

NOTICE OF EXAMINATION

Title: **Examination for Certificate of Fitness for Coordinator of Fire Safety & Alarm Systems in Homeless Shelters (F-80)**

Date of Exam: Written tests are administered Monday through Friday (except Legal holidays) at **2:45PM**: by **appointment only**. Starting processing time for a test is **2:45 PM**. No test will be administered to applicants who arrive after the **3:00 P.M.** To schedule an individual or group appointment please use the link below

http://www.nyc.gov/html/fdny/html/c_of_f/cof_online_scheduling.shtml

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. Prior to taking the computer based examination at 9 Metro Tech Center, all applicants shall satisfactorily complete an approved course for Coordinator of Fire Safety & Alarm Systems in Homeless Shelters. Additional information regarding the course and a list of approved schools is located on the FDNY website and can be found at the link below:
http://www.nyc.gov/html/fdny/html/units/fire_prevention/schools.shtml
5. Applicants that are currently employed in a shelter must also submit an F-80 Verification Letter **and** an F-80 Application completed by their employer, shelter director or the Department of Homeless Services (DHS). Both must be on official letterhead and must be notarized. Please reference pages 6-10 for sample documents.
6. If the applicant is currently employed in a shelter that does NOT have a Fire Alarm Control Panel, he/she must indicate that on the F-80 Application. For more information, please refer to the sample F-80 Application on page 8.
7. Applicants must present a completed application for certificate of fitness (A-20 Form). <http://www.nyc.gov/html/fdny/pdf/a20.pdf>
8. Applicants who are **not** currently employed may take the test without submitting the F-80 Verification Letter or F-80 Application. If the applicants pass the test, FDNY will issue a temporary letter with a picture for job seeking purposes. The C of F card will not be issued until the applicant is employed and submits both the F-80 Verification Letter and F-80 Application.
9. The FDNY reserves the right to verify the contents of both the F-80 Verification Letter and the F-80 Application immediately after submission by performing an unannounced audit of the contents of the letter. This

audit will occur at the shelter location(s) in which the F-80 applicant is employed.

10. F-80 Certificate of Fitness holders can only be certified in two homeless shelter locations at one time without applying for a variance. You must apply for a variance with the FDNY requesting permission to work at three or more locations. Both the F-80 Letter of Verification and the F-80 Application for each individual location are required.

11. Individuals who are certified for the **F-80 Certificate of Fitness** will be **exempt** from having to obtain a separate **S-95 Certificate of Fitness** for Supervision of Fire Alarm Systems and Other Related Systems. This exemption is for Coordinator of Fire Safety & Alarm Systems in Homeless Shelters who work in shelters only.

12. **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 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

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

13. **EXAM INFORMATION**

The **F-80** exam will consist of **50** 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.

Applicants have **two** opportunities to pass the F-80 Certificate of Fitness Examination. Applicants who fail the examination twice are required to re-take the approved course for Coordinator of Fire Safety & Alarm Systems in Homeless Shelters. Applicants must submit proof of course completion to the FDNY in order to schedule an appointment to take the examination for a third time.

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

http://www.nyc.gov/html/fdny/pdf/cof_study_material/f_02_st_mat.pdf

14. If all the requirements are met and pass the exam a certificate 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.

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).**



How to Apply for the F-80 Examination:

Applicants that are currently employed in a shelter

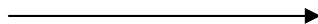


Applicants currently employed in a shelter that does NOT have a Fire Alarm Control Panel



- Submit F-80 Course Completion Certificate
 - Submit F-80 Verification Letter
 - Submit F-80 Application and indicate on the application that the shelter does not have a Fire Alarm Control Panel
 - Include contact information & telephone number

Applicants that are NOT CURRENTLY EMPLOYED



- Submit F-80 Course Completion Certificate
 - Indicate that you are not currently employed, and want to schedule an appointment to take the N-80
 - Include contact information & telephone number

Instructors and other persons employed by a school certified by the FDNY to teach the F-80 training course



- Submit F-80 Verification Letter
 - Submit F-80 Application
 - Indicate that you are an instructor or affiliated with a school certified to teach the F-80 training course
 - Include contact information & telephone number

