

NOTICE OF EXAMINATION

TITLE:

Examination for Certificate of Fitness for Cleaning and Testing of Smoke Detectors (**S-78/F-78**).

DATE OF TEST:

Written tests are conducted Monday through Friday (except legal holidays) 8:00 AM to 2:30 PM.

QUALIFICATION REQUIREMENTS

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 identification, at least one identification must be government issued photo identification, such as a State-issued Drivers' 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. The sample letters are available at the link below http://www.nyc.gov/html/fdny/html/c_of_f/cof_requirements.shtml or the Public Certification Unit, 1st floor, 9 Metrotech Center, Brooklyn.
5. Applicants not currently employed may take the test without the recommendation letter. If the applicants pass the test, 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.
6. **Special Requirement for F-78 C of F:** The letter of the recommendation shall be from building owner which must state that the employee will have the necessary tools to perform the smoke detector inspection, testing and cleaning.
7. **Special Requirement for S-78 C of F:** Applicants must be an employee of a FDNY approved smoke detection company.

APPLICATION FEE

Application Fees: \$25 for originals. Renewal fee for S-78/F-78 is \$15. The fee may be paid by cash, money order, credit card, debit card or personal check made payable to the New York City Fire Department. The \$25 fee must be paid by all applicants prior to taking the Certificate of Fitness test.

Application Forms: Application forms are available at the Public Certification Unit, 1st floor, 9 Metro Tech Center, Brooklyn, NY 11201.

On November 15, 2012, the FDNY will be implementing a new S-78/F-78 Certificate of Fitness examination which will **replace** the current W-26/F-57

test. Current holders must pass the S-78/F-78 test to renew their Certificates. For more detailed information about this change, and to obtain the NEW S-78/F-78 Study Guide, please visit

http://www.nyc.gov/html/fdny/html/c_of_f/cof_study_materials.shtml

RENEWAL REQUIREMENTS FOR S-78/F-78

You will receive a courtesy notice of renewal 90 days before the expiration date. For renewal, send the renewal notification or a letter stating the C of F # with a fee of \$15, money order or personal check payable to “Fire Department City of New York“ to:

FDNY (Cashier’s Unit)
9 MetroTech Center,
Brooklyn, NY 11201

Late renewals (90 days after the expiration date, up to 1 year) will incur a \$ 25 penalty in addition to the renewal fee. Certificates expired over one year past expiration date will not be renewed. New tests will be required. FDNY also reserves the right to require the applicants to take a re-examination upon submission of renewal applications.

TEST INFORMATION

The test S-78/F-78 will consist of **25** multiple-choice questions, administered on a “touch screen” computer monitor. It is a time-limit 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.

WEBSITE

Please always check for the latest revised booklet at FDNY website before you take the test, the Certificate of Fitness Study Material link, below

http://www.nyc.gov/html/fdny/html/c_of_f/cof_study_materials.shtml