

## NOTICE OF EXAMINATION

**Title:**            **Examination for Certificate of Fitness for Supervising Non-production Chemical Laboratories (C-14).**

**Date of Exam:** Written exams are conducted Monday through Friday (except legal holidays) 8:00 AM to 2:30 PM.

**C-14** can be obtained by passing a written exam or qualifying for an exemption on the basis of education and experience.

### REQUIREMENTS FOR WRITTEN EXAM

Applicants who need to take the exam must apply in person and bring the following documents:

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 forms of identifications; at least one identification must be government issued photo identification, such as a State-issued Driver's License or Non Drivers 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: [http://www.nyc.gov/html/fdny/html/c\\_of\\_f/cof\\_requirements.shtml](http://www.nyc.gov/html/fdny/html/c_of_f/cof_requirements.shtml) .
5. Applicants must present a completed application for certificate of fitness (A-20 Form). <http://www.nyc.gov/html/fdny/pdf/a20.pdf>
6. 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 picture for the job seeking purpose. The C of F card will not be issued unless the applicants are employed and provide the recommendation letter from his/her employer.
7. Special requirements for C-14 exam:
  - 7.1. Applicant must have one of the following:
    - A B.S degree in Chemistry, Biology, Biochemistry, Environmental or Health Sciences, Medical Technology and Chemical, Environmental, Mechanical or Biomedical Engineering, or related field **or**
    - An A.A.S or A.S degree in Chemistry, Biology, Biochemistry, Environmental or Health Sciences, Medical Technology and Chemical, Environmental, Mechanical or Biomedical Engineering, or related field and a completion of a course on laboratory safety provided by the employer **or**
    - 60 credits with minimum of 21 credits in applicable science or engineering courses and a completion of a course on laboratory safety provided by the employer
    - NY State Permanent Certification as a Chemistry or Biology (7-12) Teacher.

- 7.2. Applicant must present evidence of academic degree(s) indicating specific course of study and/or transcript to verify college science courses.
- 7.3. Degree issued from outside USA or not in English shall be evaluated by an independent evaluation service accepted by NYC Department of Citywide Administrative Services.  
[http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/foreign\\_education\\_evaluation\\_guide.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/foreign_education_evaluation_guide.pdf)

## 8. **APPLICATION FEES**

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

## 9. **EXAM INFORMATION**

The **C-14** exam will consist of **50** multiple-choice questions, administered on a "touch screen" computer monitor. It is a time-limit exam. 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 or email to [pubcert@fdny.nyc.gov](mailto:pubcert@fdny.nyc.gov)

***Special material provided during the exam:*** *The tables which appear in the booklet will be provided to you as a reference material when you take the exam at MetroTech, however, the booklet will not provide to you during the exam.*

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

[http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/new\\_c\\_14\\_st\\_mat.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/new_c_14_st_mat.pdf)

10. 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 application and payment.

**ALTERNATIVE ISSUANCE PROCEDURE (AIP)**

This certificate of fitness can be obtained by qualifying for an exemption from an exam on the basis of education and experience. Applicants who qualify for AIP must apply online. For more detail information applicants must review the C-14 AIP information.

[http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/c\\_14\\_aip\\_info.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/c_14_aip_info.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.

**Special renewal requirements for C-14**

At time of renewal, all current C-14 Certificate of Fitness holders must submit a signed form (see the last page of this NOE), certifying that they have read C-14 study material.

**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 with a \$5.00 fee.

**To request a replacement certificate:**

- Submit a driver's license or passport, social security number and mailing address with \$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://paydirect.link2gov.com/FDNYCOF/ItemSearch>

• **Renewal by mail**

Mail your completed Renewal Form and Renew Notice (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 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 issued the same day.

**A convenience fee of 2.49% will be applied to all credit card payments for original or renewal certificates.**



## RENEWAL FORM

Date \_\_\_\_\_

I hereby certify that I have fully read the new C-14 examination study material and understand its content. I understand that the rules and regulations have changed since I was first issued my certificate of fitness and I understand that non-production laboratories must be regulated in accordance with these new rules and requirements.

I also understand that the Department reserves the right to require me to take a re-examination upon submission of renewal applications, and that failure to submit this document with my renewal application may require me to retake the examination.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Certificate of Fitness Number

\_\_\_\_\_  
Name (Signature)