

NOTICE OF EXAMINATION

TITLE: Certificate of Fitness To Supervise the Handling and Use of Chemicals in the NYC K-12 School Laboratories (Premises Related) (D-14)

QUALIFICATION REQUIREMENTS

1. Applicants must be at least 18 years of age.
2. The Certificate of Fitness can **only be obtained by the Alternative Issuance Procedure (AIP)**
3. Applicants must have one of the following requirements:
 - A NY State Permanent Certification as a Biology, Chemistry, Earth Science or Physics (7-12) Teacher **AND** A certificate or letter on the Department of Education's official letter head stating that the applicant has received, read the DOE Science Safety Manual.
 - A NY State General Science 7-12 Teacher Extension Certification **AND** a certificate or letter on the Department of Education's official letter head stating that the applicant has received, read the DOE Science Safety Manual.
4. A recent photograph (2 x 2 head shot) in JPG or JPEG format.
5. The detail should be referred to the Alternative Issuance Procedure Document:
http://www.nyc.gov/html/fdny/pdf/cof_study_material/d_14_aip_info.pdf

APPLICATION INFORMATION

Application Procedure: Future submittals of applications for **Alternate Issuance Procedure (AIP)** must be submitted online through NYC Business Express: <https://www1.nyc.gov/nycbusiness/index#C>
The detail could be referred to the following website:
http://www.nyc.gov/html/fdny/pdf/cof_study_material/d_14_aip_info.pdf

Application Fees: The \$25 application fee has been waived for DOE employees.

RENEWAL REQUIREMENTS

This Certificate of Fitness must be renewed every **THREE YEARS**. The \$15 renewal fee has been waived for DOE employees. FDNY also reserves the right to require the applicants to take a re-examination upon submission of renewal applications.

You will receive a courtesy notice of renewal 90 days before the expiration date. However, it is your responsibility to renew your Certificate. Certificates expired over one year past expiration date will not be renewed. New exams will be required.

To change a mailing address:

- Submit a letter requesting the change of mailing address.

To change a work location:

- Submit a letter from your current employer (on company letterhead) confirming that you are an employee and stating your new work location.

To request a replacement certificate:

- Submit a driver's license or passport, social security number, mailing address.

The certificate can be renewed **by Mail** or **in Person**.

- **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 New York City Fire Department*)

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 applicant full name, exam type and address of premises; **AND**
- Copy of identification card issued by the agency

and if applicable, supporting documents 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 four to six 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 payment by one of the following methods:

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

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 applicant full name, exam type and address of premises; **AND**
- Copy of identification card issued by the agency

and if applicable, your supporting documents 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 issued the same day.

STUDY MATERIAL

In addition to the general safety requirements addressed in the Science Safety Manual published by the DOE, this study material includes more safety regulations relating to the safe handling and use of hazardous materials required by the FDNY that you will be required to know as a NYC School D-14 Certificate of Fitness holder with respect to fire safety regulations in a chemical laboratory.

If the applicant is also responsible for supervising the storage of the hazardous material at his/her school, the applicant is required to obtain the D-15 Certificate of Fitness.