



**FIRE DEPARTMENT OF THE CITY OF NEW YORK
BUREAU OF FIRE PREVENTION**

FDNY BUSINESS

**Certificate of Fitness Exam
Quick Reference Guide**

v2.0

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IMPORTANT INFORMATION

This guide is made available by the Fire Department City of New York (“FDNY”) as a courtesy to the public. It does not represent all the filing requirements for any given FDNY application. Though every effort is made to continuously update this guide, it in no way supersedes, or otherwise substitutes for the legal or procedural requirements of the New York City Fire Code, Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

INTRODUCTION

Restaurants that choose to have outdoor dining with the use of propane fuel heat sources MUST obtain the *T-93 Supervision of Storage, Handling, and Use of Propane Containers and the Portable Space Heaters in Outdoor Dining* Certificate of Fitness (COF).

The *Certificate of Fitness Exam Quick Reference Guide* (QRG) is designed to assist public users in accessing FDNY Business to complete the online **T-93 Certificate of Fitness Exam (T-93 COF Exam)**.

For questions regarding your COF application, or for assistance with using FDNY Business, dial 311 and ask for the FDNY Customer Service Center (FDNY CSC). You can also email FDNY CSC at FDNY.BusinessSupport@FDNY.nyc.gov.

NOTE: In order to take the online **T-93 Certificate of Fitness Exam**, you must have already applied for the T-93 COF and have had your application approved by FDNY. For information on how to apply for a T-93 COF, refer to the *Certificate of Fitness Application Quick Reference Guide*.

For additional details, see the [T-93 COF Instructions](#) on FDNY Business.

ABOUT THIS GUIDE

Numerical indicators in this guide's images will assist you in following the logical sequence of the instructions.

For example, ① indicates your first action, ② indicates your second action, etc.

FDNY BUSINESS

Completing the T-93 Certificate of Fitness Exam

Once your **T-93 COF Application** has been reviewed and approved by FDNY, you will receive an email notification. The notification will be sent to the same email address (your **NYC ID**) that you used during the application process and will provide instructions on how to access and complete the online **T-93 COF Exam**.

A sample email is shown in Figure 1. The details of your email will be specific to your T-93 COF Application and its Record ID. Follow the email's instructions to proceed.

NOTE #1: You will have seven (7) calendar days from the date that you were sent the email confirming your Application has been approved to complete the exam.

NOTE #2: You will be allowed to take the T-93 COF Exam up to two (2) times within any 24-hour time period.

NOTE #3: You will be allowed 60 consecutive minutes to complete the T-93 COF Exam. This also applies to all subsequent attempts to complete the exam, if applicable. You will NOT be allowed to save any partial progress once you begin the exam — the exam MUST BE completed in one sitting.

To begin, click on the link provided in the email you received.

