

The applicant will be given **two (2) opportunities to take and pass the non-fire component computer based exam** on the basis of having successfully passed the fire component exam.

- The **first attempt** of the Non-Fire Component computer based exam should be taken **within the 4 months valid period** from the date that the candidate completes the course requirements. The **second** computer based exam must be completed **within the 9 months valid period** from the date that the candidate completes the course requirements. **The candidate must schedule an appointment for the second attempt** (see appointment information above).
- If an applicant **fails** the computer based exam **the second time, the applicant must retake the 11-hour “FLS Director: Non-Fire Emergencies EAP and ASMEP”** course in its entirety to be eligible to take the Non-Fire component exam again. Email pubcert@fdny.nyc.gov for additional information concerning the computer based exam.

(3) ON-SITE EXAM (F-89/T-89)

A. Fees

- F-89 FLS Director On-Site Exam fee: \$750.

The F-89 FLS Director On-Site Exam include three major components: General Building Knowledge, Fire Component, and Non-Fire Component. Refer to Part V of this booklet for the detail content.

If the candidate fails the first On-Site Exam, the second F-89 On-Site Exam will be charged based on the components the candidate needs to retake.

Retested Component(s)	Retest fee
Non-Fire Component only	305
Fire Component only	445
General Building Knowledge only	445
General Building Knowledge & Fire Component	445
General Building Knowledge & Non-Fire Component	305
Fire Component & Non-Fire Component	750
General Building Knowledge, Fire Component & Non-Fire Component	750

- T-89 temporary FLS Director On-Site exam fee: \$445

If the candidate fails the entire On-Site Exam (total score is less than 70, fails 2 or more important questions, or fails at least one mandatory question) but passes one components of the exam, the candidate may choose only to retake the failed component (General Building Knowledge or Fire Component) he/she fails. However, the fee will still be charged in full (T-89 On-Site exam: \$445).

- Overtime fee:

If an overtime exam Monday to Friday after **4:00 PM** or on Saturday is requested, additional overtime expenses will be charged. The invoice for the total fee will be sent to the building where the On-Site Exam was administered.

B. To schedule the On-Site Exam

Only authorized personnel (designated by the building owner) are allowed to schedule an On-Site F-89 or T-89 Exam. Candidates cannot schedule their own exams.

The **first attempt** of the On-Site exam should be scheduled **within 6 months** from the date that the candidate received the Certificate of Completion. In addition, any other On-Site exam request must be submitted within **one (1) year** from the date that the candidate received the Certificate of Completion. **The Certificate of Completion is NOT RENEWABLE.**

Send an email to High-Rise@fdny.nyc.gov with a subject line “F-89 or T-89 On Site request/Candidate’s Last Name, First Name/Premises Address. “ No telephone or fax appointment requests will be accepted.

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**;
 - **Last 4 digits of Social Security Number**;

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.

In the case of hardship, the authorized personnel can request an emergency overtime test Monday to Thursday after 4 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**.

C. Specific information for the F-89 On-Site Exam (the premises with a Comprehensive Fire Safety and Emergency Action Plan)

To qualify candidates for the **F-89** On-Site Exam, the authorized personnel must ensure:

- **The candidates received the FDNY FLS Director Certificate of Completion.**
- **The building has a Comprehensive Fire Safety and Emergency Action Plan accepted by the FDNY.**

If candidate's premises' Comprehensive Fire Safety and Emergency Action Plan has NOT been accepted by the FDNY, the candidate must apply for the T-89 On-Site exam before the Certificate of Completion expires.

The average testing time of the F-89 On-Site Exam is approximately 4-5 hours. The testing environment should be expected to be occupied for at least 5 hours.

Before the On-Site Exam, the supervisor must ensure:

- (1) The candidate is physical capable to take the on-site exam and to perform the duties and responsibilities required of the FLS Director if he/she is certified.
- (2) The most recent plan is available to the FDNY, including Building Information Card (BIC) and Comprehensive Fire Safety and Emergency Action Plan or Fire Safety and Evacuation Plan.
- (3) The fire alarm panel and the elevator(s) (if applicable) are fully functional.
- (4) A suitable environment is available for the FDNY inspector to administer the On-Site Exam (see "On-Site Exam environment" section).

Failure to fulfill the requirements listed above before the On-Site Exam may result in termination of the test. The On-Site Exam fee will be charged.

