

NOTICE OF EXAMINATION

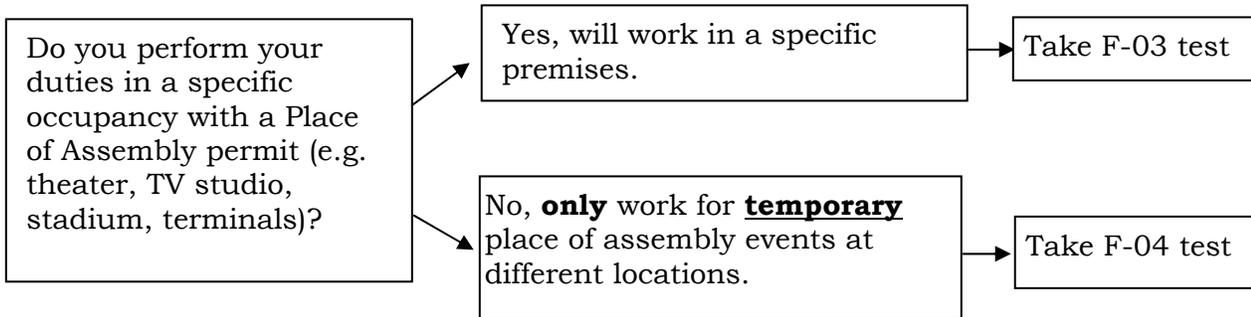
**Title: Examination for Certificate of Fitness for Indoor Place of Assembly Safety Personnel (F-03).
Temporary Indoor/Outdoor Place of Assembly Safety Personnel (F-04)**

The F-03 and F-04 were previously the F-94 Certificate of Fitness: fireguard for places of public assembly and fireguard for film studios. **The F-03 and F-04 C of Fs are valid for three years, starting from the date that it is obtained.**

F-03 C of F is a premises-related certification and it is designed for the occupancies with Place of Assembly Certificate of Operation (PA). The F-03 C of F holders are responsible for maintaining fire safety in **any approved place of assembly (PA) or temporary place of assembly (TPA) activities held in the premises.**

F-04 C of F is a certification. F-04 Certificate of Fitness holders are responsible to assist in maintaining fire safety in any **TEMPORARY** place of assembly event with a TPA permit.

For applicants who want to take the place of assembly C of F tests:



Date of Test: Written tests are conducted Monday through Friday (except legal holidays) 8:00 AM to 2:30 PM.

QUALIFICATION REQUIREMENTS

1. Applicants must be at least 18 years of age.
2. Applicants must have a reasonable understanding of the English language.
3. Applicant must provide two forms of identification, at least one identification must be government issued photo identification, such as a State-issued Drivers' License or Non Drivers License or a passport.
4. Applicants must present a letter of recommendation from his/her employer. The letter must be on official letterhead, and must state the applicant's full name, experience and the address where the applicant will work. If the applicants are self-employed or the principal of the company, they must submit a notarized letter attesting to their qualifications. (The sample letter is on the page 3)
5. Applicants not currently employed may take the test without the recommendation letter. If the applicants pass the test, FDNY will issue a temporary letter with picture for the job seeking purpose. The C of F card will not be issued unless the applicants are employed and provide the recommendation letter from his/her employer.
6. Special requirements for **F-03** test:
The letter of recommendation from his/her employer must also state (1) the address

of premises where applicant will be employed; (2) The applicant receives the training in the performance of their duties in accordance with the fire safety and evacuation plan. (The sample letter is on the page 3)

APPLICATION INFORMATION

Application Fees: \$25 for originals and \$15 for renewals. The fee may be paid by cash, money order, credit card, debit card or personal check made payable to the New York City Fire Department. The \$25 fee must be paid by all applicants prior to taking the Certificate of Fitness test.

Application Forms: Application forms are available at the Public Certification Unit, 1st floor, 9 Metro Tech Center, Brooklyn, NY 11201.

RENEWAL REQUIREMENTS

You will receive a courtesy notice of renewal 90 days before the expiration date. However, it is your responsibility to renew your Certificate. It is very important to renew your C of F before it expires.

For renewal, send the renewal notification or a letter stating the C of F # with a fee of \$15, money order or personal check payable to "Fire Department City of New York" to:

FDNY (Cashier's Unit)
9 MetroTech Center,
Brooklyn, NY 11201

Late renewals (90 days after the expiration date, up to 1 year) will incur a \$ 25 penalty in addition to the renewal fee. Certificates expired over one year past expiration date will not be renewed. New tests will be required. FDNY also reserves the right to require the applicants to take a re-examination upon submission of renewal applications.

TEST INFORMATION

The F-03 test will consist of **25** multiple choice type questions and F-04 test will consist of **20** multiple choice type questions. Both of the tests are time-limited tests and are administered on a touch screen computer monitor. A passing score of at least 70% is required in order to secure a Certificate of Fitness. Call (718) 999-1988 for additional information and forms.

Additional important notice

- All applicants who passed the **F-00** and want to apply for **F-32, F-36, F-91 or F-94** must submit their letter from employer by **12/31/2012**. No **F-32, F-36, F-91 or F-94** will be issued from F-00 letter after **12/31/2012**.
- Current **F-94** Certificate of Fitness will be valid until it is expired.

WEBSITE

Please always check for the latest revised booklet at FDNY website before you take the test, the Certificate of Fitness Study Material link, below

http://www.nyc.gov/html/fdny/html/c_of_f/cof_study_materials.shtml

Sample of recommendation letter on employer's letterhead (F-03 C of F)

Date: _____

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

Dear Sir/Madam:

I am pleased to recommend _____ to apply for a Certificate of
(Applicant's name)
Fitness for **F-03: Indoor place of Assembly Safety Personnel**. He/she has
_____ (years, months)
of experience and **receive the training in the performance of his/her duties in
accordance with the fire safety and evacuation plan of the premises** located at

(business address)

(signature of employer)

NOTE:

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

Sample of recommendation letter on employer's letterhead (F-04 C of F)

Date: _____

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

Dear Sir/Madam:

I am pleased to recommend _____ to apply for a Certificate of
(Applicant's name)
Fitness for **F-04: Temporary indoor/outdoor place of assembly safety personnel**.
He/she has _____ of experience.
(years, months)

(signature of employer)

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