

- 
- ✓ Gain critical information to save time and eliminate confusion
  - ✓ Determine your eligibility and key qualifications
  - ✓ Learn about the duties and the important role of the FLSD
  - ✓ Get answers to questions about the requirements and the course

# How to Become a **Fire and Life Safety Director** in New York City



**INTERNATIONAL  
SECURITY SERVICES**  
DEDICATED SECURITY EXPERTS

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# Introduction

*If you've made the decision to become a Fire and Life Safety Director in New York, you may find yourself with many questions about the qualifications, training, and certification process.*



New York has rules governing the position and specific criteria that must be met before you can be certified to fill that crucial role. Like most people, however, there's a good chance that your life is so busy that you have very little time to research and better understand that process.

In this guide, you will find everything you need to know to become a Fire and Life Safety Director in New York, including why the job exists, what it entails, and the basic qualifications you need to begin the certification process. In addition, we will cover the training, testing, and certification steps every person needs to undergo to become a certified Fire and Life Safety Director. If you are determined to fill this vital role and help keep people safe from fire and other life-threatening dangers, then this guide is for you.





# Why Do We Need Fire and Life Safety Directors?

Fire has always been one of mankind's most dangerous enemies, and that remains just as true today as it was thousands of years ago. Throughout history, fire risks have often gone unnoticed until it's too late, resulting in unexpected infernos that have wreaked havoc on human life, property, and assets.



In New York City, many buildings are now required to have a Fire and Life Safety Director on-site and tasked with planning and managing fire safety and evacuation strategies that help to keep people safe and prevent loss of life.

Of course, evolving threats have expanded that role in recent years, as terrorism, active shooter situations, and other unexpected crises have required officials to adopt new strategies to protect people and property. A Fire and Life Safety Director's training provides the knowledge, tools, and strategic understanding needed to assess building risks and develop sound plans to protect life when emergency situations occur.

New York City's Fire Code was updated in 2014 to ensure that buildings and businesses in the city meet established fire safety requirements. Under the amended rules, the Fire Department is responsible for issuing certificates of fitness license that allow properly-qualified and trained individuals to serve as Fire and Life Safety Directors in office buildings, hotels, and other New York City buildings that have opted to install two-way voice communication and fire alarm systems. The rules also cover non-fire emergency situations, including medical emergencies, active shooter situations, and more.

# What Do Fire and Life Safety Directors Do?



*The Fire and Life Safety Director's job covers a wide range of potential emergency situations. At its core, though, the mission is very straightforward: to protect both life and property. To achieve that mission, fire safety directors are tasked with a diverse portfolio of duties*

## Fires Safety Duties

As part of his or her duties, a Fire and Life Safety Director must:

- Understand the current fire safety codes for structures they oversee
- Plan and develop a fire safety plan that addresses potential fire risks
- Implement and monitor that plan
- Train and supervise any and all personnel needed to execute the fire safety plan
- Verify that current fire and life safety equipment meet code standards, and confirm that those systems are properly installed and in proper working order
- Plan and conduct fire drills and other emergency preparedness tests as needed





In addition, fire and life safety directors are responsible for coordinating efforts with the fire department and other emergency responders. They must also ensure that building occupants are familiarized with emergency response procedures, including possible evacuation strategies and exit routes.



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## Non-Fire Emergency Duties

Because today's threats to people and property extend well beyond possible fires, the Fire and Life Safety Director is also charged with helping to counter those risks. These non-fire emergency duties include:

- Developing and implementing plans that address potential construction failures, power blackouts, and similar events
- Creating emergency response strategies to protect life in the event of terror attacks, including potential biological or chemical events
- Providing training to building occupants to ensure that they understand the emergency response plan
- Respond to active shooter situations when they occur, executing response strategies that may include everything from sheltering-in-place to in-building relocation or evacuation
- Develop response protocols for managing potential medical emergencies





Today's Fire and Life Safety Director is confronted with an ever-more challenging landscape of risks and potential threats. From fire and acts of crime or civil disobedience to suspicious packages and threats like dirty bombs and chemical or biological weapons, the threats seems to evolve and grow with each passing year. Fortunately, there are well-qualified and highly-trained personnel in place to ensure that the right strategies are implemented to counter those threats.