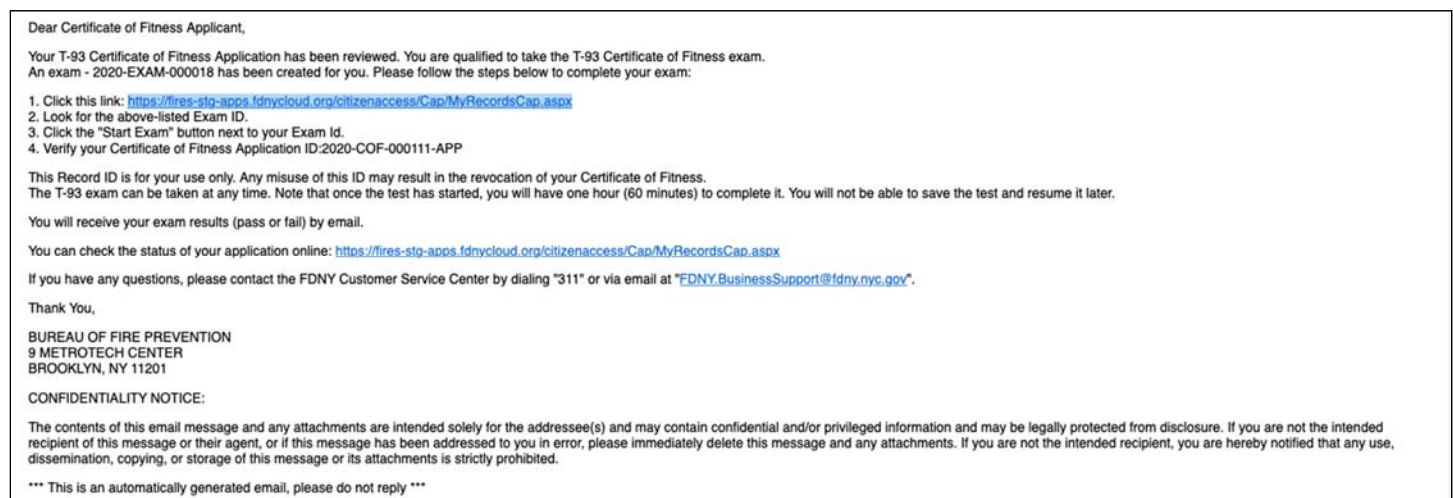


Fig. 1: T-93 COF Exam — Sample Email

Next, click **Login** on the FDNY Business homepage. Log in in the same way as you did when you completed the T-93 COF Application. See Figure 2.



Fig. 2: FDNY Business — Applicant Login 1

Look for your exam Record Number under the **Services** list, and click on the Start Exam link highlighted in blue under the **Action** column to begin taking the test as shown in the example in Figure 3 below.

Services						
Showing 1-8 of 8 Download results Add to My Folders						
<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action
<input type="checkbox"/>	11/09/2020	2020-EXAM-[REDACTED]	Certificate of Fitness Exam			Start Exam
<input type="checkbox"/>	11/06/2020	2020-COF-[REDACTED]-APP	Certificate of Fitness Application	Approved	11 COURT STREET, BROOKLYN, NY, 11201	

Fig. 3: Start Exam

On the **Application Information** page, review the Exam Instructions carefully.

Next, review the Affirmation, and when you are ready, click to select the checkbox and then click **Continue Application**. See Figure 4.

The screenshot shows the 'My Account' page for the FDNY Certificate of Fitness Exam. At the top, there are navigation links for 'FDNY Dashboard' and 'Return to NYC Business'. Below this is a header with 'My Account' and a sub-header with 'Announcements', 'Logged in', 'My Folders (0)', 'Account Management', and 'Logout'. A navigation bar includes 'Home', 'Create an Application', and 'Search Applications'. The main content area is titled 'Certificate of Fitness Exam' and features a progress indicator with tabs for 'Application Information', 'Questions 1 - 4', 'Questions 5 - 8', 'Questions 9 - 12', 'Questions 13 - 16', '7', and '8'. The 'Application Information' tab is active, showing 'Step 1: Application Information > Application Information'. The page contains the following text and elements:

- FDNY CERTIFICATE OF FITNESS EXAM**
- THIS EXAM CAN ONLY BE ACCESSED BY APPLICANTS WHO HAVE RECEIVED FDNY APPROVAL TO COMPLETE THE TEST. IF YOU HAVE NOT COMPLETED A COF APPLICATION FOR THIS EXAM, PLEASE CLICK ON THE **CREATE APPLICATION** LINK ABOVE AND SELECT **CERTIFICATE OF FITNESS APPLICATION**.
- READ THESE EXAM INSTRUCTIONS CAREFULLY**
- The exam will start as soon as you click the **Continue Application** button below. You will have sixty (60) continuous minutes to complete and submit the twenty (20) question exam. You will not be able to save the exam and must answer all of the questions. You will have the option to review your answers before submitting your test.
- To select your answer for each question, click on the drop-down, and select the letter that corresponds with your answer. Click on the **Continue Application** button to move on to the next question.
- To get started, enter the Application ID found in your Certificate of Fitness Exam email, check the box to provide your Digital Signature* and click the **Continue Application** button.
- *A **digital signature** is the electronic equivalent of your manual signature.
- * Note:**
 - *Indicates a required field.
 - You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.
- Application Information** section with a text input field for 'Certificate of Fitness Application ID:' containing the value '2020-cof-0000'.
- Affirmation** section with the heading 'Under penalty of perjury:' and several statements to be affirmed, including:
 - I declare that I am the person whose ID is uploaded.
 - I fully acknowledge receipt of the T-83 study material and Fire Department Guidance entitled "Comfort Heating of Restaurant Patrons in Outdoor Dining Areas" and I will follow all pertinent requirements.
 - I swear and affirm that I will be the person completing the Certificate of Fitness exam without any assistance, including but not limited to discuss with other persons.
 - I will not discuss the content of this exam with anyone, while taking or after I have completed the exam.
 - I understand that false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.46 of the New York State Penal Law.
- A checkbox labeled '*I agree with the statements above:' which is checked.
- Buttons at the bottom: 'Save and Resume Later', a tip box 'Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.', and 'Continue Application >'.