D. Specific information for the T-89 On-Site Exam (the premises with a Fire Safety and Evacuation Plan only)

To qualify the candidate for the **T-89** On-Site Exam, the authorized personnel must ensure:

- **The candidates received the FDNY FLS Director Certificate of Completion. (or The candidates received the FDNY FLSD Certificate of Completion AND has passed the FDNY Non-Fire Component computer based exam);**
- **The building has a Fire Safety and Evacuation Plan submitted to the FDNY;**
- **Applicants must prepare a “T-89 Designation Letter” from the employer or building owner recommending the applicants for the computer based exam. A sample letter is attached in the following page. The sample letter will also be available on FDNY website.**

The average testing time of the T-89 On-Site Exam is approximately 3.5 hours. The testing environment should be expected to be occupied for at least 4 hours.

Before the On-Site Exam, the most recent plan must be available to the FDNY, including Building Information Card (BIC) and Fire Safety and Evacuation Plan. Failure to produce the required documents before the On-Site Examination can result in termination of the test. The On-Site Exam fee will be charged.

The T-89 applicants **must also submit the T-89 Designation Letter** signed by the employer/supervisor to the inspector **upon the On-Site Exam. The COF unit will NOT issue the T-89 Certificate of Fitness until the Designation Letter has been submitted.**

SAMPLE DESIGNATION LETTER (for T-89)

MUST BE SUBMITTED ON COMPANY LETTERHEAD

To: FDNY
 Bureau of Fire Prevention
 9 MetroTech Center,
 Brooklyn, NY 11201

From: _____

Date: _____

Subject: Request to apply T-89 Certificate of Fitness

Re: _____
 (Applicant's name)

The above individual will be designated as a Fire and Life Safety Director at

 _____ (PREMISES ADDRESS)

Company name: _____

The Comprehensive Fire Safety and Emergency Action (Level 1) Plan of the premises listed above has not been submitted to FDNY.

The candidate listed above has been designated to be an FLS Director or Deputy FLS Director for the premises at the above address. The applicant is of good character and is physically able to perform the duties and responsibilities required from the holder of this Certificate of Fitness. Before our premises obtain the FDNY acceptance of its Comprehensive Fire Safety and Emergency Action (level 1) plan, we recommend this candidate to perform the duties of an FLS Director on an interim basis with the valid T-89 Certificate of Fitness. This candidate will be authorized to implement the provisions of FC Chapter 4 and R404-01 with respect to fire emergencies and to take such actions in response to non-fire emergencies as the building owner authorizes, based on the standard FDNY non-fire emergency procedures and the plan or procedures currently in place for our premises. **We understand that once our premises obtains the FDNY acceptance of the Comprehensive Fire Safety and Emergency Action (Level 1) plan, we will immediately schedule the applicant for the Non-Fire portion On-Site Exam to obtain the F-89 Certificate of Fitness.**

Sincerely,

 Building Owner or Manager (Contact phone number: _____ - _____ - _____)

E. Special requirements for additional work location:

Applicants are allowed to hold F-89/T-89 for two separate locations at the same time without special restrictions. Applicants employed as an F-89/T-89 holder at three or more locations must apply for a modification/variance. A \$200 non-refundable fee is required with each application that can be found on the following link:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/variance-fsd-ecap-form.pdf>

Under the modification/variance program, the applicants are subject to the On-Site Exam in order to renew the Certificate for each location.

Candidates who work in multiple buildings and are subjected to R-59/R-58 after failing the first attempt at an On-Site Exam due to important responses, will not be allowed to schedule the second attempt at an On-Site Exam unless they pass the R-59/R-58 computer based exam.

F. To cancel or reschedule the On-Site Exam

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;**
 - **Last 4 digits of Social Security Number;**
 - On Site Exam date;
 - Premises Address.

The building will be charged the On-Site Exam fee **if the cancelation request is received less than 72 hours prior to the On-Site Exam. Any candidate canceling three (3) On-Site Exams will not be allowed to schedule an On-Site Exam until after 6 months following the third cancellation.**

If the authorized personnel (designated by the building owner) needs to reschedule the candidate, the cancellation must be submitted first. After the cancellation is confirmed by the High Rise Unit, the authorized personnel can schedule the On-Site Exam for another date by submitting another request.

G. On-Site Exam environment

In order to maximize all candidates' testing performance, the candidates or the supervisor must arrange a suitable environment for the FDNY inspector to administer the On-Site Exam.