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# Basic Qualifications to Become a Fire and Life Safety Director



*To ensure that Fire and Life Safety Directors have the experience and knowledge needed to perform their duties, there are rules establishing the qualifications required for the job. According to the Fire Department's published standards, the following qualifications are required for FLS Director applicants:*

- All applicants must be 18 years of age or older, and possess a “reasonable understanding” of English, which includes being able to satisfactorily answer questions during his or her exam
- Provide satisfactory evidence of previous employment, habits, and personal character
- Be physically capable of performing all job-related duties





- Possess a minimum of three (3) years of full-time experience OR eighteen months full-time experience that includes six continuous months of employment in one or more of the following fields of employment:
  - Firefighter, public safety emergency responder
  - Fire safety code enforcement, fire safety inspection, emergency preparation, or fire prevention
  - Work experience designing, installing, operating or maintaining “building fire protection, electrical, plumbing, heating, ventilation, or air conditioning systems, or other building system regulated by the construction codes”
  - Other experience of an equivalent nature that the Department finds acceptable, including work as a police officer, correction officer, or volunteer firefighter in any country
- Complete the FDNY-approved FLS Director course of instruction
- Successfully pass the required examination and receive the certificate of fitness

A close-up photograph of a man with short brown hair and a beard, wearing a blue sweater, looking down intently at a notebook he is writing in with a blue pen. The background is softly blurred, showing a window with greenery outside. The overall tone is professional and focused.

# Fire and Life Safety Director Training

Qualified applicants are required to receive FDNY-approved training before they can receive their FLSD certification. Approved training programs like those at the ISS Fire Science Institute provide candidates with the specific knowledge and tools they need to pass their examinations, receive certification, and begin their careers in the challenging world of fire and life safety.

*This 31-hour course offers specific instruction related to all three of the city's required certification components: fire safety, non-fire emergencies, and active shooter and medical emergency response.*

# Fire Emergency Training (20 hours)



*For qualified applicants, this training provides the mandatory 20 hours of instruction Fire and Life Safety Directors need to manage fire safety in hotels, commercial high-rises, hospitals, and other New York City buildings subject to the FLSD requirement. The training provides instruction about NYC laws and rules governing fire safety, as well as emergency planning and preparedness. Students will learn about important aspects of building construction, fire risks, primary fire systems, record keeping, and other related FLSD responsibilities and duties.*

The goal of the course is to ensure that each student who successfully completes the training can:

- Demonstrate the competency and practical skills needed to manage any Fire Command Center during a fire.
- Accurately describe the proper response to emergencies involving fires
- Properly identify the core responsibilities for the FLSD role
- Display knowledge about proper procedures for inspecting fire safety and suppression systems and demonstrate an understanding of their primary components.





- Accurately cite and detail fire safety threats, in accordance with data provided by the Fire Department.
- Understand proper Fire Department procedures for managing elevator use during emergencies involving fires, and proper relocation strategies for building occupants.
- Detail procedures for conducting fire drills in their buildings.
- Successfully pass the required examination at the end of the course.



# Non-Fire Emergency Training (7 hours)



*For qualified applicants, this 7-hour training course provides instruction to prepare students for their role in managing non-fire emergencies. These emergencies can include situations related to hazardous materials, various natural disasters, building construction issues, and terror attack concerns that include nuclear (dirty bomb), chemical, and biological threats. Severe weather emergencies are also covered in the instruction.*

By the time the course is complete, students are expected to:

- Demonstrate competent knowledge about how to properly manage the command center during any type of non-fire emergency or disaster.
- Detail the appropriate FDNY-sanctioned emergency response for non-fire crisis management.
- Properly identify their job duties and responsibilities as a Fire and Life Safety Director
- Be able to identify and discuss the most common non-fire-related threats, as defined by FDNY guidelines.





