

3. Notice of Exam for current F-85 candidates

F-85 C of F cards are no longer recognized for Fire and Life Safety Director. The cards are no longer renewable and holders CANNOT perform any FLSD duties.

(1) Important F-85 transition guideline

FOR UNEXPIRED F-85 COF CASES:

If you are working as an FLSD, your building will receive an FDNY summons. However, if you still want to work as an FLSD, you must do the following NOW:

1. Complete the 11-hour non-fire emergency course from an approved school.
2. Pass the FDNY non-fire emergency computer based exam and receive T-89 COF (e.g. hotel buildings) or non-fire (Z-89/N-89) letter (e.g. office buildings).

Before your N-89 letter expires, you must pass the on-site exam.

FOR EXPIRED F-85 COF CASES:

- with an unexpired non-fire (Z-89/N-89) letter:

You can schedule an on-site exam before the non-fire (Z-89/N-89) letter expires.

- with an expired non-fire (Z-89/N-89) letter:

- a.) Less than 1 year, retake the non-fire (Z-89/N-89) exam.
- b.) More than 1 year, retake 31 hour course and start over as a new candidate.

- with an unexpired school letter:

You must pass the FDNY non-fire emergency computer exam and receive T-89 COF (e.g. hotel buildings) or non-fire (Z-89/N-89) letter (e.g. office buildings) before the school letter expires.

Note:

- *The non-fire 7 hour school letter is only valid for 9 months from issuance date. Any 7-hour school letter issued on or after 3/31/2020 will no longer be accepted by the FDNY.*
- *As of 4/1/2020, you must obtain the 11 hour non-fire course before taking the FDNY non-fire emergency computer exam.*

- with an expired school letter:

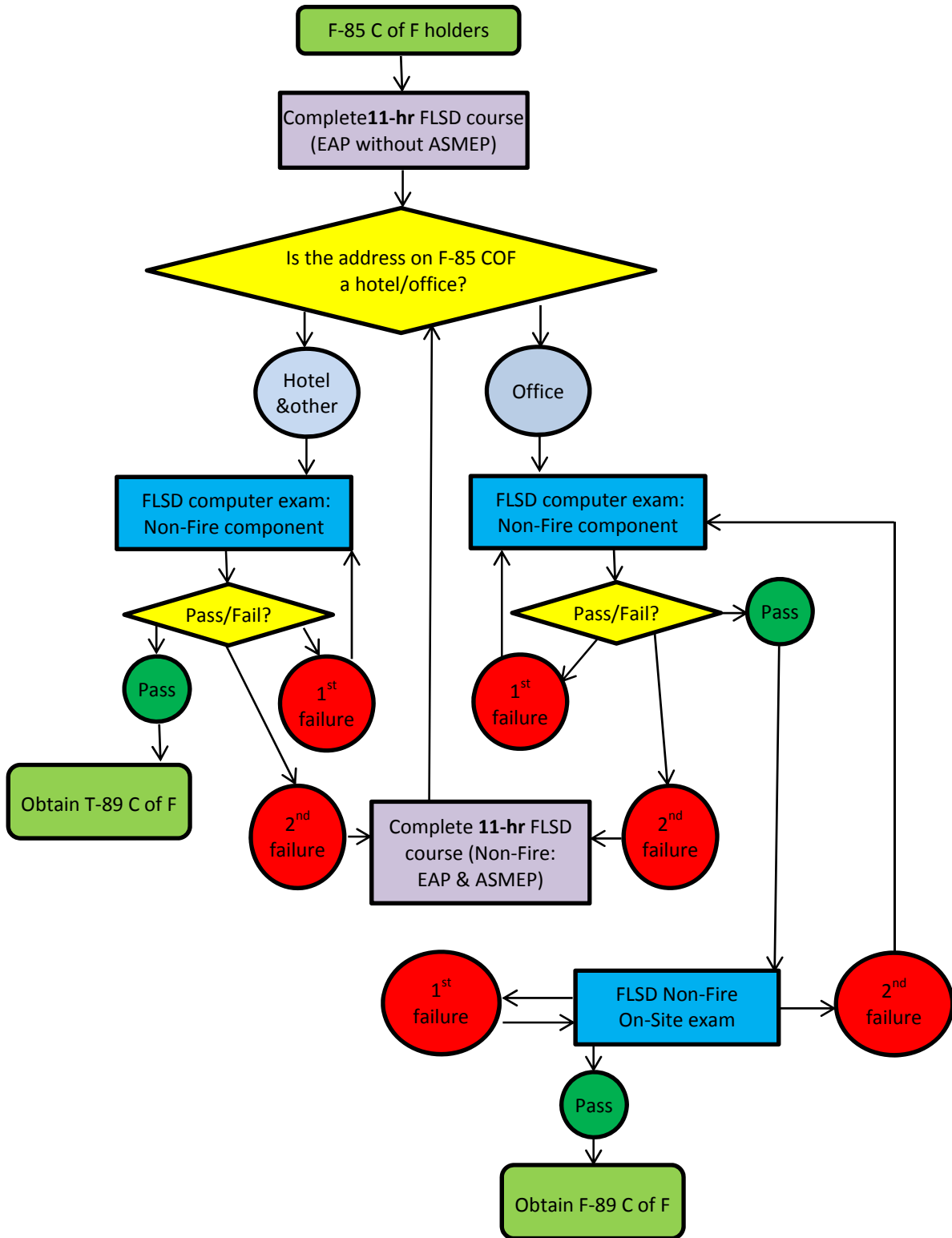
You must retake 31 hour FLSD course and start over as a new candidate.