A suitable testing environment includes but is not limited to:

- adequate room lighting
- adequate ventilation
- comfortable seating and clean work surfaces for the candidates to take notes and answer questions.
- minimum noise and no distractions during the exam
- Alarms and announcements will be sounded at various points during this exam, refer to “(4) What to expect during the On-Site Exam”.

The average testing time of the On-Site Exam is approximately 4 hours. The testing environment should be expected to be occupied for at least 5 hours.

FDNY inspectors have the right to move the candidate to a proper testing environment.

H. On-Site Exam Grading

Different weightings are assigned for different questions. For example, there are **mandatory and important questions** in the On-Site exam. **Candidates must receive a score of at least 70% and pass all mandatory questions and not fail more than one important question.** If candidates **do not successfully perform any mandatory response or fail two important questions, candidates will NOT receive a passing score.**

The mandatory questions are building specific, where a practical demonstration is required. The important questions are generic questions, tasks or the actions that must be explained as part of the answer to a question or scenario.

The inspectors only record candidates' VERBAL answers but do not grade the exams. The On-Site Exam will be graded by a third party unit at the FDNY. If you feel the examiner(s) did not provide a fair environment or opportunity, you may file a complaint by email. We assure that all complaints will be kept confidential.

Complaints and/or concerns regarding the administration of the On-Site Exam:

- must be received by email **within 24 hours of your On-Site Exam**
- address your complaints to pubcert@fdny.nyc.gov
- subject line must read **FS/EAP Director On-site Complaint**
- In the body of the email please include
 1. Your full name
 2. Your last **4 digits** of Social Security number
 3. The date the On-Site Exam occurred
 4. Describe the specific issue in detail

The grading processing may take from **six (6) to eight (8) weeks**. The exam results will be mailed to the candidates' home address indicated on the A-20 application filled out during the On-Site Exam. If candidates fail, the failure notices will also be mailed to the premises.

I. The Consequence of Failing the On-Site Exam

- *First failure:*

If the candidate fails the On-Site Exam, the exam fee will not be refunded. Applicants will be permitted to take two (2) On-Site Exams; however, applications for a second On-Site Exam must be requested before the expiration date listed on the FLSD Certificate of Completion.

If the candidate fails the entire On-Site Exam (total score is less than 70, fails 2 or more important questions, or fails at least one mandatory question) but passes one or two parts of the exam, the candidate may choose to only retake the part(s) he/she fails. The fee will be based on the parts that the candidate needs to retake (refer to the Section 0.2.1. (3) A. fee of this Notice of Exam).

- *Second failure:*

If the candidate does not pass the On-Site Exam after the second attempt and the candidate does not have any valid F-89/T-89/Q-89 C of F, the candidate will be required retake and pass two FDNY computer based exams (Fire and Non-Fire Components) and obtain a new Certificate of Completion. The candidate must **pass the FLSD: Fire Component computer exam within 1 year from the issuance date of the second failure notice**. If the candidate fails to pass the computer based exam within 1 year, the candidate has to restart the entire process by retaking the 31-hour FLSD course.

- *Candidates who hold valid T-89/F-89 C of F for other premises and miss two or more important questions during an On-Site Exam in additional building,*

If the candidate is seeking to be certified in an additional building and fails the On-Site Exam because he/she missed two or more important responses for the Fire Component of the On-Site Exam, the candidate will be required to take and pass a written Remedial FLS Director: Fire Component Examination (R-58) before being permitted to schedule another On-Site Exam.

If the candidate is seeking to be certified in an additional building and fails the On-Site Exam because he/she missed two or more important responses for the Non-Fire Component of the On-Site Exam, the candidate will be required to take and pass a written Remedial FLS Director: Non-Fire Component Examination (R-59) before being permitted to schedule another On-Site Exam.

Failure to pass the R-58/R-59 exam or ignoring the R-58/R-59 notice will result in a suspension of the Fire and Life Safety Director (F-89/T-89) certifications. See the Notice of Examination R-59/R-58 for further information.

3. Other fees

- Renewal fee

Renewal fee for the F-89 C of F is \$15.00. It applies for any Certificate of Fitness to be renewed from 90 days before to 90 days after the expiration date. It is very important to renew your C of F before it expires. Renewals submitted 90 days (up to one year) after the expiration date will incur a \$25 penalty in addition to the renewal fee. Certificates expired over one year past expiration date will not be renewed. New exams will be required.