- ☑ Discuss the correct procedures for elevator operation during these types of emergencies and detail non-fire emergency strategies for evacuation, relocation, or sheltering-in-place for building occupants.
- ☑ Understand when those strategies should be implemented in non-emergency situations.
- ☑ Understand how to conduct non-fire drills as part of an emergency preparedness strategy.



# Active Shooter and Medical Emergency Training (4 hours)

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*In recent years, safety professionals have begun to focus more intently on developing appropriate responses to active shooter situations, to minimize injury and loss of life. School and public shootings around the world have demonstrated the need for an effective response strategy.*

The Active Shooter and Medical Emergency component of the Fire and Life Safety Director training is designed to provide FLSDs with the knowledge and skills they need to design and implement protocols that work to protect building occupants when these horrific incidents occur.

Medical emergencies are also a common risk in many public and private settings, so it is equally important to ensure that FLSD candidates understand how to respond to those situations. As a result, this 4-hour component of the training process will provide instructions to help Fire and Life Safety Directors understand the proper response to medical emergencies, develop strategies for active shooter situations, and learn how to handle incident and preparedness documentation.



By the end of the course, students should be able to:

- ☑ Define and explain their role in managing active shooter and medical emergency situations.
- ☑ Understand key strategies for active shooter management, including when to use Avoidance, Barricade, or Confrontational techniques.
- ☑ Demonstrate skill in developing and implementing safety training plans.
- ☑ Know how to communicate that strategy to building occupants, teaching them how to avoid danger during active shooter incidents, the best locations to barricade themselves away from danger, and when to potentially confront assailants.
- ☑ Identify proper procedures for obtaining emergency medical help during medical emergencies.
- ☑ Understand the role of the FLSD in coordinating medical response activities and communicating updates to building occupants.



A man in a dark grey suit, light blue shirt, and dark tie is holding a red fire extinguisher. He is looking at the pressure gauge on the extinguisher. The background is a plain, light grey wall.

# Fire and Life Safety Director Testing and Certification

Each component of the Fire and Life Safety Director course concludes with an examination, with each test allowing students 2 hours to complete the exam. Under FDNY rules, a student must successfully complete each of the three tests to receive his or her FLSD certification.

# Fire Safety Test

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*For the Fire Safety course, all students are expected to achieve a 100% attendance rate and actively participate in all exercises and quizzes.*

The Fire Department requires a passing score of 70%. The test contains 67 questions in multiple choice format, and students must complete the exam in no more than 2 hours. The test is not open book, so students are encouraged to study their written materials to ensure that they succeed.

Those who fail the first examination can retake the test. It is their responsibility to schedule a retest with the training facility, and the process must be complete within one week from the initial test. FDNY rules only allow students to retake the test one time. If they fail on that second attempt, they are required to take the 20-hour fire safety course a second time.



# Non-Fire Emergency Training Test



*For the Non-Fire emergency course, all students are expected to achieve a 100% attendance rate and participate in all hands-on exercises and quizzes.*

Fire Department rules require that students achieve a passing score of 70%. The test contains 25 multiple-choice questions, and students must complete the exam in no more than 2 hours. Like the fire safety test, this test is not open book, so students are encouraged to study their written materials to ensure that they succeed.

Those who fail the first examination can retake the test. It is their responsibility to schedule a retest with the training facility, and the process must be complete within one week from the initial test. FDNY rules only allow students to retake the test one time. If they fail on that second attempt, they are required to take the full 7-hour non-fire emergency course a second time.



# Active Shooter and Medical Emergency Training Test



*All students who take the Active Shooter and Medical Emergency training course are expected to attend 100% of the classes and fully participate in all hands-on exercises and quizzes.*

Fire Department rules mandate that students receive a score of at least 70% to pass the exam. The test contains 20 multiple-choice questions, and students have two hours to complete the testing process. This is not an open-book test, which means that students cannot refer to notes or their books during the test. All students are encouraged to study the source material to ensure their success.

