

SAVE TIME AND APPLY ONLINE

Applicants are required to complete the COF application and pay online before arriving at the FDNY to take a COF exam.

<http://fires.fdnyccloud.org/>

Learn more about COF online application/payment:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/fdny-business-cof-individuals-short.pdf>

EXAM INFORMATION

- The application for Certificate of Fitness is available at FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY. Enter through the Flatbush Avenue entrance (between Myrtle Avenue and Tech Place).
- Government issued photo ID is required to enter the building (examples: non-driver's license, driver's license, passport, or an IDNYC Municipal ID Card).
- Before entering the FDNY Headquarters, all visitors and their items will be screened. The following items are **not allowed** in the FDNY Headquarters: weapons, metal utensils, sharp or pointed tools including Leatherman type tools.
- Written exams without appointments are conducted Monday through Friday (except legal holidays) 8:00 AM to 2:30 PM.
- Written exams requiring an appointment (FLSD related- N85, Z89), Q01, Z51, Z52, S56, S98) are available 5 days a week (M-F), except legal holidays, between 11:00am and 2:00pm.
 - Appointment can be scheduled here:
<http://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page>
- Groups of ten (10) or more applicants **MUST** contact FDNY.BusinessSupport@FDNY.nyc.gov to schedule an appointment.
- Exams are "touch screen" or "one button mouse" computer-based multiple-choice tests. **Exams are only offered in English. Paper copy dictionaries are allowed. No other outside papers, books, or electronic devices may be used during the test.**
- Applicants requesting oral tests must contact pubcert@fdny.nyc.gov for further information.

APPLICATION FEE

- Applicants are required to apply and pay online, before arriving at the FDNY. **The fee for most exams is \$25.**
- **Please refer to study guide/Notice of Exam (NOE) for more information.**
- For fee waivers submit: *(Only government employees who will use their C of F for their work- related responsibilities are eligible for fee waivers.)* (1) A letter requesting the fee waiver on the Agency's official letterhead stating applicant's full name, exam type and premises address; **AND** (2) Copy of identification card issued by the agency. **City employee should obtain a waiver from the Conflicts of Interest Board to work at a private company or nonprofit organization.**

ORIGINAL APPLICATIONS (MINIMUM QUALIFICATIONS)

1. Applicants must be at least 18 years of age.
2. Applicants must have a reasonable understanding of the English language.
3. Applicants must submit a letter of recommendation from the applicant's employer/prospective employer. Such letter shall be on the letterhead of such employer and signed by the employer (and indicate such officer's title); contain the following information:
 - the full name of the applicant
 - the length of time the applicant has been known to the employer
 - employment/training and the length of time such employment
 - the building address where the Certificate will be used
 - information attesting to the character, relevant or required work experience or training of the applicant and the applicant's physical condition to perform required duties.
4. 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 the picture for the job seeking purpose. However, a letter from an employer will be required before a Certificate is issued.
5. Applicants may be asked to provide two forms of identification; at least one form of identification must be government issued photo identification, such as a State-issued Drivers' License or Non-Driver's License or a passport.
6. Different Certificates may require additional documents or qualifications, please refer to the exam's study guide for specific information.

CERTIFICATE OF FITNESS RENEWALS

Most COFs can be renewed online. Use the following link to renew your Certificate online:

<http://fires.fdnyccloud.org/>

Quick Reference Instructions for Certificate of Fitness Simplified Renewals:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-simplified-renewal-short.pdf>

For more information call 718-999-1988

For study material visit <http://www1.nyc.gov/site/fdny/business/all-certifications/all-certifications.page>