- Expired F-85 COF only:

You must retake 31 hour FLSD course and start over as a new candidate.

For questions please email pubcert@fdny.nyc.gov

The flow chart of an F-85 C of F holder (needs to upgrade in the SAME building)



(2) Non-Fire Component Training course

The F-85 Certificate of Fitness holder must complete the **11-hour “FLS Director: Non-Fire Emergencies EAP & ASMEP”** course from one of the FDNY certified schools or organizations before taking the FDNY computer based exams. The list of the FDNY certified schools or organizations can be found on the following link:

<http://www1.nyc.gov/site/fdny/business/all-certifications/approved-schools.page>

Candidates must attend all training classes to be eligible to take the required training course’s final examination. School Graduation Diploma will be issued after the candidates obtain a passing score of 70% for the final exam. Candidates shall be allowed two (2) opportunities to pass the exam. Candidates who fail the final examination on the second attempt shall be required to re-attend the course in its entirety. The Graduation Diploma is valid for **9 MONTHS** in order to take the FDNY Non-Fire Component computer based exam.

(3) Computer based exams

Within 9 months of successfully completing the **11-hour “FLS Director: Non-Fire Emergencies EAP & ASMEP”** course, candidates must pass the FLS Director: **Non-Fire Component computer based exam** administered by the FDNY.

DATE OF EXAM: The computer based examinations are administered Monday through Friday (except legal holidays) at **2:00PM** by **appointment only**. The appointment can be made on the following link:

<http://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page>

FEE: **Application Fees:** \$25.00. The application fee must be paid prior to taking the computer based examination. Applicants who fail the computer based examination must pay \$25.00 for each subsequent exam.

The fee can be paid by credit/debit card (American Express, Discover, MasterCard, or Visa), personal or company check or money order (made payable to the New York City Fire Department).

A convenience fee of 2 % will be applied to all credit/debit card payments.