If a student fails the initial examination, one retest is allowed. That test must be taken within one week of the first test, and students are required to schedule the retest with their training center. In accordance with Fire Department rules, students are only allowed one retest. If they fail to pass that second attempt, they will need to sign up for the 4-hour active shooter and medical emergency course again.



# Fire and Life Safety Director Certification



*Candidates who successfully complete all three components of the Fire and Life Safety Director training will receive a diploma for each course. Once they have achieved that goal, they can then apply for their certification to become a Fire and Life Safety Director. To begin that process, they can download the Application for Fire and Life Safety Director (FLS Director) Certificate of Fitness form [here](#).*

That form asks that you include an affidavit from each employer or building owner who can attest to your required fire-related work experience. This Verification Letter can be downloaded [here](#). In addition, you will need to include the A-20 C of F application form, which can be found [here](#).

The application and related forms should be submitted along with the new application fee of \$25. This certificate must be renewed every three years. Renewals cost \$15. Payment can be made to:

**NYC Fire Department (FDNY)**  
**Public Certification Unit**  
**9 MetroTech Center, 1st Floor**  
**Brooklyn, NY 11201**



An aerial photograph of New York City, showing the Manhattan skyline. The Manhattan Bridge is prominent in the middle ground, spanning the East River. A tall, modern skyscraper is the central focus in the foreground. The city extends to the horizon under a clear sky.

# Congratulations on Taking the First Step

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**The entire team at International Security Services (ISS) would like to congratulate you for your commitment to protecting people's safety and lives and hope that you enjoy a long and rewarding career as a New York Fire and Life Safety Director.**

**FIRE DEPARTMENT CITY OF NEW YORK**

**BUREAU OF FIRE PREVENTION**

**9 METROTECH CENTER**

**BROOKLYN, N.Y. 11201-3857**

**Verification Letter for Application for Fire Safety Director**

**INSTRUCTIONS**

In accordance with the procedure of the New York City Fire Department, applicants for the Fire Safety Director test must possess experience involving fire protection and fire prevention activity, or responsible positions pertaining to the operations of building service equipment.

The applicant has listed your firm for experience and dates. All information must be verified. Please complete the form below. The form below must be notarized. We thank you in advance for your cooperation.

**Firm or Company Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

Sir/Madam:

I am pleased to confirm the employment of \_\_\_\_\_

Applicant's name

for application for a Certificate of Fitness as a Fire Safety Director. The applicant was/is employed here in the title of \_\_\_\_\_ during the following dates: from \_\_\_\_\_ to \_\_\_\_\_.

The applicant specific job responsibilities involves fire prevention activities or responsible position pertaining to operation of building service equipment include(d) such as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of employer Title  
(Sign only before a notary)

Date: \_\_\_\_\_

STATE OF NEW YORK

COUNTY OF \_\_\_\_\_

Sworn to before me, this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

Signature of notary

Notary Number: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

**Note:** Upon completion, this form must be forwarded promptly to the New York City Fire Department, 9 Metro Tech Center, Brooklyn, NY 11201-3857—Certificate of Fitness Unit (FSD Verification Section). Failure to submit this form will delay the processing of the candidate above.

For additional information, please call (718) 999-2506 or 0649 or 1988 during business hours or send via email [pubcert@fdny.nyc.gov](mailto:pubcert@fdny.nyc.gov).

- As per Local Law 5 of 73, the FDNY began expanding the verification requirements for new Fire Safety Director Candidates. We will be verifying all duties associated with fire related experience, a minimum of 3 years in the prior 5 years is required to qualify. For each employer, an individual affidavit must be submitted.

This means that if you worked for:

- Your current company for 2 years and worked for a previous company for 3 years, two affidavits are required

or

- Your current company for 5 years, one affidavit is required;

or

- Your current company for 1 year, one previous employer for 2 years, and another previous employer for 1 year, three affidavits are required;

or

- Your current company for 2 years, one previous employer for 3 years, and another previous employer for 5 years, two affidavits are required.

