

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 Fire Alarm Central Station Operator (F-40)** 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 test is not practicable. Applications for alternative issuance must be submitted **by mail only**.

1. SUBMIT NOTARIZED STATEMENTS

A) A notarized statement from the Central Station Manager stating the applicant has a reasonable understanding of, has received training in 3RCNY §17-01, and is knowledgeable the provisions contained therein. This statement must include the applicant's full name, character, physical condition, experience, and address of premises where applicant will 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 for Fire Alarm Central Station operator, by the Fire Department, on the basis of his/her experience, education, and understanding of the specific facilities' requirements governing the operation of Central Station Companies. This statement must include the applicant's full name, experience, and address of the premises where applicant will 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.**

2. COMPLETE FORM A-20

All applicants shall complete a Certificate of Fitness Application (Form A-20).

3. APPLICATION FEES

A check or money order for \$25.00 shall accompany each application.

4. PHOTOS

All applicants shall submit one 2x2 recent photo.

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5. SPECIAL QUALIFICATIONS

- A.** 3 years of satisfactory experience as an airport or railroad traffic controller, or as a fire alarm dispatcher in a Class “A” fire alarm system, or in radio or in another communication activity involving emergency dispatching; or
- B.** 3 years of responsible, satisfactory experience in a public contact field of work requiring obtaining of information to provide immediate assistance to persons in emergency or critical situations in which lives and/or property are in jeopardy; or
- C.** A satisfactory combination of education and experience equivalent to **A** or **B** above. However, applicants must have completed the Central Station Operator’s Course.
- D.** College education may be substituted for a maximum of 1 year of experience as described in **A** above only, on the basis that 30 undergraduate semester credits from an accredited college are equivalent to six months of experience.

6. ADDITIONAL INFORMATION

All applicants shall submit proof of education, including evidence of completion of SIA 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 §17-01 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.

Any 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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