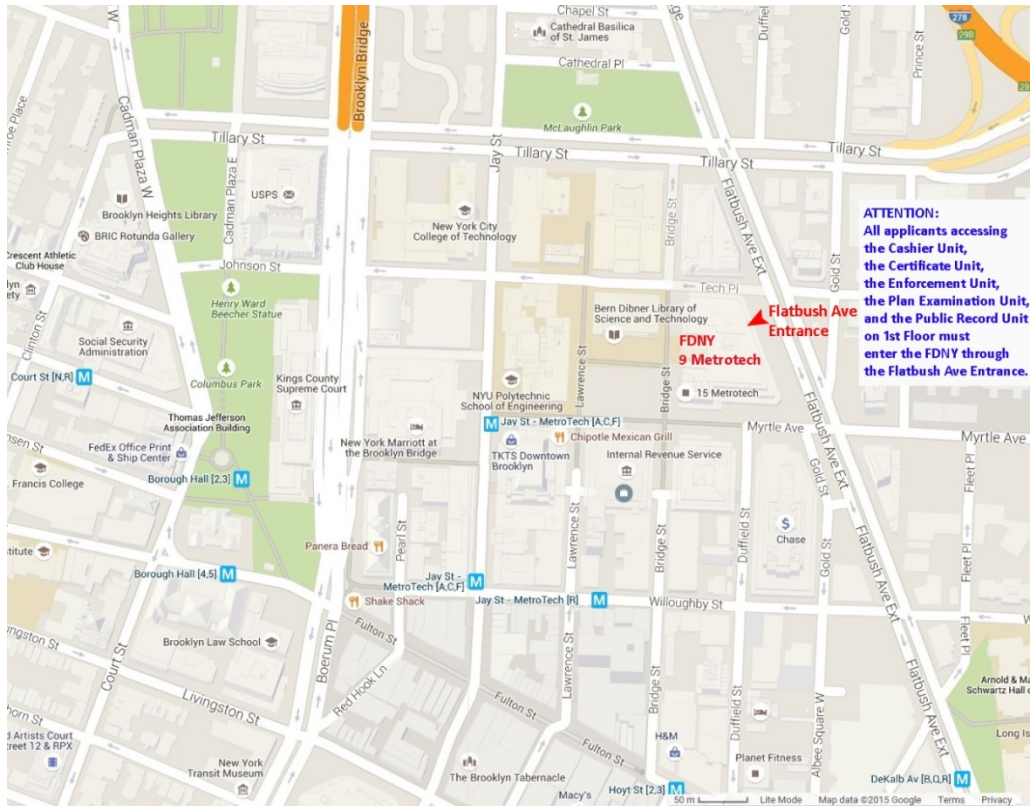
For fee waivers submit (Only government employees who will use the Certificate of Fitness for work related responsibilities are eligible):

- A letter requesting a fee waiver on the Agency’s official letterhead stating applicant’s full name, exam type and address of premises, AND
- A copy of identification card issued by the Agency.

EXAM INFORMATION:

The **FLSD: Non-Fire Component** exam will consist of **55** multiple-choice questions. Both exams are administered on a “touch screen” computer monitor. It is a time-limited exam. Based on the amount of the questions, you will have **83** minutes to complete the Non-Fire Component exam. Passing score of at least 70% is required to obtain a passing letter.

EXAM SITE: FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY. Enter through the Flatbush Avenue entrance (between Myrtle Avenue and Tech Place).



COMPUTER BASED EXAM PROCEDURES

A. FLSD: Non-Fire Component computer based exam

(1) Scheduling the FLSD: Non-Fire Component computer based exam:

Applicants must take the FLSD: Non-Fire Component Computer based examination within the **9 month valid period** of the FDNY accredited school graduation diploma.

To schedule an individual or a group appointment for FDNY computer based exam, the applicants can log into the link below:

<http://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page>

Please cancel or reschedule your appointment at least 24 hours in advance if you cannot make it to the testing center to take the exam.

Starting processing time for a test is **2:00 PM**. No test will be administered to applicants who arrive after **3:00 P.M.**

(2) **Requirements for the FLSD: Non-Fire Component computer based exam:**

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. Applicant must provide a valid and original F-85 Certificate of Fitness Card.
5. Applicants must submit the **original** the **11-hour** **"FLS Director: Non-Fire Emergencies EAP & ASMEP"** School graduation diploma for review to be processed for the exam. **The Graduation Diploma is valid for 9 months.**
6. Applicants are prohibited from being employed by any FDNY- approved FLS Director, FSD, FS/EAP School for at least four (4) years after taking any FDNY FSD, EAP, or FLSD related exam.
7. Applicants must complete the following forms:
 - Application for Fire and Life Safety Director (FLS Director) Certificate of Fitness
The form can be downloaded from the following link:
<https://www1.nyc.gov/nycbusiness/description/certificate-of-fitness-for-fire-life-and-safety-director-f89t89>
 - A-20 (general C of F application form).
The form can be downloaded from the following link:
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-application-form.pdf>
8. Applicants must submit ONE of the following letters:

- **F-89 candidates** (is working in a premise with a Comprehensive Fire Safety and Emergency Action Plan, e.g. office buildings)

Applicants must submit an “F-89 Designation Letter” from the employer or building owner recommending them for the taking the FLSD non-fire exam. A sample letter is provided in the following page. The sample letter will also be available on FDNY website.

- **T-89 candidates** (is working in a premises WITHOUT a Comprehensive Fire Safety and Emergency Action Plan, e.g. hotels)

Applicants must submit a “T-89 Designation Letter’ from the employer or building owner recommending the applicants for the computer based exam. A sample letter is provided in the following page. The sample letter will also be available on FDNY website.

SAMPLE DESIGNATION LETTER (for F-89)

MUST BE SUBMITTED ON COMPANY LETTERHEAD

To: FDNY
Bureau of Fire Prevention
9 MetroTech Center,
Brooklyn, NY 11201

From: _____

Date: _____

Subject: Application to take FDNY FLSD NON-FIRE computer based exam

Re: _____
(Applicant's name)

The above individual will be designated as the Fire and Life Safety Director (F-85 C of F number:
_____) at

_____ (PREMISES ADDRESS)

Company name: _____

The Comprehensive Fire Safety and Emergency Action (Level 1) plan of the premises listed the above has been accepted by the FDNY.

He/she has been designated as FLS Director or Deputy FLS Director for the premises at the above address. The applicant is of good character and is physically able to perform the duties and responsibilities required from the holder of this Certificate of Fitness.

Sincerely,

Building Owner or Manager (Contact phone number: _____ - _____ - _____)

SAMPLE DESIGNATION LETTER (for T-89)

MUST BE SUBMITTED ON COMPANY LETTERHEAD

To: FDNY
Bureau of Fire Prevention
9 MetroTech Center,
Brooklyn, NY 11201

From: _____

Date: _____

Subject: Request to apply T-89 Certificate of Fitness

Re: _____
(Applicant's name)

The above individual will be designated as a Fire and Life Safety Director at

_____ (PREMISES ADDRESS)

Company name: _____

The Comprehensive Fire Safety and Emergency Action (Level 1) Plan of the premises listed above has not been submitted to FDNY.

The candidate listed above has been designated to be an FLS Director or Deputy FLS Director for the premises at the above address. The applicant is of good character and is physically able to perform the duties and responsibilities required from the holder of this Certificate of Fitness. Before our premises obtain the FDNY acceptance of its Comprehensive Fire Safety and Emergency Action (level 1) Plan, we recommend this candidate to perform the duties of an FLS Director on an interim basis with the valid T-89 Certificate of Fitness. This candidate will be authorized to implement the provisions of FC Chapter 4 and R404-01 with respect to fire emergencies and to take such actions in response to non-fire emergencies as the building owner authorizes, based on the standard FDNY non-fire emergency procedures and the plan or procedures currently in place for our premises. **We understand that once our premises obtains the FDNY acceptance of the Comprehensive Fire Safety and Emergency Action (Level 1) Plan, we will immediately schedule the applicant for the Non-Fire portion On-Site Exam to obtain the F-89 Certificate of Fitness.**

Sincerely,

Building Owner or Manager (Contact phone number: _____ - _____ - _____)

(3) After the FLSD: Non-Fire Component computer based exam:

1. Pass the FLSD: Non-Fire Component computer based exam:

- **T-89 applicants** with a valid T-89 Designation Letter will receive the T-89 Certificate of Fitness card upon passing the Non-Fire Component computer based exam.
- **F-89 applicants** who receive an exam passing letter (N-89/Z-89) stating that the applicant passed the FLSD: Non-Fire Component computer based exam. The passing letter will allow the applicant to schedule the FLSD: EAP On-Site Exam (See the “On-Site Exam Procedures” listed on the following pages). The passing letter is **NOT RENEWABLE** and valid for one (1) year from the issuance date.

