

FIRE AND LIFE SAFETY DIRECTOR APPLICATION
FIRE DEPARTMENT – CITY OF NEW YORK
BUREAU OF FIRE PREVENTION, PUBLIC CERTIFICATION AND EDUCATION UNIT
9 METROTECH CENTER, BROOKLYN, NY 11201-3857

Section A – Applicant Personal Information Please print or type the information in the boxes below.

SOCIAL SECURITY NUMBER <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>														DATE <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>							DAYTIME TELEPHONE NUMBER <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																	
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Section B – F-85/Q-85/F-25/F-58 Certification

Are you holding a valid certified Fire Safety Director (F-85, Q-85, F-25 or F-58) ?

Yes The C of F #: _____ . Attach a copy of the C of F card . You must also complete the Section C, D (2 and 3), and H.

No You should skip the Section C but must complete the Section D, E, F, G and H.

Do you have a VALID Certificate of Completion (COC)?
Yes (Attach a copy of the COC) **No**

Section C – Employer designation letter

Attach affidavit from Building Owner or Employer attesting to applicant’s listing as F-89 or T-89. The sample letter can be found in the F-89/T-89 NOE.

Section D – Training Courses Requirement Please print or type the information in the boxes below.

1. Have you COMPLETED an FDNY ACCREDITED 20-HR course for FSD/FIRE COMPONENT? Yes No

NAME OF THE SCHOOL <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																					DATE OF COMPLETION <table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>						

Attach the original School Letter/Diploma.

2. Have you COMPLETED an FDNY ACCREDITED 11-HR course for NON-FIRE COMPONENT?

Yes No

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Attach the original School Letter/Diploma.

3. Have you COMPLETED An FDNY ACCREDITED 7-HR course for EAP/NON-FIRE COMPONENT?

Yes No

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Attach the original School Letter/Diploma.

Section E – Fire Related Work Experience Information Please print or type the information in the boxes below.

List any work experience relevant to your application for Fire and Life Safety Director. Acceptable experience and required documents are outlined in **Appendix A**. **The total years of work experiences must be at least THREE YEARS’ full-time work experience OR 18 MONTHS’ full-time work experience includes at least SIX (6) MONTHS of continuous employment AT ONE WORK LOCATION.**

(Use only 1 employer per box, a notarized verification letter must be included for every box in order to receive credit)

1. Name of Employer: _____ Work Location: _____	Length of experience With this employer	
Related Experience	<u>Years</u>	<u>Months</u>
<input type="checkbox"/> Fire fighter/fire Inspector/Fire Officer/Fire Marshal/Police officer		
<input type="checkbox"/> Volunteer fire fighter		
<input type="checkbox"/> Building Maintenance Personnel (e.g. engineers, Class E or J-1 Building Superintendent, etc.) (List Licenses in #4 below)		
<input type="checkbox"/> Building/Residence/Property Manager (List Licenses in #4 below, if applies)		
<input type="checkbox"/> Building Evacuation Supervisor (Designated on Fire Safety Plan)		
<input type="checkbox"/> Floor Warden/Fire Brigade member (Designated on Fire Safety Plan)		
<input type="checkbox"/> Fire Safety Coordinator in Homeless Shelters (List Licenses in #4 below)		
<input type="checkbox"/> Construction Site Fire Safety Manager or Site Safety Manager (List Licenses in #4 below)		

2. Name of Employer: _____ Work Location: _____	Length of experience With this employer	
Related Experience	<u>Years</u>	<u>Months</u>
<input type="checkbox"/> Fire fighter/fire Inspector/Fire Officer/Fire Marshal/Police officer		
<input type="checkbox"/> Volunteer fire fighter		
<input type="checkbox"/> Building Maintenance Personnel (e.g. engineers, Class E or J-1 Building Superintendent, etc.) (List Licenses in #4 below)		
<input type="checkbox"/> Building/Residence/Property Manager (List Licenses in #4 below, if applies)		
<input type="checkbox"/> Building Evacuation Supervisor (Designated on Fire Safety Plan)		
<input type="checkbox"/> Floor Warden/Fire Brigade member (Designated on Fire Safety Plan)		
<input type="checkbox"/> Fire Safety Coordinator in Homeless Shelters (List Licenses in #4 below)		
<input type="checkbox"/> Construction Site Fire Safety Manager or Site Safety Manager (List Licenses in #4 below)		

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Related Experience	<u>Years</u>	<u>Months</u>
<input type="checkbox"/> Fire fighter/fire Inspector/Fire Officer/Fire Marshal/Police officer		
<input type="checkbox"/> Volunteer fire fighter		
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<input type="checkbox"/> Building/Residence/Property Manager (List Licenses in #4 below, if applies)		
<input type="checkbox"/> Building Evacuation Supervisor (Designated on Fire Safety Plan)		
<input type="checkbox"/> Floor Warden/Fire Brigade member (Designated on Fire Safety Plan)		
<input type="checkbox"/> Fire Safety Coordinator in Homeless Shelters (List Licenses in #4 below)		
<input type="checkbox"/> Construction Site Fire Safety Manager or Site Safety Manager (List Licenses in #4 below)		

