

NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION AND EDUCATION

Alternative Issuance Procedure (AIP) Information

This document provides the procedures to follow in order to obtain a **Certificate of Fitness for Supervising Non-production Chemical Laboratories C-14** without a written test administered by the New York City Fire Department.

Application for alternative issuance procedure must be submitted online. Applicants must understand that the Fire Department reserves the right to randomly call up to test the applicants who are issued by AIP. Applicant who has failed the written exam will not be allowed to take advantage of this policy.

1. How to Apply:

If you meet the requirements below you can submit an application(s) electronically online through NYC Business Express - <https://www1.nyc.gov/nycbusiness/index#C> : (a) individually or (b) through FDNY approved employer's designated coordinator.

- a. An individual applicant can submit his/her own application. *(If you are an individual, you can only submit your own application.)*
- b. An FDNY approved designated coordinator (DC) can submit an application(s) on behalf of the employees of the company. To request DC approval, email to arayae@fdny.nyc.gov

2. Qualification Requirements: *(applicants must submit all supporting requirements electronically online)*

2.1. Education, License and Experience Requirements

Applicants must have one of the following qualifications:

- License as a Clinical Laboratory Director from the NYS Dept. of Health; or
- Doctor of Medicine (MD) or Dental Surgery (DDS) or Doctor of Veterinary Medicine (DVM); or
- **Masters or Doctoral degree** in Chemistry, Biology, Biochemistry, Environmental or Health Sciences, Medical Technology and Chemical, Environmental, Mechanical or Biomedical Engineering, or related field and; or
- **Bachelor's degree** in Chemistry, Biology, Biochemistry, Environmental or Health Sciences, Medical Technology and Chemical, Environmental, Mechanical or Biomedical Engineering, or related field and 2 years of post-baccalaureate experience in the operation of chemical laboratories may apply for alternative issuance which is stated and signed by the employer/supervisor on a company official letter head. *(All claimed experience must be post baccalaureate. Any experience gained prior to the receipt of the degree will not be accepted towards meeting the AIP requirements.)*
- NY State Permanent Certification as a Chemistry or Biology (7-12) Teacher.

(Degree issued from outside USA or is not in English shall be evaluated by an independent evaluation service accepted by NYC Department of Citywide Administrative Services.)

<http://home2.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf>

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2.2. Employee Affirmation Form *(Notarization of this form is required for individually submitted Application and certify the following rules & regulations are read in this form)*
http://www.nyc.gov/html/fdny/pdf/fdny_cof_employee_affirmation_form.pdf

1. Fire Code Sections **2701 - 2703 & 2706**
2. Fire Department Rules Section **3RCNY §10-01**
3. National Fire Protection Association **NFPA 45 (2004 Edition)**
4. Certificate of Fitness Study material for **C-14**

2.3. Photo

A recent photo (2x2 head shot) in JPG or JPEG format.

2.4. Application Fees

The application fee for this certificate is \$ **25**. The following methods of payment are acceptable:

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

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

- An agency letter with official letter head; **AND**
- Copy of identification card issued by the agency

3. Renewal Information

FDNY also reserves the right to require the applicants to take a re-examination upon submission of the renewal application. This Certificate of Fitness must be renewed every **THREE YEARS**. The renewal fee is \$**15**. The certificate can be renewed on-line, by mail or in person. For more detail renewal information, review **C-14** Notice of Exam:

http://www.nyc.gov/html/fdny/pdf/cof_study_material/new_c_14_noe.pdf