2. Fail the FLSD: Non-Fire Component computer based exam:

The applicant will be given **two (2) opportunities to take and pass the Non-Fire Component computer based exam.**

- The **first attempt** of the Non-Fire Component computer based exam should be taken **within the 4 months valid period** from the date that the candidate completes the course requirement. The **second** computer based exam must be completed **within the 9 months valid period** from the date that the candidate completes the course requirement. **The candidate must schedule an appointment for the second attempt** (see appointment information above).
- If an applicant **fails** the computer based exam **the second time, the applicant must retake the 11-hour “FLS Director: Non-Fire Emergencies EAP & ASMEP”** course in its entirety to be eligible to take the Non-Fire Component exam again. Email pubcert@fdny.nyc.gov for additional information concerning the computer based exam.

(4) On-Site Exam(for F-89 applicants with a valid F-85 Certificate of Fitness Card)

Only candidates who work in a building with a Comprehensive Fire Safety and Emergency Action Plan are subject to the F-89 FLS Director: Non-Fire Component Portion (A.K.A. EAP) On-Site Exam. Candidates who work in a building without a Comprehensive Fire Safety and Emergency Action Plan should apply for the T-89 Certificate of Fitness.

If the F-85 Certificate of Fitness is used for the same premise where the F-89 On-Site Exam will be taken, the candidate only need to take the “EAP” portion On-Site Exam which are the **General Building Knowledge**

Component and Non-Fire Component of the FLSD On-Site Exam (refer to chapter 20 and chapter 22 of the FLSD curriculum).

A. Fee:

- F-89 FLS Director: Non-Fire Component Portion On-Site Exam fee: \$305.

If an overtime exam Monday to Friday after 4:00 PM or on Saturday is requested, additional overtime expenses will be charged. The invoice for the total fee will be sent to the building where the On-Site Exam was administered.

B. To schedule the On-Site Exam:

Only authorized personnel (designated by the building owner) are allowed to schedule an On-Site F-89 Exam. Candidates cannot schedule their own exams.

The **first attempt** of the On-Site Exam should be scheduled **within 6 months** from the issuance date of the computer passing letter (N-89). In addition, any other On-Site Exam request must be submitted within **one (1) year** from the date that the candidate receives the computer passing letter (N-89). **The passing letter is NOT RENEWABLE.**

Send an email to High-Rise@fdny.nyc.gov with a subject line “F-89 with F-85 On-Site Exam request/Candidate’s Last Name, First Name/Premises Address”. No telephone or fax appointment requests will be accepted.

In the body of the email, indicate:

- Premises information:
 - **Type** (Hotel/Office);
 - complete **Address**, including borough and zip code;
 - **DOB BIN** (Department of Building’s Building Identification Number);
 - any possible **AKA** (Also Known As) addresses.

AND

- Candidate’s information:
 - Full **Last Name, First Name**;
 - **Last 4 digits of Social Security Number**;
 - F-85 **Certificate of Fitness** number for the same premises.

AND

- Additional requirements

- Indicate if the On-Site Exam is required outside of the regular start time (10 am – 12 pm) Monday - Thursday.

AND

- All email requests must indicate authorized personnel's following information:
 - Scheduler's **Full Name**;
 - **Title**;
 - **Business address**;
 - Contact **Phone Number**;
 - **Email** address.

In the case of hardship, the authorized personnel can request an emergency overtime test Monday to Thursday after 4 PM, or on Saturday. Additional overtime expenses will apply.

Only **two** candidates can be scheduled per day during **normal business hours** and on **Saturdays**. Only **one** candidate can be scheduled per day during **evening hours**.