Fig. 4: Exam Instructions / Affirmation

Your 60-minute period to complete the exam **will now begin**.

You will be provided twenty (20) multiple choice questions. For each question, select the correct response from the **Select** drop-down list.

For example, if answer **B** is the correct response to the question, click the **Select** drop-down list and choose “B.” Then, click **Continue Application** to proceed to the next question. See the sample shown in Figure 6.

If you need to review a previous answer, click on the headers at the top of the page, e.g. “Questions 1-4” to return to that section. Once you have reviewed your answer, click **Continue Application** to ensure each question has been answered.

Answer the remaining questions until you complete Question # 20.

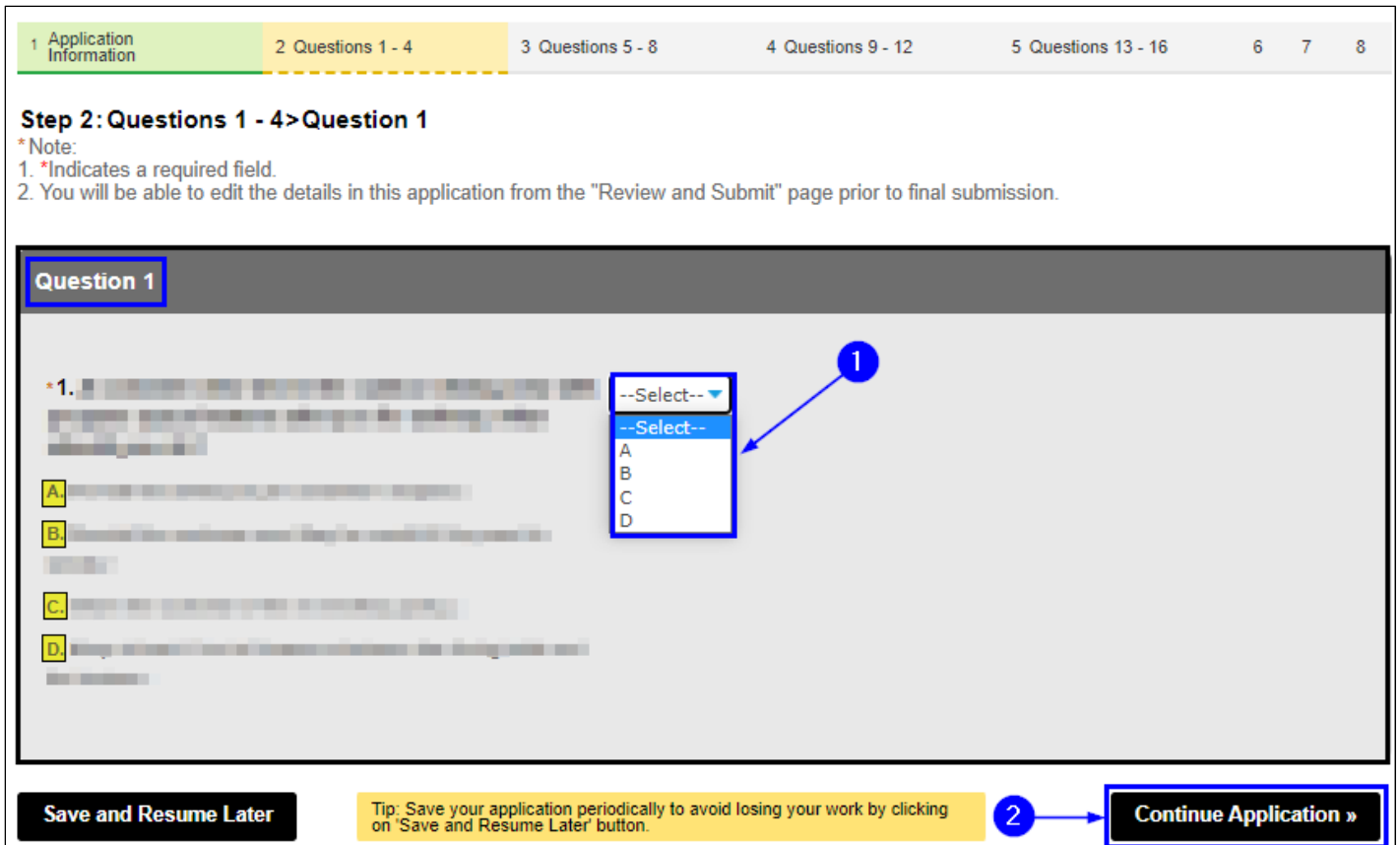


Fig. 5: Select the Appropriate Answer/Click ‘Continue Application’

Affirming and Submitting Your T-93 Certificate of Fitness Exam

When you have completed the exam, on the **Digital Signature** page, review the instructions, and when you are ready, click to select the checkbox. Enter your first and last name as they appear on your NYC ID Account, and click Continue Application. See Figure 6.

The screenshot shows the 'Digital Signature' step of the exam application. At the top, there is a navigation bar with 'Home', 'Create an Application', and 'Search Applications'. Below this is a progress bar for the 'Certificate of Fitness Exam' with eight steps: 1, 2, 3, 4 (Questions 9 - 12), 5 (Questions 13 - 16), 6 (Questions 17 - 20), 7 (Review and Submit), and 8 (Confirmation and Payment). Step 6 is highlighted with a dashed orange line.

Step 6: Questions 17 - 20 > Digital Signature

***Note:**
 1. *Indicates a required field.
 2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

Digital Signature

Under penalty of perjury:
 By submitting this exam, I hereby certify and attest that all work is entirely my own without any assistance. I recognize that falsifying any aspect of this exam, or furnishing any other person with questions or answers contained in this exam, constitutes grounds for automatic disqualification and/or revocation of my Certificate of Fitness and other legal penalties.

I understand that false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the New York State Penal Law.

* I agree with the statements above:

* First Name:

* Last Name: X

At the bottom, there are three buttons: 'Save and Resume Later', a yellow tip box that says 'Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.', and 'Continue Application »'.

Fig. 6: Digital Signature

A summary of all information you have entered will appear on the **Review and Submit** page. When you are ready, click Submit Application to submit your exam. See Figure 7.

The screenshot displays a web interface for submitting an application. At the top, there is a grey header bar with the text "Question 20" on the left and an "Edit" button on the right. Below this is a large, empty white rectangular area. Underneath is another grey header bar with the text "Digital Signature" on the left and an "Edit" button on the right. Below the "Digital Signature" bar, the text "I agree with the statements above:" is followed by a "Yes" radio button. Below this are two input fields: "First Name:" and "Last Name:". At the bottom of the form, there are three buttons: "Save and Resume Later" (black), a yellow tip box containing the text "Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.", and "Submit Application" (black).

Fig. 7: Submit Application

Shortly after submission, you will receive an email advising whether or not you have passed the exam.

If you have passed the exam, the email will include a document which you can present upon request to demonstrate that you hold the T-93 Certificate of Fitness.

If you have not passed the exam, you can follow the steps above to repeat the exam, no more than twice in a 24-hour period.