

**NEW YORK CITY FIRE DEPARTMENT  
BUREAU OF FIRE PREVENTION  
PUBLIC CERTIFICATION AND EDUCATION**

**MEMORANDUM OF UNDERSTANDING**

BETWEEN THE NEW YORK CITY FIRE DEPARTMENT AND \_\_\_\_\_

This memorandum provides the procedures to follow in order to obtain a **Certificate of Fitness for Fire Safety Coordinator (F-24)** as an alternative to the written test. However, applicants may take advantage of this policy only when the administration of a written test is not practicable. Applications for alternative issuance must be submitted **by mail only**.

**1. SUBMIT NOTARIZED STATEMENTS**

A) A notarized statement from the program administrator, manager, Fire Safety Coordinator or building owner stating that the applicant has a reasonable understanding and has received training in 3RCNY-§39-02 and the specific requirements of the shelter where he/she is to be employed. The statement must contain the applicant's full name, character, physical condition, experience, and address of the shelter where applicant will be employed. **Additionally, this statement must affirm that the applicant is thoroughly familiar with the fire protection and fire suppression systems in the shelter where he/she is to be employed.** This statement must be submitted on Program's official letterhead.

B) A notarized statement from the applicant stating that he/she is being issued a Certificate of Fitness for Fire Safety Coordinator (F-24), by the Fire Department, on the basis of his/her experience, education, and understanding of the specific shelter's requirements. The statement must contain the applicant's full name, experience, and address of shelter where applicant will be employed. **Additionally, this statement must affirm that the applicant has received instruction in 3RCNY-§39-02 and is thoroughly familiar with the fire protection and fire suppression systems in the shelter where he/she is to be employed.**

**2. COMPLETE FORM A-20**

All applicants must complete a Certificate of Fitness Application (Form A-20).

**3. APPLICATION FEES**

A check or money order for \$25.00 must accompany each application.

**4. PHOTOS**

All applicants must submit a recent 2x2 color photo.

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**5. SPECIAL QUALIFICATIONS**

Applicants holding a Certificate as a Site Safety Manager from the Department of Buildings; or having a certificate as a Peace Officer as required by the Municipal Police Training Council and issued by the NYS Division of Criminal Justice, **and** having satisfactorily received the Fire Safety Coordinator Training from the NYC Department of Homeless Services, **and** having three (3) years of full time paid experience in a homeless shelter.

**6. ADDITIONAL INFORMATION**

Applicants must submit proof of experience, education, training, diplomas, certificates, licenses, etc.

Applicants wishing to renew their Certificate of Fitness shall submit a notarized statement attesting to their knowledge and understanding of amendments to 3RCNY§39-02 prior to submission of Certificate of Fitness renewal.

Applicants who have failed the written exam will not be allowed to take advantage of this policy. **Qualified applicants must submit all documentation by mail.**

Further questions may be addressed, in writing, to Dr. Jorge Esquilin, Director of Examinations at 9 MetroTech Center, Brooklyn, NY 11201-3857 Room 1S-1A.

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