

NOTICE OF EXAMINATION

Title: Examination for Certificate of Fitness for Supervision of Bulk Oil Plant (P-12).

Date of Exam: Written exams are administered Monday through Friday (except legal holidays) at **2:15 PM**: by **appointment only**. Starting processing time for an exam is **2:15 PM**. No exam 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:
www.nyc.gov/html/fdny/html/c_of_f/cof_online_scheduling.shtml

P-12 can only be obtained by passing both a written and verbal exams.

REQUIREMENTS FOR WRITTEN EXAM

Applicants who need to take the exam must apply in person and bring the following documents:

1. Applicants must be at least 18 years of age.
2. Applicants must have a reasonable understanding of the English language.
3. Applicant must provide two forms of identifications; at least one identification must be government issued photo identification, such as a State-issued Driver's License or Non Driver's License or a passport.
4. Applicants must present a letter of recommendation from his/her employer. The letter must be on official letterhead, and must state the applicant's full name, experience and the address where the applicant will work. If the applicants are self-employed or the principal of the company, they must submit a notarized letter attesting to their qualifications. For more info: http://www.nyc.gov/html/fdny/html/c_of_f/cof_requirements.shtml
5. Applicants must present a completed application for certificate of fitness (A-20 Form). <http://www.nyc.gov/html/fdny/pdf/a20.pdf>
6. Applicants not currently employed may take the exam without the recommendation letter. If the applicants pass the exam, FDNY will issue a temporary letter with picture for the job seeking purpose. The C of F card will not be issued unless the applicants are employed and pass the verbal exam.
7. **APPLICATION FEE:**
 Pay the **\$25** application fee in person by one of the following methods:
 - Cash
 - Credit card (*American Express, Discover, MasterCard, or Visa*)
 - Debit card (*MasterCard or Visa*)
 - Personal or company check or money order (*made payable to the New York City Fire Department*)

For fee waivers submit: **(Only government employees who will use their C of F for their work-related responsibilities are eligible for fee waivers.)**

- A letter requesting fee wavier on the Agency's official letterhead stating applicant full name, exam type and address of premises;
AND
- Copy of identification card issued by the agency

A convenience fee of 2.49% will be applied to all credit card payments.

8. **EXAM INFORMATION**

The **P-12** exam will consist of **75** multiple-choice questions, administered on a “touch screen” computer monitor. It is a time-limit exam. A passing score of at least 70% is required in order to secure a Certificate of Fitness. Call (718) 999-1988 for additional information and forms.

Please always check for the latest revised booklet at FDNY website before you take the exam.

www.nyc.gov/html/fdny/pdf/cof_study_material/updated_p_12_st_mat.pdf

9. If all the requirements are met and pass the written exam a temporary N-12 letter will be issued the same day. Applicant who fails the exam will receive a failure report. To retake the exam applicants will need to submit a new application and payment.

10. **VERBAL EXAM**

The second part of certification is the **VERBAL EXAM** for the particular bulk oil terminal where the applicant is employed. A verbal exam must be taken and passed within 6 months of **WORKING** at a terminal.

- Applicant must have passed the Written Exam and obtained a temporary N-12 letter, or be a current P-12 C of F holder applying to change his/her working location.
- Prior to the actual verbal exam, the applicants must submit the blueprint of the current Bulk Oil Plant to the Bulk Oil Unit division of the FDNY.
- Applicants **must** schedule an appointment for the verbal exam. To schedule the verbal exam please call 718-999-2483 or email to Igor.lyutin@fdny.nyc.gov
- Applicants will be permitted to take the verbal exam up to (3) times, the 2nd and 3rd attempt must be within 1 year of working at the particular terminal.
- If the applicants do not pass the examination after the 3rd attempt, the applicants will be required to retake the written exam. To retake the exam applicants will need to submit a new application and payment.
- Individuals who wish to have the Certificate of Fitness for more than one terminal will need to pass a separate verbal exam for each terminal. For example if an individual has a current P-12 Certificate of Fitness and leaves one terminal to work for another he/she must pass verbal section for the new terminal.

RENEWAL REQUIREMENTS

This Certificate of Fitness must be renewed every **THREE YEARS**. The renewal fee is **\$15**. FDNY also reserves the right to require the applicants to take a re-examination upon submission of renewal applications.

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. Renewals submitted 90 days (up to one year) after the expiration date will incur a \$25 penalty in addition to the renewal fee. Certificates expired over one year past expiration date will not be renewed. New exams will be required.

To change a mailing address:

- Submit a letter requesting the change of mailing address and a copy of your C of F with \$5.00 fee.

To change a work location,

- Submit a letter from your current employer (on company letterhead) confirming that you are an employee and stating your new work location with a copy of your C of F and a \$5.00 fee

To request a replacement certificate:

- Submit a driver's license or passport, social security number, mailing address and a \$5.00 fee.

The certificate can be renewed **On-line, by Mail or in Person.**

• **Renewal online**

If you are an individual, make sure you have your 12 digit Certificate of Fitness Access ID. This can be found on your Renewal Notice. If you do not have your Renewal Notice, your Access ID is your 8 digit Certificate of Fitness number and the last four digits of your social security number. If you are submitting renewals on behalf of a company's employees, the company must be approved by FDNY and have an 8 digit Company Code. To request approval, email pubrenew@fdny.nyc.gov.

Renewal fee can be paid by one of the following methods:

- Credit card (American Express, Discover, MasterCard, or Visa)
- Debit card (MasterCard or Visa)
- E-check

A fee exempted applicants cannot renew online only by mail or in person.

If all the requirements are met, the certificate of fitness will be mailed out within 10 days.

For online renewal go to: <https://paydirect.link2gov.com/FDNYCOF/ItemSearch>

• **Renewal by mail**

Mail your Renewal Notice (if you did not receive a Renewal Notice, a copy of your certificate), along with your fee payment

Personal or company check or money order (made payable to the NYC Fire Department)

For fee waivers submit: ***(Only government employees who will use their C of F for their work-related responsibilities are eligible for fee waivers.)***

- A letter requesting fee waiver on the Agency's official letterhead stating applicant full name, exam type and address of premises; **AND**

- Copy of identification card issued by the agency and if applicable, supporting documents to:

NYC Fire Department (FDNY)

Cashier's Unit
9 MetroTech Center, 1st Floor
Brooklyn, NY 11201

If all the requirements are met, the certificate of fitness will be mailed out within four to six weeks.

• **Renewal in person**

Submit your Renewal Notice (or if you did not receive a Renewal Notice, a copy of your certificate), along with your fee payment by one of the following methods:

- Cash
- Credit card (*American Express, Discover, MasterCard, or Visa*)
- Debit card (*MasterCard or Visa*)
- Personal or company check or money order (*made payable to the New York City Fire Department*)

For fee waivers submit: ***(Only government employees who will use their C of F for their work-related responsibilities are eligible for fee waivers.)***

- A letter requesting fee waiver on the Agency's official letterhead stating applicant full name, exam type and address of premises; **AND**
- Copy of identification card issued by the agency

and if applicable, your supporting documents to:

NYC Fire Department (FDNY)

Cashier's Unit
9 MetroTech Center, 1st Floor
Brooklyn, NY 11201

If all the requirements are met, the certificate of fitness will be issued the same day.

A convenience fee of 2.49% will be applied to all credit card payments for original or renewal certificates.

EXAM SITE: FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY. Enter through the **Flatbush Avenue entrance (between Myrtle Avenue and Tech Place).**

