

Quick Instruction and Application Guideline for Q01/Q99 applicants

(Your school should explain the following information to you, please ask your school regarding the following application procedure.)

Dear Q01/Q99 applicants,

Congratulations that you have received the (Refrigerating System Operating Engineer) school certification! Here are some important steps you must follow to become an FDNY certified Refrigerating System Operating Engineer (RSOE):

You MUST:

- a. Apply for the Z-51 FDNY computer-based exam and pay on-line. (see pages 2-4 for instructions).

After filling in all required information, when you are on “Step 3: Supporting Documents”, you must also upload:

- **A high school diploma or GED**
- **Universal Technician Certification**
- **A completed Z-51 application Form**
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-z51-application.pdf>
- **One of the following documents**
 - **The RSOE course school certification.**
 - **Copy of the required license(s) listed in the Z-51 application form.**
 - **The recommendation letter specifying the required experience listed in the Z-51 application form.**

If you are missing any of the required documents, you will not be allowed to take the Z-51.

- b. Schedule the Z-51 FDNY computer-based exam. (see page 5 for instructions)
- c. Apply and pay for the Z-52 FDNY computer-based exam online after you pass the Z-51. (see pages 6-7 for instructions)
- d. Schedule the Z-52 FDNY computer-based exam. (see page 8 for instructions)
- e. Obtain the Q-01 Certificate of Qualification. (see page 8 for instructions)

IMPORTANT NOTE:

The email you enter in the online application is the ONLY way that the FDNY COF unit will communicate with you. The FDNY will email you: your renewal notice! If your email address is wrong or has changed, you MUST update it by logging into FDNY business to request an update. FDNY no longer sends **notifications by USPS mail.** **To learn how to update any of your information related to the COF:**

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

Z-51 exam application instruction

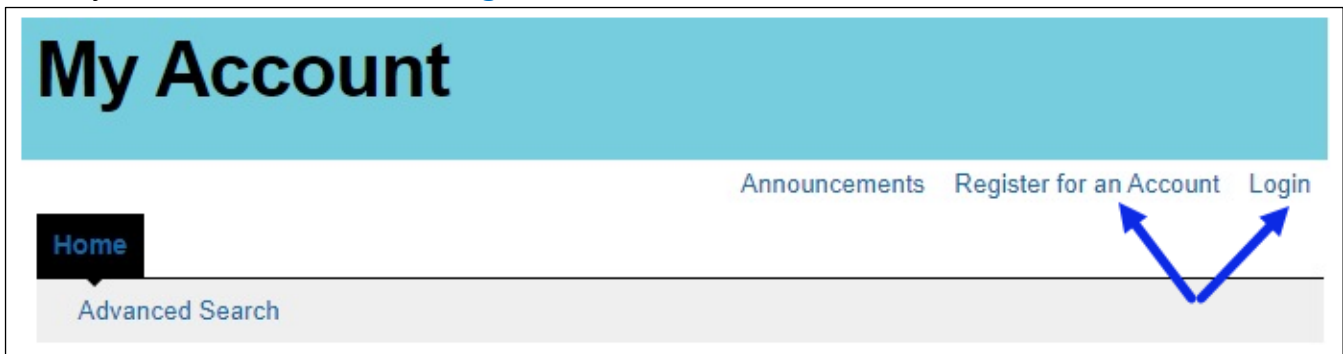
1. Go to the link below to start your application (You can use a desktop/laptop/iPad/iPhone to complete the application/renewal. Currently, Android phones are not compatible), this pdf may help you to complete the application.