- Update, replacement and duplicate fee

To change a mailing address or obtain a duplicate Certificate of Fitness, you should submit a letter requesting the change of mailing address or a duplicate C of F with \$5.00 fee.

- C of F for additional building(s)

If a current T-89/F-89 Certificate of Fitness holder wants to be certified in another building, in addition to the required On-Site Exam fees and possible variance fee (refer to the Section 0.2.1. (3)(E) of this Notice of Exam), the candidate will be charged \$25 to obtain the new Certificate of Fitness (T-89/F-89) card after he/she passes the On-Site Exam for the new building.

4. Valid period and expiration issues

(1) The FLSD related school graduation diploma(s) (including the 31-hour, 20-hour, 11-hour)

- All FLSD School Graduation diplomas are valid for 9 months. They are **NOT RENEWABLE**. The expiration date will be counted based on the latest school diploma issuance date. If the latest school diploma is expired, the applicant must re-attend the required 31-hour course in its entirety.

(2) Active Shooter and Medical Emergency Response School graduation diploma/letter

- This diploma does not have an expiration date. It may be combined with the FS/EAP courses to be qualified for taking the FLSD computer based exams. **It will become invalid if the candidate fails the FDNY Non-Fire Component CBT twice.**

(3) FDNY computer based exam passing letter

- The FDNY FLSD: Fire Component computer based exam passing letter (**N-85 letter**) is valid for **9 MONTHS**. It is **NOT RENEWABLE**. **Within 9 months, candidates must pass the FLSD: Non-Fire Component computer based exam.**
 - If it is expired less than one year (within 1 year and 9 months from the issuance date), the applicant must retake and pass the FLSD: Fire Component computer based exam to obtain a new N-85 letter.
 - If it is expired more than one year (more than 1 year and 9 months from the issuance date), the applicant must retake the 20-hour “FLSD: General Topic and Fire Emergency” course and pass the FLSD: Fire Component computer based exam to obtain a new N-85 letter.
- The FDNY FLSD: Non-Fire Component computer based exam passing letter is valid for **12 MONTHS**. It is **NOT RENEWABLE**. **The candidate cannot schedule the on-site exam if this letter is expired.**
 - If it is expired less than one year (less than 2 year from the issuance date), the applicant must retake and pass the FLSD: Non-Fire Component computer based exam to obtain a new N-89 letter.
 - If it is expired more than one year (more than 2 year from the issuance date), the applicant must retake the **11-hour “FLS Director: Non-Fire Emergencies EAP & ASMEP”** course and pass the FLSD: Non-Fire Component computer based exam to obtain a new N-89 letter.

(4) The FDNY Certificate of Completion:

The FDNY Certificate of Completion is valid for **one year**. It is **NOT RENEWABLE**.

- If it has expired, the candidate must retake and pass the two computer based exams to receive a new Certificate of Completion to schedule the On-Site Exam.
- If it has expired more than one year (more than 2 year from the issuance date), the candidate must retake the 31-hour FLSD course, pass TWO computer based exams to receive a new Certificate of Completion.

(5) F-89 C of F

- Once you obtain the F-89 Certificate of Fitness, the FSD (F-25/F-58/F-85) Certificate of Fitness is no longer required for the SAME PREMISES.

- The FDNY F-89 Certificate of Fitness is valid for three years. It is renewable. *If the F-89 Certificate has been expired more than 90 days:*

- 90 days to 1 year

An additional \$25.00 late fee applies when the renewal is requested after 90 days but before one (1) year after the expiration date.

- more than 1 year

No Certificate will be renewed if expired for one year after the expiration date. **If the F-89 certificate has expired over one year, the applicant must retake the 31-hour FLSD course, pass TWO computer based exams, and pass the FLSD On-Site Exam.**

(6) T-89 C of F

- Once you obtain the T-89 Certificate of Fitness, the FSD (F-25/F-58/F-85) Certificate of Fitness is no longer required for the SAME PREMISES.
- Once the T-89 C of F holder's premises obtains the FDNY acceptance of the Comprehensive Fire Safety and Emergency Action (Level 1) Plan, the authorized personnel (designated by the building owner) must IMMEDIATELY schedule the T-89 C of F holder for the non-fire portion (EAP) of the On-Site Exam to obtain the F-89 Certificate of Fitness.
- The FDNY T-89 Certificate of Fitness may be valid up to three years. **This Certificate of Fitness is ONLY valid in the premises that has not yet obtained FDNY acceptance of the Comprehensive Fire Safety and Emergency Action Plan.**

(7) F-59/F-25/F-58/F-85 C of F

- The F-59/F-25/F-58 C of F will no longer be a valid C of F. All F-59/F-25/F-58/F-85 C of Fs must be transferred to T-89/F-89 by fulfilling the new requirements. Only F-89/T-89 Certificate of Fitness will be recognized as the valid FLS Director Certificate of Fitness.

