NOTICE OF EXAMINATION
FOR

Title: **Fire Drill Conductor** (F-33, F-34, F-35, W-10, and W13)
Fire Guard Series (F-26, F-27, F-28, F-29, F-30, F-31, F-32, F-36, F-44, F-52, F-54)

Date of Test: Written tests are conducted Monday through Friday (except legal holidays) 9:00 AM to 2:30 PM. Alternative issuance procedures available as per Memorandum of Understanding.

QUALIFICATION REQUIREMENTS

1. Applicants must be at least 18 years of age.
2. Applicants must possess a high school graduation diploma or its equivalent.
3. Applicants must have a reasonable understanding of the English language.
4. Applicants must present a letter of recommendation from his/her employer, or previous employer, or trade school, or trade union. The letter should be on official letterhead and must state the applicant's full name, character, physical condition, experience and address of premises where the applicant will be employed, if the certificate is premises-related. Self-employed applicants must submit a notarized letter.
5. Applicants must present two (2) forms of satisfactory identification i.e., driver's license and passport picture ID.
6. Applicants for the alternative issuance procedures must have three years of satisfactory service as a **paid firefighter**.
7. An examination is required for renewals of Certificate of Fitness, but may be waived at the discretion of the Fire Commissioner.

APPLICATION INFORMATION

Application Fees: $25.00 for originals and $5.00 for renewals. The fee may be paid in cash, money order, or personal check payable to New York City Fire Department. The $25.00 fee is payable by all applicants prior to taking the Certificate of Fitness test. Application forms are available at the Bureau of Fire Prevention, 1st floor, 9 MetroTech Center, Brooklyn, NY 11201.

TEST INFORMATION

Test: The test will be written multiple choice type. A passing score of at least 70% on the test will be required in order to secure a Certificate of Fitness.