Administratively, we have taken the following actions:

- Time period of 30 days for submitting all documents has been extended to 45 days;
- Your present employer will be advised which experience listed on the FSD application is acceptable as “Fire Related”. This will eliminate obtaining non pertinent affidavits;
- All previous employer’s affidavits may be submitted directly by the employer to the FDNY or may be first forwarded to you. You may then forward the affidavit to the FDNY.



**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 that enter the building are 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 appointments are available at 2:45pm, 5 days a week (M-F) except legal holidays. Appointment can be scheduled on the following website: <http://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page>
- Individual appointments for most Certificate exams are not required except the following exams: **F89, F80, Q01, P13, S11, S12, S13, S14, S15, S56, S98.**
- Groups of ten (10) applicants or more **MUST** schedule an afternoon appointment, for all exams. Applicants of a group that do not schedule an appointment will not be processed to take an exam.
- Exams are "touch screen" computer-based multiple choice tests. **Exams are only offered in English. Paper copy dictionary is allowed. No other outside papers, books, or electronic devices may be used during the test.**
- Applicants requesting oral tests must telephone for an appointment at 718-999-1988.

**APPLICATION FEE**

- Pay the 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*). A convenience fee of 2.49% will be applied to all credit/debit card payments. **The fee for most exams is \$25, but few exams may vary. Please read 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.

**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 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.
6. Different Certificates may require other additional documents or qualifications, please look in the study material/NOE for more information.

**RENEWALS**

1. A Certificate may be renewed 90 days before the expiration date.
2. A Certificate that has exceeded 1 year from the expiration date cannot be renewed. Applicants must apply for a new Certificate.
3. The renewal fee is \$15. After 90 days (up to one year) from the expiration date an additional \$25 penalty will apply. **A convenience fee of 2.49% will be applied to all credit/debit card payments.**
4. Most Certificates can be renewed **On-line, by mail or in Person.**
  - To renew online  
Visit: <https://a836-citypay.nyc.gov/citypay/FDNYCOF>
  - To renew by mail  
Mail all the required documents along with the fee payment to: NYC Fire Department (FDNY) Cashier's Unit, 9 MetroTech Center, 1st Floor Brooklyn, NY 11201
  - To renew in person  
Submit all the required documents along with the fee payment at FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY.
5. Fee exempted applicants cannot renew online, only by mail or in person. The fee waivers must 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 fee waiver on the Agency's official letterhead stating applicant full name, exam type and address of premises; **and** (2) Copy of identification card issued by the agency.

For more information call 718-999-1988 & study material visit <http://www1.nyc.gov/site/fdny/business/all-certifications/all-certifications.page>



**Section E – Fire Related Work Experience Information** Please print or type the information in the boxes below.

List any work experience relevant to your application for Fire and Life Safety Director. Acceptable experience and required documents are outlined in **Appendix A**. **The total years of work experiences must be at least THREE YEARS’ full-time work experience OR 18 MONTHS’ full-time work experience includes at least SIX (6) MONTHS of continuous employment AT ONE WORK LOCATION.**

(Use only 1 employer per box, a notarized verification letter must be included for every box in order to receive credit)

<b>1. Name of Employer:</b> _____ <b>Work Location:</b> _____		Length of experience With this employer	
<b>Related Experience</b>		<u>Years</u>	<u>Months</u>
<input type="checkbox"/> Fire fighter/fire Inspector/Fire Officer/Fire Marshal/Police officer			
<input type="checkbox"/> Volunteer fire fighter			
<input type="checkbox"/> Building Maintenance Personnel (e.g. engineers, Class E or J-1 Building Superintendent, etc.) (List Licenses in #4 below)			
<input type="checkbox"/> Building/Residence/Property Manager (List Licenses in #4 below, if applies)			
<input type="checkbox"/> Building Evacuation Supervisor (Designated on Fire Safety Plan)			
<input type="checkbox"/> Floor Warden/Fire Brigade member (Designated on Fire Safety Plan)			
<input type="checkbox"/> Fire Safety Coordinator in Homeless Shelters (List Licenses in #4 below)			
<input type="checkbox"/> Construction Site Fire Safety Manager or Site Safety Manager (List Licenses in #4 below)			

