

**NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION & EDUCATION**

NOTICE OF EXAMINATION

- TITLE:** **REMEDIAL FIRE SAFETY DIRECTOR (R-58) – This test is only for candidates who currently hold one or more Certificate(s) of Fitness for Fire Safety Director (F-58) and who fail to correctly answer questions involving mandatory safety information during a **practical (on site) examination for certification at an additional work location.****
- DATE OF TEST:** Written tests are administered on Monday through Friday; no appointment required. Starting processing time for tests is 8:30 A.M. No test will be administered to applicants who arrive after 2:30 P.M.
- EXAM SITE:** **Fire Department Headquarters, 9 MetroTech Center, Brooklyn, NY 11201.**
- PURPOSE:** **Applicants who hold a FSD COF who take a practical (on site) examination in an additional work location and who fail to correctly answer questions involving mandatory safety information will be afforded the opportunity to demonstrate their fitness to retain their existing Certificate(s) of Fitness at their current work locations by taking a remedial examination (R-58).**

QUALIFICATION REQUIREMENTS

Only Fire Safety Directors who currently hold one or more Certificate(s) of Fitness are eligible to take a R-58 examination.

APPLICATION FEES

There is a \$25 examination fee. The fee is non-refundable and must be paid on the date of the remedial examination.

REMEDIAL TEST APPLICATION PROCEDURES

1. Applicants must complete the A-20 (general Certificate of Fitness application form) and submit the application fee.
2. Applications must be accompanied by the Notice of Failure from the Department.
3. Applicants must bring their current Fire Safety Director and any EAP Certificate(s) of Fitness identification card(s) and submit them to FDNY with their A-20 application form.

TEST INFORMATION

The remedial test will consist of twenty (20) multiple-choice questions. You must obtain a **passing score of at least 70%** on the Remedial Examination in order to demonstrate to the Department that you have basic FSD knowledge.

To prepare for the remedial exam, you should refer to the study guide online at http://www.nyc.gov/html/fdny/pdf/cof_study_material/fsd_on_site_exam_study_guide.pdf.

The remedial test will include questions on fundamental fire safety procedures and critical actions that are essential during a fire emergency. Questions from the following topic areas may appear on the test:

1. The Duties and Responsibilities of the Fire Safety Director
2. Operation a Fire Command Center
3. Phase 1 and Phase 2 Elevator Operation (Firefighter Service)
4. The Duties and Responsibilities of the Impairment Coordinator
5. Notification Procedures
6. Reporting and Communications

If You Pass the R-58 Examination

If you pass the remedial examination within the time period allowed in the Notice of Failure, you may submit a request to re-take the practical (on site) examination for the work location for which you desire certification.

If You Fail the R-58 Examination

If you fail the remedial examination, all current FSD and EAP Certificate(s) of Fitness (at all locations) will be suspended pending successful completion of an approved Fire Safety Director course, passing the written Fire Safety Director Certificate of Fitness examination (Z-50) and receiving a Certificate of Completion. Once you receive a Certificate of Completion, you will be scheduled for a practical (on site) examination for certification at each work location. You will only receive a Certificate of Fitness for a location after you pass the practical (on site) examination.