

## NOTICE OF EXAMINATION

**Title:** **Consolidated Examination for the Certificate of Fitness for Fuel-Oil Piping and Storage System (P-98 Premises Related).**

**Date of Exam:** Written tests are conducted Monday through Friday (except legal holidays) 8:00 AM to 2:30 PM.

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



### **QUALIFICATION REQUIREMENTS**

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 identification, at least one identification must be government issued photo identification, such as a State-issued Drivers' 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 an applicant is self-employed or the principal of the company, he/she must submit a notarized letter attesting to his/her qualifications. The sample letters are available at the link below [http://www.nyc.gov/html/fdny/html/c\\_of\\_f/cof\\_requirements.shtml](http://www.nyc.gov/html/fdny/html/c_of_f/cof_requirements.shtml) or the Public Certification Unit, 1<sup>st</sup> floor, 9 Metrotech Center, Brooklyn.
5. Applicants not currently employed may take the test without the recommendation letter. If the applicants pass the test, FDNY will issue a temporary letter (Z-98) with picture for the job seeking purpose. The C of F card will not be issued unless the applicants are employed and provide the recommendation letter from his/her employer.
6. The P-98 entails a premises related exam. The P-98 Certificate of Fitness holder will be responsible for performing the required supervision and maintenance on his/her work premises.
7. Individuals who renew their W-98 Certificate of Fitness will receive P-98 Certificate of Fitness cards when their W-98 card's expire. The P-98 Certificate of Fitness card must indicate the COF holder's work address on the new COF card.

#### **APPLICATION INFORMATION**

**Application Fees:** \$25 for originals and \$15 for renewals. The fee may be paid by cash, money order, credit card, debit card or personal check made payable to the New York City Fire Department. The \$25 fee must be paid by all applicants prior to taking the Certificate of Fitness test.

**Application Forms:** Application forms are available at the Public Certification Unit, 1<sup>st</sup> floor, 9 Metro Tech Center, Brooklyn, NY 11201.

#### **RENEWAL REQUIREMENTS**

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.

For renewal, send the renewal notification or a letter stating the C of F # with a fee of \$15, money order or personal check payable to "Fire Department City of New York" to:

FDNY (Cashier's Unit)  
9 MetroTech Center,  
Brooklyn, NY 11201

Late renewals (90 days after the expiration date, up to 1 year) will incur a \$ 25 penalty in addition to the renewal fee. Certificates expired over one year past expiration date will not be renewed. New tests will be required. FDNY also reserves the right to require the applicants to take a re-examination upon submission of renewal applications.

**TEST INFORMATION**

The P-98 test will consist of **35** multiple-choice questions, administered on a “touch screen” computer monitor. It is a time-limit test. 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.

**WEBSITE**

Please always check for the latest revised booklet at FDNY website before you take the test, the Certificate of Fitness Study Material link, below

[http://www.nyc.gov/html/fdny/html/c\\_of\\_f/cof\\_study\\_materials.shtml](http://www.nyc.gov/html/fdny/html/c_of_f/cof_study_materials.shtml)

**ALTERNATIVE ISSUANCE PROCEDURE (AIP)**

This certificate of fitness can be obtained by qualifying for an exemption from an exam on the basis of education and experience. Applicants who qualify for AIP must apply online. For more detail information applicants must review the **P-98** AIP information.

[http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/p\\_98\\_memun.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/p_98_memun.pdf)