5. Inactive Certificate of Fitness

Individuals who no longer work at the premises where they were previously certified as a Fire Life and Safety Director should return their Certificate of Fitness card(s) and submit the completed Surrender Certificate of Fitness Form back to the Fire Department.

The Surrender Certificate of Fitness Form can be found on the following link:

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

The Certificate of Fitness number and expiration date will be carried to the Q-89 Inactive Fire and Life Safety Director Certificate of Fitness after candidates successfully surrender the F-89 Certificate of Fitness Card. The renewal procedures of Q-89 Certificate of Fitness will be same as F-89 Certificate of Fitness.

6. Renewal procedure

(1) F-85

F-85 is no longer valid and no longer renewable.

(2) F-89

The F-89 Certificate of Fitness must be renewed every **THREE YEARS**. FDNY also reserves the right to require the applicants to take a re-examination upon submission of renewal applications.

You may receive a courtesy notice of renewal 90 days before the expiration date. However, it is your responsibility to renew your Certificate. It is very important to renew your C of F before it expires.

The F-89 C of F card can be renewed **On-line, by Mail or in Person.**

- Renewal online

Fee exempted applicants cannot renew online only by mail or in person. (Only government employees who will use their C of F for work- related responsibilities are eligible for fee waivers.)

If you are an individual, make sure you have your 12 digit Certificate of Fitness Access ID. This can be found on your Renewal Notice. If you do not have your Renewal Notice, your Access ID is your 8 digit Certificate of Fitness number and the last four (4) digits of your social security number. If you are submitting renewals on behalf of a company's employees, the company must be approved by FDNY and have an 8 digit Company Code. To request approval company renewal code, email pubrenew@fdny.nyc.gov.

Renewal fee can be paid by one of the following methods:

- Credit card or Debit card (American Express, Discover, MasterCard, or Visa)
- E-check

A convenience fee of 2 % will be applied to all credit/debit card payments for original or renewal certificates.

If all the requirements are met, the Certificate of Fitness will be mailed to the mailing address within 10 days.

For online renewal go to: <https://a836-citypay.nyc.gov/citypay/FDNYCOF>

- Renewal by mail

Mail your Renewal Notice (if you did not receive a Renewal Notice, a copy of your certificate), along with your fee payment:

Personal or company check or money order (made payable to the NYC Fire Department)

For fee waivers submit: (*Only government employees who will use their C of F for work-related responsibilities are eligible for fee waivers.*)

- A letter requesting fee waiver on the Agency's official letterhead stating the applicant's full name, exam type, and address of premises; **AND**
- Copy of identification card issued by the agency (if applicable)

All supporting documents should be mailed to:

NYC Fire Department (FDNY)

Cashier's Unit
9 MetroTech Center, 1st Floor
Brooklyn, NY 11201

If all the requirements are met, the Certificate of Fitness will be mailed out within (4) to (6) weeks.

- Renewal in person

Submit your Renewal Notice (or if you did not receive a Renewal Notice, a copy of your certificate), along with your fee payment by one of the following methods:

- Credit card or Debit card (*American Express, Discover, MasterCard, or Visa*)
- Personal or company check or money order (*made payable to the New York City Fire Department*)

A convenience fee of 2 % will be applied to all credit/debit card payments for original or renewal.

For fee waivers submit: (*Only government employees who will use their C of F for their work- related responsibilities are eligible for fee waivers.*)

- A letter requesting fee waiver on the Agency's official letterhead stating the applicant's full name, exam type, and address of premises; **AND**
- Copy of identification card issued by the agency and if applicable, your supporting documents:

7.1 Special renewal procedures for F-89 C of F holder with 3 or more locations

Applicants who are enrolled in modification/variance program (as F-89/T-89 at three (3) or more locations) are subject to the On-Site Exam in order to renew the Certifications for each location.