

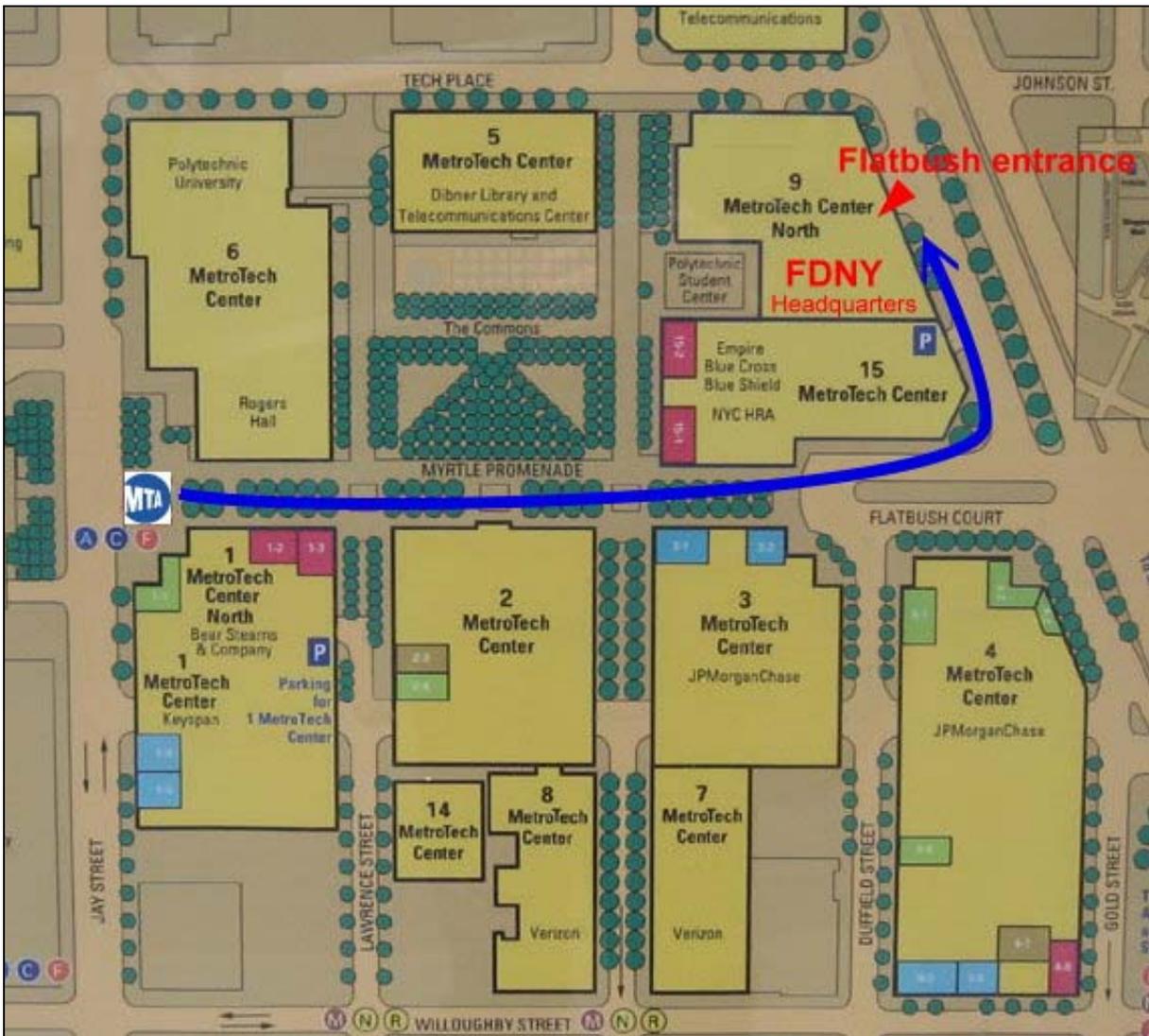
NOTICE OF EXAMINATION

Title: Examination for Certificate of Fitness for Construction Site Fire Safety Manager (CSFSM) (S-56)

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 use this link below

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

Test Site: **FDNY Headquarters**, 9 Metrotech Center, Brooklyn, NY. Enter through the **Flatbush Avenue entrance (between Myrtle Avenue and Tech Place)**.



