

## **NOTICE OF EXAMINATION**

**Title:** Examination for Certificate of Fitness for Supervision of Natural Gas Co-generation Systems (G-91).

**Date of Test:** Written tests are administered Monday through Friday (except legal holidays) at **2:45PM**: by **appointment only**. Starting processing time for a test is **2:45 PM**. No test will be administered to applicants who arrive after the **3:00 P.M.** To schedule an individual or group appointment please email [Pubcert@fdny.nyc.gov](mailto:Pubcert@fdny.nyc.gov) or call 718-999-1988, 718-999-1986.

**TEST SITES: Written tests** are conducted at 9 Metro Tech Center, Brooklyn, NY, 11201.

### **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; and at least one form of identification must be government issued photo identification, such as a State-issued Driver's 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. Letters must also include the type of Co-Gen system installed in the plant. The owner shall include that this employee has the appropriate training to operate the equipment and systems which will be operated.
5. Applicants must submit written evidence of training by the manufacturer and employer for the specific cogeneration system as well as safety procedures for the equipment installed at the COF applicants' work place(s).
6. Applicants shall hold a high school diploma, GED or equivalent education.
7. Applicant should have minimum 1 year of full-time experience in mechanical building or plant systems.

### **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, 1<sup>st</sup> 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 G-91 test will consist of **75** multiple-choice questions, administered on a "touch screen" computer monitor. It is a time-limit test. 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.

### **WEBSITE**

Please always check for the latest revised booklet at the FDNY website before you take the test. The Certificate of Fitness Study Material can be found at the link below:

[http://www.nyc.gov/html/fdny/html/c\\_of\\_f/cof\\_study\\_materials.shtml](http://www.nyc.gov/html/fdny/html/c_of_f/cof_study_materials.shtml)

**\*G-29 IS PART OF G-91 STUDY MATERIALS. IT IS RECOMMENDED THAT G-29 STUDY MATERIAL BE READ AND UNDERSTOOD PRIOR TO TAKING G-91 EXAM. G-29 MAY HAVE SECTIONS WHICH WERE DESCRIBED IN THIS STUDY MATERIAL.**