<b>2. Name of Employer:</b> _____ <b>Work Location:</b> _____		Length of experience With this employer	
<b>Related Experience</b>		<u>Years</u>	<u>Months</u>
<input type="checkbox"/> Fire fighter/fire Inspector/Fire Officer/Fire Marshal/Police officer			
<input type="checkbox"/> Volunteer fire fighter			
<input type="checkbox"/> Building Maintenance Personnel (e.g. engineers, Class E or J-1 Building Superintendent, etc.) (List Licenses in #4 below)			
<input type="checkbox"/> Building/Residence/Property Manager (List Licenses in #4 below, if applies)			
<input type="checkbox"/> Building Evacuation Supervisor (Designated on Fire Safety Plan)			
<input type="checkbox"/> Floor Warden/Fire Brigade member (Designated on Fire Safety Plan)			
<input type="checkbox"/> Fire Safety Coordinator in Homeless Shelters (List Licenses in #4 below)			
<input type="checkbox"/> Construction Site Fire Safety Manager or Site Safety Manager (List Licenses in #4 below)			

3. Name of Employer: _____		Length of experience With this employer	
Work Location: _____			
<b>Related Experience</b>		<b><u>Years</u></b>	<b><u>Months</u></b>
<input type="checkbox"/> Fire fighter/fire Inspector/Fire Officer/Fire Marshal/Police officer			
<input type="checkbox"/> Volunteer fire fighter			
<input type="checkbox"/> Building Maintenance Personnel (e.g. engineers, Class E or J-1 Building Superintendent, etc.) (List Licenses in #4 below)			
<input type="checkbox"/> Building/Residence/Property Manager (List Licenses in #4 below, if applies)			
<input type="checkbox"/> Building Evacuation Supervisor (Designated on Fire Safety Plan)			
<input type="checkbox"/> Floor Warden/Fire Brigade member (Designated on Fire Safety Plan)			
<input type="checkbox"/> Fire Safety Coordinator in Homeless Shelters (List Licenses in #4 below)			
<input type="checkbox"/> Construction Site Fire Safety Manager or Site Safety Manager (List Licenses in #4 below)			

4. Licenses	License #	Date Issued	Date Expiring
<b><u>CERTIFICATE OF FITNESS</u></b>			
<input type="checkbox"/> F-78/S-78 Inspection, Cleaning & Testing of Smoke Detectors			
<input type="checkbox"/> F-80 Coordinator of Fire Safety and Alarm System in Homeless Shelters			
<input type="checkbox"/> Q-01/Q-99 Refrigerating System Operating Engineers			
<input type="checkbox"/> S-12 Supervision of Sprinkler Systems			
<input type="checkbox"/> S-13/S-14 Supervision of Foam-Water Sprinkler Systems			
<input type="checkbox"/> S-15 Supervision of Foam-Water Sprinkler Systems			
<input type="checkbox"/> S-56 Construction Site Fire Safety Manager			
<input type="checkbox"/> S-97/S-98 Fire Alarm Systems Inspection, Testing and Service			
<b><u>NYC DOB LICENSE</u></b>			
<input type="checkbox"/> Site Safety Manager			
<input type="checkbox"/> Master Plumbers & Master Fire Suppression Piping Contractor			
<input type="checkbox"/> High Pressure Boiler Operating Engineer			
<input type="checkbox"/> Master Electricians & Special Electricians			
<input type="checkbox"/> Oil Burning Equipment Installer			
<b><u>OTHER (SPECIFY) (attache a seperate sheet if needed)</u></b>			

**\*\*NOTE:** The experience of only being a Fire Guard (e.g. F-01/F-02/F-03/F-04/F-36/F-54/F-91, etc.) or a security guard (e.g. S-60 or state security license) will **generally NOT QUALIFY** you.

**NOTE:** If you do not have the qualified titles listed above or are not listed on the FDNY Plan, you must specify your fire safety-related experience **in detail** for qualification review. The experience must be highly related to the FLSD duties and/or building fire protection systems with required C of Fs.