QUALIFICATION REQUIREMENTS

1. Applicants must have a reasonable understanding of the English language
2. Applicant must provide two forms of government issued photo identification, such as a State-issued Driver's License or Non-Driver's License or a passport.
3. Applicants shall possess and demonstrate to the satisfaction of the Department the physical ability to perform the duties of the position.
4. **Training Course** - Applicants shall successfully complete a Construction Site Fire Safety Manager course at a school certified by the FDNY. A Graduation Certificate must be submitted to the FDNY. (See website for certified school list http://www.nyc.gov/html/fdny/pdf/fire_prevention/certified_schools_for_construction_fire_safety_manager.pdf)
 - a. Applicants will be given **two (2)** opportunities to take and pass the school graduation test on the basis of having successfully completed the CSFSM course. After the second failure, applicants must repeat the CSFSM course and must successfully pass the graduation test.
 - b. The Graduation Certificate is valid for one year. The FDNY C of F test must be taken within one year.**
5. Applicants will be given **two (2)** opportunities to take and pass the FDNY test. After the second failure, applicants must repeat the CSFSM course and begin as a new applicant.
6. In addition to Graduation Certificate, he/she must satisfy one of the experience requirements listed below (**#7**) with proof.
7. Applicants shall hold or possess the required certification or experience listed below and submit satisfactory documentation.
 - a. A Site Safety Manager or Site Safety Coordinator certificate issued by the *Department of Buildings* pursuant to BC3310.5 and *Department of Buildings* rule 1 RCNY 104-08; or
 - b. At least three (3) years of full-time experience within the last six (6) years prior to the date of the application:
 - (1) working for a governmental agency or a construction, design or consulting firm;
 - (2) at *construction sites* upon which "major buildings" (as that term is defined in BC3310.2) are being constructed; and
 - (3) with responsibility for *construction site* safety and/or supervision of construction; or
 - c. At least eight (8) years of full-time experience within the past 12 years prior to the date of the application working for a governmental agency with responsibility for conducting and/or supervising fire code or fire safety inspections or enforcement; or
 - d. At least ten (10) years of full-time experience within the past 15 years prior to the date of the *application* working as a firefighter or fire officer in a paid fire department. Active FDNY employee must receive permission from NYC Conflict of Interest Board (COIB) before beginning a private employment.

- 8.** Fire Department will accept applications with satisfactory proof of documentation for **pre-approval** before attending schools if he/she is not sure of their qualification. You may submit your application and the accompanying submissions by mail or in person to: New York City Fire Department, Attention: C of F Unit, Bureau of Fire Prevention, 9 MetroTech Center - 1st Floor, Brooklyn, New York, 11201-3857, Attn: Vernetta Shuler. If you have any questions, please contact (718) 999-2473 or 0648 or email shulerv@fdny.nyc.gov. You may not take the examination until after the satisfactory review of your submissions. You will be notified by email whether you qualify or not. If you qualify to take the FDNY C of F test, you will receive an email notification pertaining to your test date and time appointment. **Lateness of 15 minutes or more will result in a forfeiture of your application fee, and require a rescheduling of the test.**

APPLICATION INFORMATION

Application Fees: \$25.00 for originals and \$ 5.00 for renewals. The fee may be paid by credit card (no debit), in cash, money order or personal check payable to New York City Fire Department. The \$25.00 fee must be payable 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 or at this link: <http://www.nyc.gov/html/fdny/pdf/a20.pdf>

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 Metro Tech 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.

Certificate of Fitness can also be renewed on-line. For more information:
[http://www.nyc.gov/html/fdny/pdf/cof_study_material/cof_renewal_online_informat
ion_9_13_13.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/cof_renewal_online_information_9_13_13.pdf)

TEST INFORMATION

The test will consist of **60** multiple-choice questions, administered on a “touch screen” computer monitor. A passing score of at least 70% is required in order to secure a Certificate of Fitness for CSFSM.

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**](http://www.nyc.gov/html/fdny/html/c_of_f/cof_study_materials.shtml)