C. Special requirements for additional work location:

Applicants are allowed to hold F-89/T-89 for two separate locations at the same time without special restrictions. Applicants employed as an F-89/T-89 holder at three or more locations must apply for a modification/variance. A \$200 non-refundable fee is required with each application that can be found on the following link:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/variance-fsd-ecap-form.pdf>

Under the modification/variance program, the applicants are subject to the On-Site Exam in order to renew the Certificate for each location.

Candidates who work in multiple buildings and are subjected to R-59/R-58 who fail the first attempt at an On-Site Exam due to important responses, will not be allowed to schedule the second attempt at an On-Site Exam unless they pass the R-59/R-58 computer based exam.

D. To cancel or reschedule the On-Site Exam

All requests for cancellations must be submitted via email to High-Rise@fdny.nyc.gov

All cancellations must be received at least 72 hours before the scheduled time via email.

In order to expedite the cancellation, be sure to:

- indicate "Request for On Site Exam Cancellation" in the subject of the email;
- provide the following in the body of the email:
 - Full name **Last Name, First Name**;
 - **Last 4 digits of Social Security Number**;
 - On Site Exam date;
 - Premises Address.

The building will be charged the On-Site Exam fee **if the cancelation request is received less than 72 hours prior to the On-Site Exam. Any candidate canceling three (3) On-Site Exams will not be allowed to schedule an On-Site Exam until after 6 months following the third cancellation.**

If the authorized personnel (designated by the building owner) needs to reschedule the candidate, the cancellation must be submitted first. After the cancellation is confirmed by the High Rise Unit, the authorized personnel can schedule the On-Site Exam for another date by submitting another request.

E. On-Site Exam environment

In order to maximize all candidates' testing performance, the candidates or the supervisors must arrange a suitable environment for the FDNY inspector to administer the On-Site Exam.

A suitable testing environment includes but is not limited to:

- adequate room lighting
- adequate ventilation
- comfortable seating and clean work surfaces for the candidates to take notes and answer the questions.
- minimum noise and no distractions during the exam
- Alarms and announcements will be sounded at various points during this exam

The average testing time of the On-Site Exam for EAP portion is approximately 2.5 hours. The testing environment should be expected to be occupied for at least 3 hours.

FDNY inspectors have the right to move the candidates to a proper testing environment.

F. Specific information for the F-89 On-Site Exam (the premises with a Comprehensive Fire Safety and Emergency Action Plan):

To qualify the candidate for the **F-89** On-Site Exam, the authorized personnel must ensure:

- **The candidate has received the FDNY FLS Director Certificate of Completion.**
- **The building has a Comprehensive Fire Safety and Emergency Action Plan accepted by the FDNY.**

If candidate's premises' Comprehensive Fire Safety and Emergency Action Plan has NOT been accepted by the FDNY, the F-85 Certificate of Fitness holder doesn't need to apply for the F-89 On-Site exam.

Instead, they must apply for the T-89 Certificate of Fitness card with a valid T-89 designation letter from the employer at 9 Metrotech Center.

G. On-Site Exam Grading:

Different weightings are assigned for different questions. For example, there are **mandatory and important questions** in the On-Site Exam. **Candidates must receive a score of at least 70% and pass all mandatory questions and not fail more than one important question.** If candidates **do not successfully perform any mandatory response or fail two important questions, the candidates will NOT receive a passing score.**

The mandatory questions are building specific, where a practical demonstration is required. The important questions are generic questions, tasks or the actions that must be explained as part of the answer to a question or scenario.

The inspectors only record candidates' VERBAL answers but do not grade the exams. The On-Site Exam will be graded by a third party unit at the FDNY. If you feel the examiner(s) did not provide a fair environment or opportunity, you may file a complaint by email. We assure that all complaints will be kept confidential.

Your complaints and/or concerns regarding the administration of the On-Site Exam:

- Must be received by email **within 24 hours of your On-Site exam**
- address your complaints to pubcert@fdny.nyc.gov
- subject line must read **FS/EAP Director On-Site Exam Complaint**
- In the body of the email, please include
 1. Your full name
 2. Your last **4 digits** of Social Security number
 3. The date the On-Site Exam occurred
 4. Describe the specific issue in detail