

## NOTICE OF EXAMINATION

**Title:**               **Examination for Certificate of Fitness for Construction Site Fire Safety Manager (CSFSM) (S-56)**

**Date of Exam:** Written tests are administered Monday through Friday (except legal holidays) at **2:45 PM**: 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 this link below:

[http://www.nyc.gov/html/fdny/html/c\\_of\\_f/cof\\_online\\_scheduling.shtml](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:

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 form of 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 the applicants are self-employed or the principal of the company, they must submit a notarized letter attesting to their qualifications. For more info:
  - Sample of recommendation letter:  
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-sampler-rec-letter.pdf>
  - Sample of self-employed letter:  
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-sample-self-rec-letter.pdf>
5. Applicants must present a completed application for certificate of fitness (A-20 Form).  
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-application-form.pdf>
6. Special requirement for the S-56 Certificate of Fitness:
  - (1)The applicants must demonstrate one of the following qualifications:

Applicants shall hold or possess one of the following Certifications or experience:

    - a. A Site Safety Manager or Site Safety Coordinator Certificate issued by the Department of Buildings; or
    - b. At least three (3) years of full-time experience within the past six (6) years prior to the date of the application:
      - (i) working for a governmental agency or a construction, design or consulting firm;

- (ii) at construction sites upon which “major buildings” (as that term is defined in BC3310.2) are being constructed; and
- (iii) with responsibility for construction site safety and/or supervision of construction; or
- c.** At least eight (8) years of full-time experience within the past 12 years prior to the date of the application working for a governmental agency with responsibility for conducting and/or supervising fire code or fire safety inspections or enforcement; or
- d.** At least ten (10) years of full-time experience within the past 15 years prior to the date of the application working as a firefighter or fire officer in a paid fire department.

(2) The applicants must complete a required training course.

Applicants shall successfully complete a Construction Site Fire Safety Manager (CSFSM) course at a school certified by the FDNY. The FDNY certified school list:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/approved-school-construction-fsm.pdf>

- a.** Applicants will be given two (2) opportunities to take and pass the school graduation test on the basis of having successfully completed the CSFSM course. After the second failure, applicants must repeat the CSFSM course and must successfully pass the graduation test. The Graduation Certificate will be issued by the school after applicants pass the school graduation test.
- b.** The **Graduation Certificate is valid for one year**. Applicants must pass the FDNY C of F test before it expires.

(3) The applicants must follow the required application procedures to receive the S-56 Certification of Fitness:

a. Apply for qualification review and obtain the pre-approval.

Before making the appointment for S-56 Certificate of Fitness Exam, the applicants must submit the required application documents by mail or in person to: New York City Fire Department, Attention: C of F Unit, Bureau of Fire Prevention, 9 MetroTech Center - 1st Floor, Brooklyn, New York, 11201-3857, Attn: Claudine McClintock. If you have any questions, please contact (718) 999-2506 or 0649 or email [mcclinc@fdny.nyc.gov](mailto:mcclinc@fdny.nyc.gov). You will be notified by email whether you qualify or not. If you qualify to take the FDNY C of F test, you will receive a call or an email notification. After you receive the notification, you can schedule the S-56 exam via the following link:

[http://www.nyc.gov/html/fdny/html/c\\_of\\_f/cof\\_online\\_scheduling.shtml](http://www.nyc.gov/html/fdny/html/c_of_f/cof_online_scheduling.shtml)

The required documents for pre-approval:

- (i) Completed and signed S-56 application form

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-s56-application.pdf>

- (ii) Any documentation that can verify the certification or experience indicated in the S-56 application form. The W-2 forms (wage and tax statement) may be a supporting document for work experience.
- (iii) Valid graduation certification issued by a FDNY certified school.
- (iv) Recommendation letter from their employer addressed by the requirement #4.

\*Note: Fire Department will accept applications with satisfactory proof of documentation for pre-approval before attending schools.

**b. Make the appointment for the written exam**

Please use this link below:

[http://www.nyc.gov/html/fdny/html/c\\_of\\_f/cof\\_online\\_scheduling.shtml](http://www.nyc.gov/html/fdny/html/c_of_f/cof_online_scheduling.shtml)

**c. Take and pass the written exam**

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 A-20 form and payment.

**Applicants will be given two (2) opportunities to take and pass the S-56 test.** After the second failure, applicants must repeat the CSFSM course and begin as a new applicant. The new graduation certification must be submitted or email to the Certificate of Fitness unit, Attn: Claudine McClintock ([mcclinc@fdny.nyc.gov](mailto:mcclinc@fdny.nyc.gov)) before making a new appointment for the written exam.

**7. 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.

## **8. EXAM INFORMATION**

The **S-56** exam will consist of **60** multiple-choice questions, administered on a “touch screen” computer monitor. It is a time-limit exam. Based on the amount of the questions, you will have 90 minutes to complete the 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.

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

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-s56-noe-study-materials.pdf>

## **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](mailto: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://a836-citypay.nyc.gov/citypay/FDNYCOF>

**•Renewal by mail**

Mail your Renewal Notice (or 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 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, 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 his or her 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).**

