

**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 the Handling and Storage of Nonflammable Gas Cylinders (G-46)** without a written test administered by the New York City Fire Department. Applications for alternative issuance must be submitted online - <http://www.nyc.gov/portal/site/businessexpress>, thru the safety officer of your organization, college or department or school. The safety officer must be approved by FDNY to submit applications.

*Additionally, applicants may be called upon to be tested on a random basis at any time during the valid period of the certificate.*

**1. SUBMIT NOTARIZED STATEMENTS**

A) A notarized statement from the Fire Safety, Engineering or Medical Director of the premises where the applicant is to be employed stating that the applicant has a reasonable understanding of, and has received training in **3RCNY §12-03, Fire Code Section 3001-3008 and applicable sections of NFPA 55 (2005 Edition)**. This statement must include the applicant's full name, character, physical condition, experience, and address of premises where applicant is to be employed. **Additionally, this statement must affirm that the applicant is thoroughly familiar with the fire protection and fire suppression systems in the premises where he/she will be employed.** This statement shall be submitted on Company's official letterhead.

B) A notarized statement from the applicant stating that he/she is being issued a Certificate of Fitness by the Fire Department, on the basis of his/her experience, education, and understanding of the specific premises' requirements governing the use of bulk Oxygen and/or Nitrous Oxide. This statement must include the applicant's full name, experience, and address of premises where applicant will be employed. If applicant is self-employed this statement must also affirm that he/she is familiar with **3RCNY §12-03, Fire Code Section 3001-3008 and applicable sections of NFPA 55 (2005 Edition)**, and is knowledgeable of the provisions contained therein. **Additionally, this statement must affirm that the applicant is thoroughly familiar with the fire protection and fire suppression systems in the premises where he/she will be employed.**

**2. COMPLETE FORM**

[http://www.nyc.gov/html/fdny/pdf/fdny\\_cof\\_employee\\_affirmation\\_form.pdf](http://www.nyc.gov/html/fdny/pdf/fdny_cof_employee_affirmation_form.pdf)

**3. APPLICATION FEES**

Payment via ePayment must be made using one of the following credit cards, either personal or business:

- Visa
- MasterCard
- American Express
- Discover

**4. PHOTOS**

All applicants must submit a recent 2x2 color photo in JPG.

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**5. SPECIAL QUALIFICATIONS**

Applicants holding a license as:

- Doctor of Medicine (MD) or Dental Surgery (DDS) or Doctor of Veterinary (DVM);  
**or**
- Certified Respiratory Therapy Technician (CRTT); **or**
- As a Registered Respiratory Therapist (RRT) issued by the National Board for Respiratory Care; **or**
- A license as a Respiratory Therapy Technician **or** Respiratory Therapist issued by the NYS Dept. of Education; **or**
- A license as a High Pressure Steam Engineer from the Dept. of Buildings **and**
- A Refrigeration License issued by the NYC Fire Department; **or**
- A Certificate of Fitness for C-14 issued by NYC Fire Department; **or**
- A license as a PE **or** RA issued by NYS Dept. of Education
- Bachelors degree in Chemistry, Biology, Biochemistry, Environmental or Health Sciences, Medical Technology, Chemical or Environmental engineering, or related field plus **two year** of experience in Handling and Storage of Nonflammable Gas Cylinders may apply for alternative issuance.

**All claimed experience must be post baccalaureate. Any experience gained prior to the receipt of the degree will not be accepted toward meeting the AIP requirements. All applicants shall submit proof of education, including evidence of completion of training, diplomas, certificates, licenses, etc., and plans showing the complete installation.**

**5. ADDITIONAL INFORMATION**

All applicants wishing to renew their Certificate of Fitness shall submit a notarized statement attesting to their knowledge and understanding of amendments to 3RCNY §12-03, Fire Code Section 3001-3008 and applicable sections of NFPA 55 (2005 Edition), as stated in 1A above 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 Elsa Araya, Deputy Dir., Public Certification Unit, at 9 Metro Tech Center, Brooklyn, NY 11201, Room 1S-1A or email to [araya@fdny.nyc.gov](mailto:araya@fdny.nyc.gov).

**7. Recipient of this exam may be subject to audit by the FDNY.**

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