

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 **Consolidated Certificate of Fitness for: Storage and Use of Anhydrous Ammonia for Heat Treating Dissociators and Use of Anhydrous Ammonia with Duplicating Machines (G-99)** without a written test administered by the New York City Fire Department. However, applicants may take advantage of this policy only when the administration of a written exam is not practicable. Applications for alternative issuance must be submitted **by mail only**.

1. SUBMIT NOTARIZED STATEMENTS

A) A notarized statement from the manager 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 §23-06 and §23-07. This statement must include the applicant's full name, character, physical condition, experience, and address of premises where applicant is to be employed. This statement shall be submitted on Company's official letterhead. If applicant is self-employed he/she need only comply with B below.

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 anhydrous ammonia. 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 §23-06 and §23-07, and is knowledgeable of the provisions contained therein.

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.

5. SPECIAL QUALIFICATIONS

Applicants holding a license as a Certified Industrial Hygienist issued by the AIHA; or a license as a Certified Safety Professional issued by CASSE, plus one year of fire protection or fire

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safety experience may apply for alternative issuance.

6. ADDITIONAL INFORMATION

All applicants shall submit proof of education, including evidence of completion of training, diplomas, certificates, licenses, etc.

All applicants wishing to renew their Certificate of Fitness shall submit a notarized statement attesting to their knowledge and understanding of amendments to 3RCNY §23-06 and §23-07 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 Dr. Jorge Esquilin, Director of Examinations, at 9 MetroTech Center, Brooklyn, NY 11201 Room 1S-1A.

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