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## The Certificate of Fitness

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**How long is the Certificate of Fitness good for?**

Most certificates are valid for 3 years.

**How do I renew my certificate?**

Renewals can be done online, by mail or in person. Majority renewals are \$15. Depending on the exam, a new exam may be required.

**What if I have lost my card?**

There is a fee of \$5 to replace a card.

**What if I need to change something on my card?**

There is a \$5 fee to change information such as mailing address, name (legal papers needed) or work location (you will need a letter from your employer and may need to take a new exam).

**Who do I contact if I have any questions?**

You can **email** [pubcert@fdny.nyc.gov](mailto:pubcert@fdny.nyc.gov) or **call** the customer service line at **718-999-1988**.

FDNY  
9 Metrotech Center  
Brooklyn, NY 11201  
Phone (718) 999-1988  
Fax (718) 999-2890

# Certificate of Fitness



## FAQ

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### FREQUENTLY ASKED QUESTIONS AND ANSWERS

**What is a Certificate of Fitness (COF)?**

A Certificate of Fitness (COF) is a certification issued by the New York City Fire Department. These certifications are legally required for most businesses to operate within New York City. The goal of the COF program is to keep this City and the people of this City safe. COF program prepares people to prevent fire by teaching how to safely use, store and handle dangerous materials in the workplace.



Sample COF card

**How do I know if a Certificate of Fitness is required?**

- You may be told by an Inspector or Firefighter
- Calling the customer service line (718) 999-1988
- You may have been issued a violation

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## How do I prepare?

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**How should I get ready for the exam?**

The FDNY gives study material free of charge to help prepare for the exam. All exam questions are from the study material.

**How much time should I spend studying for my exam?**

That depends on the type of exam, your work history, experience, and your education.

**Where can I find the Study Guide for the exam I want to take?**

Study material is available online at:  
<http://on.nyc.gov/191M68H>

OR

Call 718-999-1988 to request a Study Guide

OR

At FDNY Headquarters

**Are there classes?**

No. The FDNY does not give classes for the Certificate of Fitness exams. The FDNY does allow schools to offer prep classes for some of the exams.

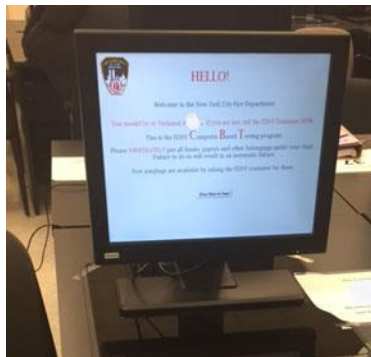
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# The Exam

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## What is the exam like?

Exams are “touch screen” computer-based multiple choice tests. Exams are only offered in English but you are welcome to bring a dictionary (paper copy only) to assist you. **No other outside papers, books, or electronic devices may be used during the test.**



## How many questions are on the exam?

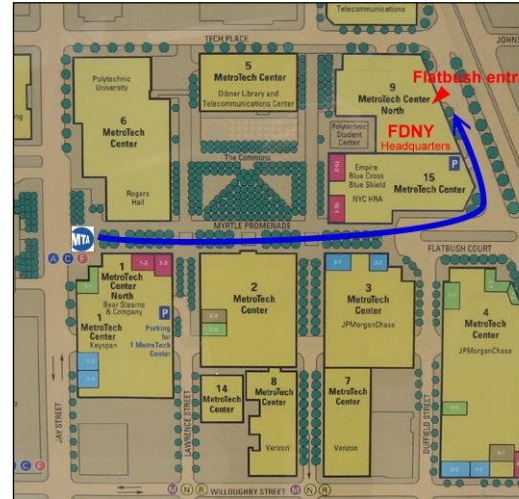
That depends on the exam. Most are between 20-25 questions. Please look in the Study Guide for your exam for the exact amount of questions.

## How much does an exam cost?

Most exams are \$25. Please look in the Study Guide for cost of each exam.

## Where are exams given?

Exams are given at FDNY Headquarters, 9 Metrotech Center Brooklyn, NY 11201. The public entrance to the building is located on Flatbush Avenue between Myrtle Avenue and Tech Place.



## What do I need to enter the testing location?

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).

## When can I take a test? Should I schedule an exam?

Walk-in exams are given Monday thru Friday 8 a.m. – 2:30 p.m. No tests will begin after 2:30 P.M. unless an appointment is scheduled. A few tests need an appointment. Please visit: <http://on.nyc.gov/19zErjh> for more information on scheduling. You can also call **718-999-1993** to schedule an appointment.

## What do I need to take an exam?

In general, most tests need:

1. A letter of recommendation (a referral which must be **dated and signed**) from your employer (in order to receive a COF card, without a letter, you will receive a FDNY temporary letter with a picture so you can look for a job)
2. Completed Certificate of Fitness (COF) application (A-20 form)
3. \$25: Cash, credit card (2.49% convenience fee will be added), debit, check, or money order (made payable to the New York City Fire Department).

*Please look at study guide for more information.*

## What happens when I arrive at the testing location?

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, tools or metal utensils.



## How long will I be there?

It depends on the exam and how many exams you are taking that day (max of 2). Plan to be here for at least 2 hours.

## When will I get my results?

You will get your results immediately. If you have passed the card or letter will be printed and given

to you, with your receipt, before you leave.

## What if I fail?

You will be given a failure report and a receipt before you leave that day.

## Can I retake the test? When?

Yes. Generally, you can retake an exam the next business day.

## Is there a fee to retake an exam?

Yes. You will have to pay \$25 to retake an exam.

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# Violations

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## If I have received a Notice of Violation (NOV) after an inspection, how will I know if a Certificate of Fitness (COF) is required?

VC 17 on the Notice of Violation (NOV) will be marked.

## I have received a Notice of Violation (NOV) for not having a Certificate of Fitness. What can I do now?

You will need to take a Certificate of Fitness (COF) exam. The COF card needs to be given in to the FDNY Enforcement Unit within 35 calendar days of the issuance of the NOV along with a Certificate of Correction for the NOV to be cleared without penalty.