**Section F - Military (Fire Related Experience) Include a copy of your DD-214. (If you have NOT served in the military, please skip this section)**

**1. Branch of Service (select on and include a copy of discharge papers.)**

Army    Navy    Air Force    Marine Corps    Coast Guard    Other (Specify) \_\_\_\_\_

**2. Total time served: Years  Months**

**3. What was your military service code? If you cannot see your service code, mark "Other."**

<u>Army</u>	<u>Code</u>	<u>Air Force</u>	<u>Code</u>
<input type="checkbox"/> Fire fighter	5IM10	<input type="checkbox"/> Fire Protection Super.	A31-3
<input type="checkbox"/> Fire fighter Fire Truck Operator	5IM10	<input type="checkbox"/> Fire Chief, Dept. Fire Chief	
<input type="checkbox"/> Fire fighter Crash Rescue Specialist	5IM10		
<input type="checkbox"/> Fire fighter Crash Rescue Sergeant	5IM20	<input type="checkbox"/> Fire Protection Super.	A31-5/6
<input type="checkbox"/> Fire fighter Supervisor	5IM20	<input type="checkbox"/> Asst. Chief Operation	
<input type="checkbox"/> Fire fighter Supervisor	5IM30	<input type="checkbox"/> Asst. Chief Training	
<input type="checkbox"/> Fire Team Chief	5IM30	<input type="checkbox"/> Asst. Chief of Tech . Serv.	
<input type="checkbox"/> Fire Inspector	5IM30	<input type="checkbox"/> Station Chief	
<input type="checkbox"/> Fire fighter Supervisor	5IM40	<input type="checkbox"/> Fire Protection Specialist	A31-7
<input type="checkbox"/> Fire Chief	5IM40	<input type="checkbox"/> Crew Chief	
<b><u>Coast Guard</u></b>	<b><u>Code</u></b>	<input type="checkbox"/> Fire Fighter Trainee	
<input type="checkbox"/> Fire Protection Engineer	GS/GM-04 GM-13	<input type="checkbox"/> Fire Fighter	
<b><u>Navy</u></b>	<b><u>Code</u></b>	<input type="checkbox"/> Fire Prevention Specialist	
<input type="checkbox"/> Damage Control Specialist		<input type="checkbox"/> Technical Investigation of Fire incidents	
<b><u>Marine Corps</u></b>	<b><u>Code</u></b>		
<input type="checkbox"/> Aviation Crash fire Rescue	7051		
<input type="checkbox"/> <b><u>Other (List below)</u></b>	<b><u>Code</u></b>		

**Section G – Acknowledgement for the FLS Director qualification requirements**

*The listed qualifications will be reviewed AFTER you pass both FDNY fire and non-fire component computer based exams.*

*Candidates who complete the required courses and pass the required FDNY computer exams but do not meet the qualification criteria will NOT receive the Certificate of Completion and will NOT be able to schedule the On-Site exam.*

I have read and informed about the experience requirements to become qualified as a Fire and Life Safety Director. I understand that if I do not meet the qualification criteria, I will NOT be certified as an FLS Director.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Section H – Affidavit**

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, I have hereunto affixed my signature and I certify that, subject to penalty pursuant to the New York State Penal Law, New York City Administrative Code §15-220.1, Fire Department rule 3RCNY §6-02, and any other applicable law, rule or regulation, that the information provided above is true and accurate. I understand that all statements made in connection with the application are subject to investigation and verification.