<http://fires.fdnyccloud.org>

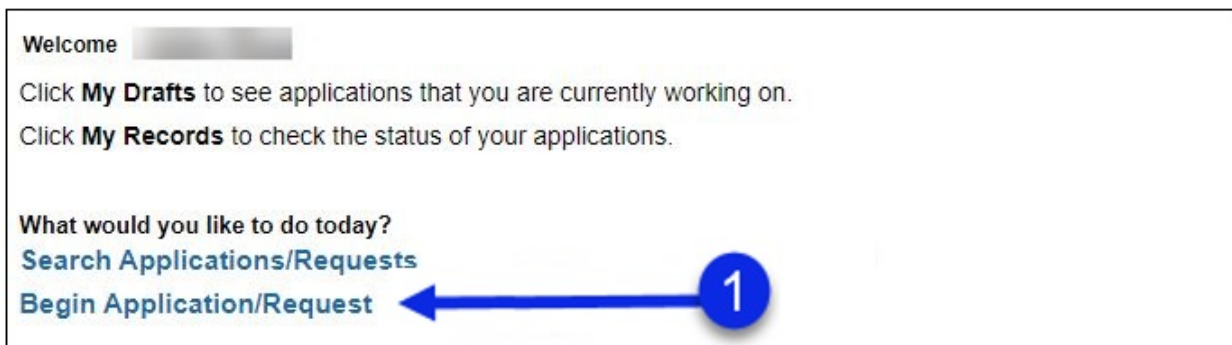
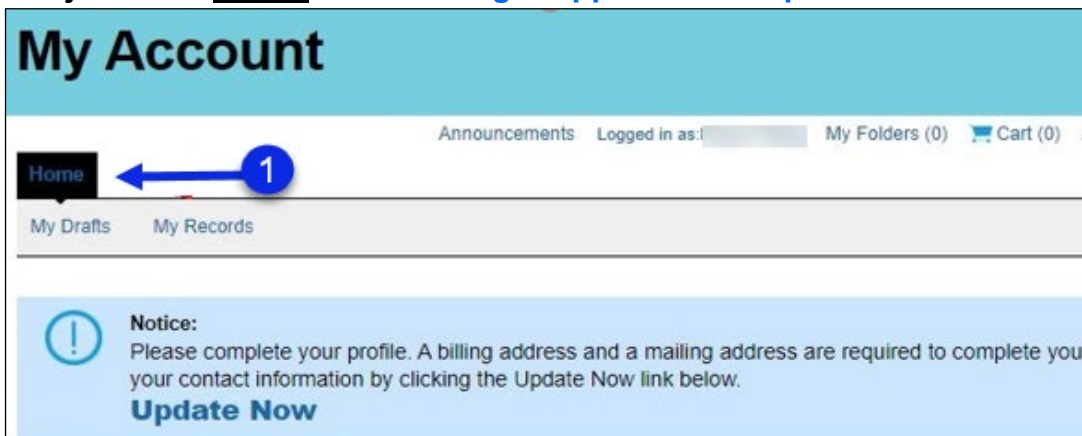


****YOU NEED TO ROTATE YOUR CELL PHONE TO SEE THE FULL SCREEN.**

2. Click [Register for an Account](#) and create your NYC ID account (**First time users only**). If you already have an account, click [Login](#)



3. If this is your **FIRST-TIME** logging in, you will be asked to update your contact information. **You can just click HOME** and then [Begin Application/Request](#).



4. Select **Certificate of Fitness** and then **Certificate of Fitness Application**.

Select Type of Application

Choose one of the following application types.
Need help with FDNY Business? Please click [here](#) for more information.

What are you applying for today?

- ▶ Enforcements
- ▶ Public Request
- ▼ Certificate of Fitness
 - Certificate of Fitness Application ←
 - Certification of Fitness Company Renewal
 - Certification of Fitness Duplicate or Update
 - Submit a Certificate of Fitness Renewal
- ▶ Emergency Planning and Preparedness
- ▶ Design and Installation Application
- ▶ Cancellation Request
- ▶ Refund Request
- ▶ Record Linking

5. Click **Continue Application** to begin your application. Select “Z-51 Refrigeration Engineer Written” as below.

Certificate Type

*Type of Certificate:

*Are you applying for a test: Yes No

6. After filling in all required information, when you are on “Step 3: Supporting Documents”, you must also upload:
- **A high school diploma or GED**
 - **Universal Technician Certification**
 - **A completed Z-51 application Form**
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-z51-application.pdf>
 - **One of the following documents**
 - **The RSOE course school certification.**
 - **Copy of the required license(s) listed in the Z-51 application form.**
 - **The recommendation letter specifying the required experience listed in the Z-51 application form.**

If any of the above documents are not uploaded, you will NOT be allowed to take the Z-51 exam, even if you have completed the online application and payment.