4. <u>Licenses</u>	<u>License #</u>	<u>Date Issued</u>	<u>Date Expiring</u>
<u>CERTIFICATE OF FITNESS</u>			
<input type="checkbox"/> F-78/S-78 Inspection, Cleaning & Testing of Smoke Detectors			
<input type="checkbox"/> F-80 Coordinator of Fire Safety and Alarm System in Homeless Shelters			
<input type="checkbox"/> Q-01/Q-99 Refrigerating System Operating Engineers			
<input type="checkbox"/> S-12 Supervision of Sprinkler Systems			
<input type="checkbox"/> S-13/S-14 Supervision of Foam-Water Sprinkler Systems			
<input type="checkbox"/> S-15 Supervision of Foam-Water Sprinkler Systems			
<input type="checkbox"/> S-56 Construction Site Fire Safety Manager			
<input type="checkbox"/> S-97/S-98 Fire Alarm Systems Inspection, Testing and Service			
<u>NYC DOB LICENSE</u>			
<input type="checkbox"/> Site Safety Manager			
<input type="checkbox"/> Master Plumbers & Master Fire Suppression Piping Contractor			
<input type="checkbox"/> High Pressure Boiler Operating Engineer			
<input type="checkbox"/> Master Electricians & Special Electricians			
<input type="checkbox"/> Oil Burning Equipment Installer			
<u>OTHER (SPECIFY) (attache a seperate sheet if needed)</u>			

****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 state security license) will **generally NOT QUALIFY** you.

NOTE: If you do not have the qualified titles listed above or are not listed on the FDNY Plan, you must specify your fire safety-related experience **in detail** for qualification review. The experience must be highly related to the FLSD duties and/or building fire protection systems with required C of Fs.

Section F - Military (Fire Related Experience) Include a copy of your DD-214. (If you have NOT served in the military, please skip this section)

1. Branch of Service (select on and include a copy of discharge papers.)

Army Navy Air Force Marine Corps Coast Guard Other (Specify) _____

2. Total time served: Years Months

3. What was your military service code? If you cannot see your service code, mark "Other."

<u>Army</u>	<u>Code</u>	<u>Air Force</u>	<u>Code</u>
<input type="checkbox"/> Fire fighter	5IM10	<input type="checkbox"/> Fire Protection Super.	A31-3
<input type="checkbox"/> Fire fighter Fire Truck Operator	5IM10	<input type="checkbox"/> Fire Chief, Dept. Fire Chief	
<input type="checkbox"/> Fire fighter Crash Rescue Specialist	5IM10		
<input type="checkbox"/> Fire fighter Crash Rescue Sergeant	5IM20	<input type="checkbox"/> Fire Protection Super.	A31-5/6
<input type="checkbox"/> Fire fighter Supervisor	5IM20	<input type="checkbox"/> Asst. Chief Operation	
<input type="checkbox"/> Fire fighter Supervisor	5IM30	<input type="checkbox"/> Asst. Chief Training	
<input type="checkbox"/> Fire Team Chief	5IM30	<input type="checkbox"/> Asst. Chief of Tech . Serv.	
<input type="checkbox"/> Fire Inspector	5IM30	<input type="checkbox"/> Station Chief	
<input type="checkbox"/> Fire fighter Supervisor	5IM40	<input type="checkbox"/> Fire Protection Specialist	A31-7
<input type="checkbox"/> Fire Chief	5IM40	<input type="checkbox"/> Crew Chief	
<u>Coast Guard</u>	<u>Code</u>	<input type="checkbox"/> Fire Fighter Trainee	
<input type="checkbox"/> Fire Protection Engineer	GS/GM-04 GM-13	<input type="checkbox"/> Fire Fighter	
<u>Navy</u>	<u>Code</u>	<input type="checkbox"/> Fire Prevention Specialist	
<input type="checkbox"/> Damage Control Specialist		<input type="checkbox"/> Technical Investigation of Fire incidents	
<u>Marine Corps</u>	<u>Code</u>		
<input type="checkbox"/> Aviation Crash fire Rescue	7051		
<input type="checkbox"/> <u>Other (List below)</u>	<u>Code</u>		

Section G – Acknowledgement for the FLS Director qualification requirements

The listed qualifications will be reviewed AFTER you pass both FDNY fire and non-fire component computer based exams.

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

I have read and informed about the experience requirements to become qualified as a Fire and Life Safety Director. I understand that if I do not meet the qualification criteria, I will NOT be certified as an FLS Director.

Signature of Applicant: _____ Date: _____

Section H – Affidavit

On this _____ day of _____, in the year _____, I have hereunto affixed my signature and I certify that, subject to penalty pursuant to the New York State Penal Law, New York City Administrative Code §15-220.1, Fire Department rule 3RCNY §6-02, and any other applicable law, rule or regulation, that the information provided above is true and accurate. I understand that all statements made in connection with the application are subject to investigation and verification.

I have included all the required affidavit(s)

I am missing the required affidavit(s)

Signature of Applicant: _____ Date: _____

=====

FOR FDNY USE ONLY

Date Reviewed: ____/____/20____

Q_____

NQ_____

Appendix A - Qualification Criteria for FLSD

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/EAP 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/EAP plan)

Acceptable Experience:

1. the experience in manning fire command station; or
2. implement of building Fire Safety Plan or comprehensive fire safety/EAP plan; or
3. implementation of building fire safety policy

Required notarized statements:

From FSD attesting to training in building evacuation procedures; or
From FSD attesting to training in the manning of fire command station; 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/EAP plan)

Acceptable Experience:

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

Required notarized statements

1. copy of the building evacuation plan including years of claimed experience, and
2. from FSD 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 conduct 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, 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 monitor construction sites and ensure 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 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.