ALL APPLICANTS MUST SUBMIT THE ABOVE DOCUMENTATION ONE OF THE FOLLOWING WAYS:

1. Via e-mail to pubcert@fdny.nyc.gov or shulerv@fdny.nyc.gov, OR
2. Via mail to:
 Public Certification & Education Unit, FDNY
 9 MetroTech Center, 1st Floor
 Brooklyn, NY 11201
 Attn: Vernetta Shuler, F-80 Appointment

Upon receipt of these qualifying documents, the applicant will be contacted by a representative of the FDNY to schedule an appointment to take the examination.

F-80 Verification Letter

Fire Department
Bureau of Fire Prevention
9 Metro Tech Center
Brooklyn, NY 11201-3857

Date: _____

Dear Sir/Madam:

I am pleased to recommend _____ to apply for an F-80 Certificate of
(Name of Applicant)
Fitness for Fire Safety & Alarm Systems in Homeless Shelters. He/she has _____
(Years/Months)
of relevant experience. After obtaining his/her F-80 Certificate of Fitness, _____
(Name of Applicant)
will be employed at _____ during the following regular shifts
(Name/Address of Shelter)
(include days of the week and times):

_____ is of good character and is physically able to perform the functions
(Name of Applicant)
required by the F-80 Certificate of Fitness. By signing below, I acknowledge that all of the
above statements are true to the best of my personal knowledge. Any intentional falsification of
this letter can be grounds for the denial, non-renewal, suspension or revocation of the F-80
Certificate of Fitness as applies to both the applicant and the signee.

Printed Name of Employer/DHS Representative/Shelter Director

Job Title

Signature of Employer/DHS Representative/Shelter Director
(Sign only before a Notary)

F-80 Application**Section A**

Does the shelter in which _____ is employed have a Fire Alarm Control Panel?

(Name of Applicant)

- Yes (If you mark "Yes," you must complete Sections B & D)
 No (If you mark "No," you must complete Sections C & D)

Section B

Function	Personally Witnessed (Y/N) <i>All items must be marked "yes" to proceed</i>	Date Witnessed	Initial
Make a public address announcement throughout the building, in the stairway(s), and on individual floors	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Acknowledge signals at the fire alarm control panel	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Place the fire alarm system off line	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Place the fire alarm system on line	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Demonstrate communication with FEP staff utilizing the method designated for an emergency (radio, intercom, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Silence the fire tones throughout the building	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Reset the fire command center	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Phase I elevator operation	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Phase II elevator operation	Yes <input type="checkbox"/> No <input type="checkbox"/>		

**if applicable, depending on the type of fire alarm system available in the shelter*

I _____, hereby swear that I have personally
(Name of Signee)

witnessed the applicant demonstrate and perform all of the above functions* related to the Fire Alarm Control Panel listed in this document on ____/____/____.
(Month/Date/Year)

Please indicate the type of Fire Alarm System installed on the premises:

Please indicate the type of communication system that is installed on the premises: (one-way voice communication, IFA, other):

Section C

I _____, hereby swear that I have investigated the
(Name of Signee)

premises, and that no Fire Alarm Control Panel exists at _____.
(Shelter Address)

Furthermore, the applicant could not perform the functions listed in Section C due to the lack of a Fire Alarm Control Panel.

Signature of Employer/DHS Representative/Shelter Director

Section D

Any intentional falsification of this letter can be grounds for the denial, non-renewal, suspension or revocation of the F-80 Certificate of Fitness as applies to both the applicant and the signee.

Printed Name of Employer/DHS Representative/Shelter Director

Job Title

Signature of Employer/DHS Representative/Shelter Director
(Sign only before a Notary)

Please submit this completed letter

1. Via e-mail to pubcert@fdny.nyc.gov or shulerv@fdny.nyc.gov or
2. Via mail to:

Public Certification & Education Unit, FDNY
9 MetroTech Center, 1st Floor
Brooklyn, NY 11201
Attn: Vernetta Shuler, F-80 Appointment