7. After submitting all of the required documents and payment. Payment Confirmation will be sent to the email entered when making your payment. **Write down the FDNY application ID on your email title. The format of the FDNY application ID is "2xxx-COF-xxxxxxx-APP".** You will need this ID to schedule your Z-51 exam! You will also need this ID when you arrive at the FDNY to take your exam.
8. Any other questions? Read the **“[Certificates of Fitness Guide for Individuals](https://www1.nyc.gov/assets/fdny/downloads/pdf/business/fdny-business-cof-individuals.pdf)”** (PDF).
<https://www1.nyc.gov/assets/fdny/downloads/pdf/business/fdny-business-cof-individuals.pdf>

Z-51 exam schedule instruction

Appointment is required to take the Z-51 exam.

Visit <https://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page> to make an appointment.

You must first complete a Certificate of Fitness (COF) application and pay online to obtain the FDNY application ID for your Z-51 exam. The format of the FDNY application ID is "2xxx-COF-xxxxxxx-APP".

Select Z-51 for your exam.

1

SELECT SERVICE



Choose one service

F-80 Coordinator of Fire Safety & Alarm Systems in Homeless Shelters

N-85 Fire Component Written (FLSD)

Other Test

S-56 Construction Site Fire Safety Manager

S-98 Fire Alarm Systems Inspection, Testing and Service Technician

Z-51 Refrigerating System Operating Engineer

Z-89 Non-Fire Written (FLSD)

2

SELECT DATE AND TIME



3

CONTACT DETAILS



Z-52 exam application instruction

1. Go to the link below to start your application (You can use a desktop/laptop/iPad/iPhone to complete the application/renewal. Currently, Android phones are not compatible), this pdf may help you to complete the application.

<http://fires.fdnyccloud.org>



****YOU NEED TO ROTATE YOUR CELL PHONE TO SEE THE FULL SCREEN.**

2. If you already have an account, click **Login**. (If not, check page 2 of this document)

3. Select **Begin Application/Request**.

4. Select **Certificate of Fitness** and then **Certificate of Fitness Application**.

5. Click **Continue Application** to begin your application. Select **"Z-52 Refrig Engineer Pratical"** as below and enter the related record ID. The format is "2xxx-COF-xxxxxxx-APP"

Certificate Type

*Type of Certificate:

* Are you applying for a test: Yes No

6. After filling in all required information, when you are on “Step 3: Supporting Documents”, you must **upload the Z52 passing letter**.
7. After submitting the required documents and payment. Payment Confirmation will be sent to the email entered when making your payment. **Write down the FDNY application ID on your email title. The format of the FDNY application ID is "2xxx-COF-xxxxxxx-APP"**. You will need this ID to schedule your Z-52 exam! You will also need this ID when you arrive at the FDNY to take the exam.
8. Any other questions? Read the **[“Certificates of Fitness Guide for Individuals”](https://www1.nyc.gov/assets/fdny/downloads/pdf/business/fdny-business-cof-individuals.pdf)** (PDF).
<https://www1.nyc.gov/assets/fdny/downloads/pdf/business/fdny-business-cof-individuals.pdf>

Request a Z-52 RSOE Practical Exam instruction

- Follow the instructions on the Z-52 passing letter.
- After applying and paying for the Z-52 exam online, email Claudine.McClintock@fdny.nyc.gov the following information to schedule Z52 practical exam:
 - The FDNY COF application ID (shown in the email after paying for the Z52);
 - Three preferred exam dates and times;
 - Contact phone number.

Obtain the Q-01 Certificate of Qualification Card

- After passing the Z-52 RSOE Practical exam, you will receive a Q-99 letter. Follow the instructions on the passing letter and, submit the required document(s) to obtain your Q-01 Certificate of Qualification card.