I have included all the required affidavit(s)

I am missing the required affidavit(s)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

=====

**FOR FDNY USE ONLY**

Date Reviewed: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Q\_\_\_\_\_

NQ\_\_\_\_\_

## **Appendix A - Qualification Criteria for FLSD**

Applicants must have at least three (3) years' full-time work experience in one or more of the following fields (in any combination thereof), OR 18 months' full-time work experience in one or more of the following fields (in any combination thereof) that includes at least six (6) months of continuous employment at one work location:

### **Fire Fighter, Fire Inspector, Fire Marshall, Correction Officer, Police Officer, Volunteer Fire Fighter**

#### Acceptable Experience:

1. as a Firefighter, Fire Inspector, Fire Marshall, Police Officer, Volunteer Firefighter, Correction Officer in any country

#### *Required Documentation:*

1. letter from Personnel Director including service dates;
2. any relevant certificate or license

### **Building Maintenance Personnel (e.g. engineers, Class E or J-1 Building Superintendent, etc.)**

#### Acceptable Experience:

1. maintenance and inspection of sprinkler/standpipe systems with required C of F (S-12/S-13/S-14); or
2. inspection, testing and servicing of fire alarm systems with required C of F (S-97/S-98, S-95); or
3. maintenance and inspection of smoke detectors with required C of F (F-78/S-78) ; or
4. the design, installation, operation or maintenance of building fire protection, electrical, plumbing, heating, ventilation, or air conditioning systems, or other building system with required C of F (Q-01/Q-99) or other qualified DOB licenses (Master Plumbers & Master Fire Suppression Piping Contractor; Master Electricians & Special Electricians; High Pressure Boiler Operating Engineer; Oil Burning Equipment Installer)

### **Building/Residence/Property Manager**

#### Acceptable Experience:

1. supervision of building custodians and building maintenance personnel; or
2. development of Fire Safety Plan or comprehensive fire safety/EAP plan; or
3. develop/implement building fire safety policy; or
4. experience as a building engineer with required C of F (Q-01/Q-99) or other qualified DOB licenses (Master Plumbers & Master Fire Suppression Piping Contractor; Master Electricians & Special Electricians; High Pressure Boiler Operating Engineer; Oil Burning Equipment Installer)

### **Building Evacuation Supervisor (must be listed on the building Fire Safety Plan or comprehensive fire safety/EAP plan)**

#### Acceptable Experience:

1. the experience in manning fire command station; or
2. implement of building Fire Safety Plan or comprehensive fire safety/EAP plan; or
3. implementation of building fire safety policy

#### *Required notarized statements:*

From FSD attesting to training in building evacuation procedures; or  
From FSD attesting to training in the manning of fire command station; or  
Copy of the building safety plan including years of claimed experience;

**Floor Warden or Brigade member (must be listed on the building Fire Safety Plan or comprehensive fire safety/EAP plan)**

Acceptable Experience:

1. as member of the Fire Brigade (Floor Warden trained by the FSD/EAPD/FLSD)
2. as member of the Emergency Response Team (trained by the FSD in J-1 Occupancies only)

*Required notarized statements*

1. copy of the building evacuation plan including years of claimed experience, and
2. from FSD attesting to training in building evacuation procedures

**Coordinator of Fire Safety and Alarm System in Homeless Shelters**

Acceptable Experience:

1. the experience in operating the fire alarm control panel in a shelter and conduct drills in a shelter with the required Certificate of Fitness (F-80)

**Construction Site Fire Safety Manager or Site Safety Manager**

Acceptable Experience:

1. the experience in conducting inspections of all fire safety measures, fire protection equipment and systems at a construction site with the required Certificate of Fitness (S-56) to ensure they are readily available and complying with the Fire Code and Building Code.
2. the experience in monitor construction sites and ensure the construction company complies with state and federal regulations on safety in the workplace with the required NYC DOB license (Site Safety Manager Certification).



**Note:**

The experience of only being a Fire Guard (e.g. F-01/F-02/F-03/F-04/F-36/F-54/F-91, etc.) or a security guard (e.g. S-60 or New York State security license) will **generally NOT QUALIFY** you to become a Fire Safety Director candidate.

**Note:**

If you do not meet the qualified titles listed above or are not listed on the Comprehensive Fire Safety and Emergency Action Plan or the Fire Safety and Evacuation Plan, you must address your fire safety-related experience **in detail** for qualification review. The experience must be highly related to the Fire and Life Safety Director duties and/or building fire protection systems with required C of Fs.