

Z-51 REFRIGERATING SYSTEM OPERATING ENGINEER APPLICATION FORM

(This application form must be uploaded when apply Z-51 exam online)

Please print or type the information listed below.

SECTION A – APPLICANT PERSONAL INFORMATION

First Name: _____ Last Name: _____ MI _____

Last 4 digits of SSN: XXX-XX-____-____

SECTION B – UNIVERSAL TECHNICIAN CERTIFICATION

You must upload evidence of possessing a Universal Technician in accordance with U.S. Environmental Protection Agency regulations. You should present the ORIGINAL on the exam day.

SECTION C – EDUCATION

All applicants must possess a high school diploma or GED. Upload a copy of your high school diploma/GED. You should present the ORIGINAL of the certification on the exam day.

SECTION C - PROFESSIONAL CERTIFICATION OR EMPLOYMENT EXPERIENCE COMPLETE. Complete (1) OR (2).

You should present the ORIGINAL document(s) on the exam day.

(1): For any "YES" in the (1), you must upload documentation verifying your answer.

(2): For each entry in the (2), you must upload a letter on business stationery, signed by an officer of the business or a chief engineer, verifying the information you provide. The sample letter is provided on the back of this form. The letter must be consistent with the information listed in the (2).

(1). Professional Certification/Education

- Do you hold a valid high pressure boiler operating engineer's license issued by the NYC DOB?
 No; Yes, provide the index number: _____
- Do you hold a valid certificate as a marine engineer issued by the united states coast guard?
 No; Yes, provide the license number: _____
- Do you hold a valid professional engineer license issued in the united states?
 No; Yes, provide the license number: _____ in the state of _____.
- Have you satisfactorily completed an FDNY accredited training program in refrigeration?
 No;
 Yes, provide the school name and address: _____
 Number of classroom hours: _____ hours; Number of hours of hands-on works: _____ hours;
 Dates of Attendance FROM ____/____/____ TO ____/____/____

(2). Employment Experience

If you answer NO for every question of (1) listed above, you must have at least 1 year of ONE of following practical experience, in the preceding 3 years. **Supporting employment letter must also be uploaded.** Sample employment letter is provided on the following page.

- Yes, I have been working in a building or plant with refrigerating or air conditioning equipment that, at a minimum, has an individual system containing over 50 pounds of refrigerant, or a prime mover or compressor of more than 50 horsepower, or an aggregate of individual systems of more than 15 horsepower each, with a total of more than 100 horsepower.
Upload the employment letter(s) that supports this statement.
- Yes, I have engaged in the servicing and repair of refrigerating or air conditioning equipment rated at 5 horsepower or over; or containing 20 pounds or more of refrigerant.
Upload the employment letter(s) that supports this statement.
- Yes, I have combined practical experience of the two experiences listed above.
Upload the employment letter(s) that supports this statement.

SECTION D: PHOTO REQUIREMENT

A recent photo (2x2 head shot) in JPG or JPEG format. File name should be named with applicant’s first and last name.

SECTION E: CHECK LIST OF ALL SUPPORTING DOCUMENTS NEEDED

This check list should be used to review if you have prepared and scanned/ the following materials that are required to be uploaded to submit your application online:

- This completed application form.
- Universal technician certification stated in the Section B.
- High school diploma or GED stated in the Section C.
- All required official documents that are used to validate the professional, education or work experience stated in the Section D.
- A recent photo in JPG or JPEG format.

Use the following link (or use the QR code) to learn how to APPLY ONLINE:

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

SECTION G – AFFIDAVIT

On this _____ day of _____, in the year _____, I have hereunto affixed my signature and I affirm that all statements made on this application (including any uploaded papers) are true under the penalties of perjury. I understand that all statements made in connection with the application are subject to investigation and verification.

Signature of Applicant: _____ Date: _____

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FOR FDNY USE ONLY

Date Reviewed: ____/____/20____ Q_____ NQ_____

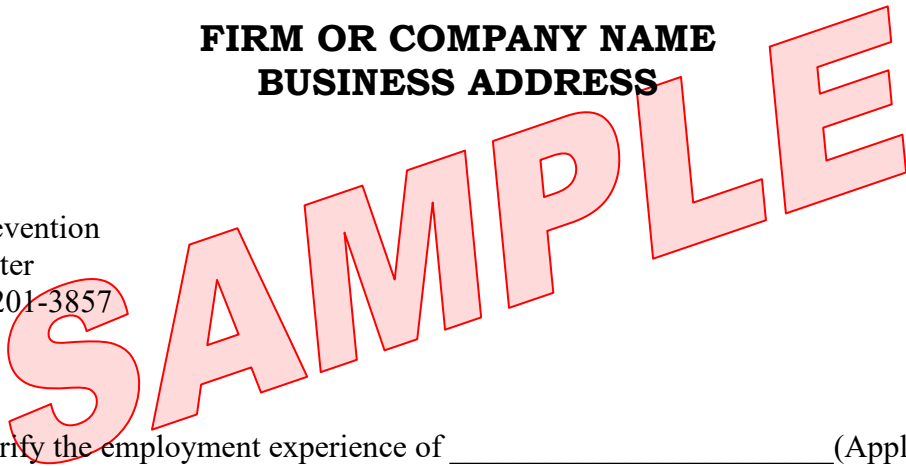
SAMPLE EMPLOYMENT LETTER

(This sample letter is designed for qualification review. One sample letter is required for each employer listed in the application form)

**FIRM OR COMPANY NAME
BUSINESS ADDRESS**

Date: _____

Fire Department
Bureau of Fire Prevention
9 Metro Tech Center
Brooklyn, NY 11201-3857



Dear Sir/Madam:

I am pleased to verify the employment experience of _____ (Applicant's name).

This applicant has/had been working at _____.
(premises address, building designation and location of system to be supervised by the certificate holder.
For example: 500 East 150th Street, B building, basement, east wing, Room B101)
from _____ to _____.
(mm/yyyy) (mm/yyyy)

His/her job duties included (list all that apply):

- working in a building or plant with refrigerating or air conditioning equipment that has an individual system containing _____ pounds of refrigerant.
- working in a building or plant with refrigerating or air conditioning equipment that has a prime mover or compressor of _____ horsepower.
- working in a building or plant with refrigerating or air conditioning equipment that an aggregate of individual systems of _____ horsepower each, with a total of _____ horsepower.
- servicing and repair of refrigerating or air conditioning equipment rated _____ horsepower.
- servicing and repair of refrigerating or air conditioning equipment containing _____ pounds of refrigerant.

Applicant is of GOOD CHARACTER and is PHYSICALLY ABLE to perform the functions required by the holder of the Certificate of Qualification.

(Printed name of Employer) (Employer's title) (Signature of Employer)

NOTE: The recommendation letter should be on employer's letterhead. If not on employer's letterhead, signature must be notarized.