

The City College  
of New York

# C-14 Certificate of Fitness Applications

Environmental Health and Occupational Safety  
160 Convent Ave, New York, NY 10031  
Compton Goethals Room 04  
[ehos@ccny.cuny.edu](mailto:ehos@ccny.cuny.edu)  
212-650-5080

A blurred background image of a cityscape with various buildings and structures under a clear sky.

# New Applicants

# Prerequisites

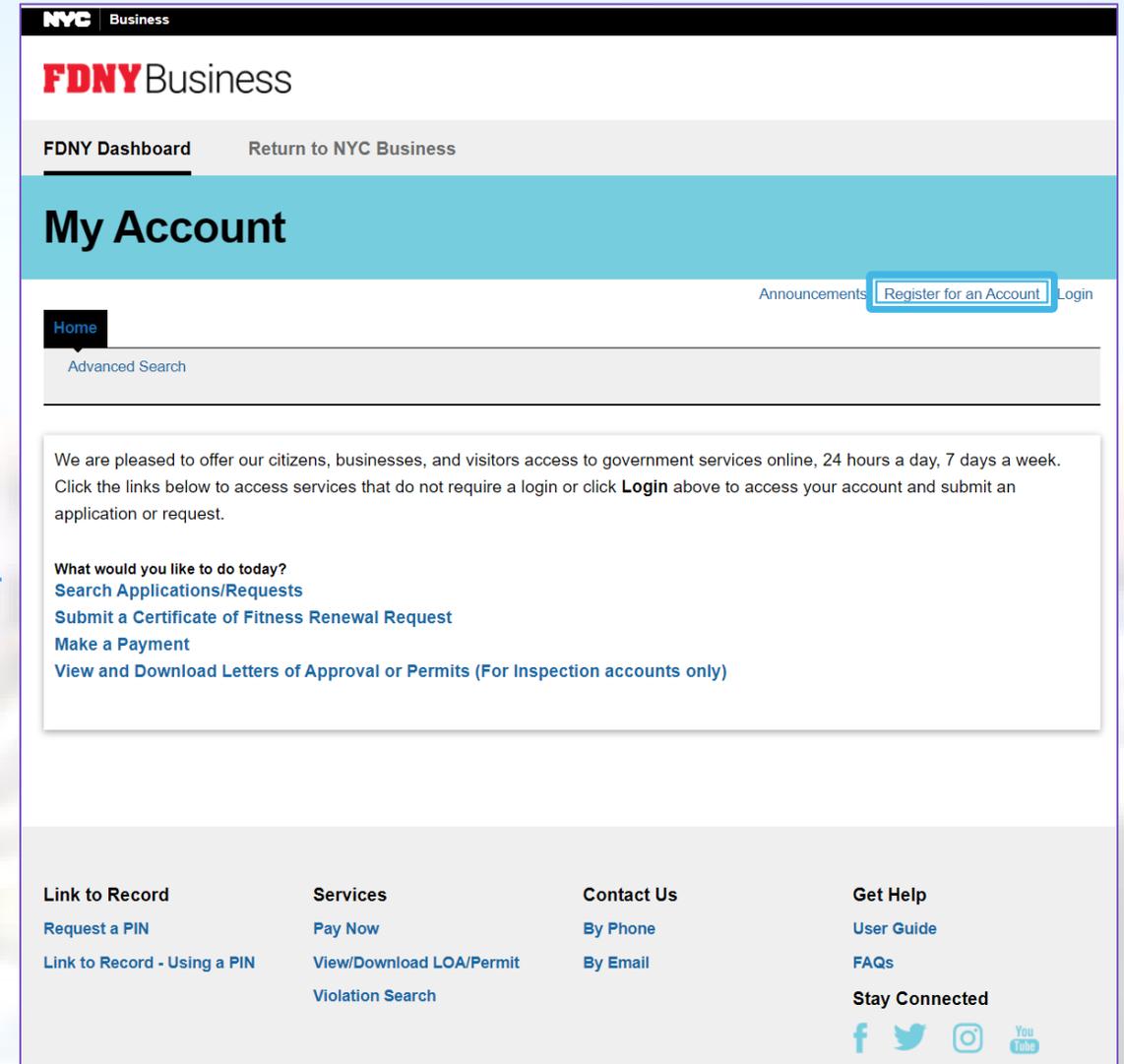
C-14 Certificate of Fitness applicants must fulfill the following to apply:

- Completed EHOS C-14 training within 1 year
- 2 years post-baccalaureate lab experience
  - OR Master's degree or doctoral degree

# Accessing FDNY Online Application Site

For individuals applying for their own C-14 Certificate of Fitness:

- Go to:  
<https://fires.fdnyccloud.org/CitizenAccess/Default.aspx>
- Select "[Register for an Account](#)"
- Create an account that you will use for this and future Certificate of Fitness applications



The screenshot displays the FDNY Business website interface. At the top, there is a navigation bar with 'NYC Business' and 'FDNY Business' logos. Below this, a secondary navigation bar includes 'FDNY Dashboard' and 'Return to NYC Business'. The main content area is titled 'My Account' and features a teal header. In the top right corner of this section, there are links for 'Announcements', 'Register for an Account' (which is highlighted with a red box), and 'Login'. A search bar with the text 'Advanced Search' is located below the header. A central message states: 'We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week. Click the links below to access services that do not require a login or click **Login** above to access your account and submit an application or request.' Below this message, a section titled 'What would you like to do today?' lists several service links: 'Search Applications/Requests', 'Submit a Certificate of Fitness Renewal Request', 'Make a Payment', and 'View and Download Letters of Approval or Permits (For Inspection accounts only)'. The footer of the page is divided into four columns: 'Link to Record' (with sub-links 'Request a PIN' and 'Link to Record - Using a PIN'), 'Services' (with sub-links 'Pay Now', 'View/Download LOA/Permit', and 'Violation Search'), 'Contact Us' (with sub-links 'By Phone' and 'By Email'), and 'Get Help' (with sub-links 'User Guide', 'FAQs', and 'Stay Connected'). Social media icons for Facebook, Twitter, Instagram, and YouTube are located at the bottom right.

# Starting Application

- Once account is created, this screen is visible on login
- Select "[Begin Application/Request](#)"

**NYC Business**

**FDNY Business**

[FDNY Dashboard](#) [Return to NYC Business](#)

## My Account

[Announcements](#) [Logged in as: Arthur Egel](#) [My Folders \(0\)](#) [Cart \(0\)](#) [Account Management](#) [Logout](#)

**Home**

[My Drafts](#) [My Records](#)

**Cart (0)**

Your cart is empty.

Welcome **Arthur Egel**

Click **My Drafts** to see applications that you are currently working on.

Click **My Records** to check the status of your applications.

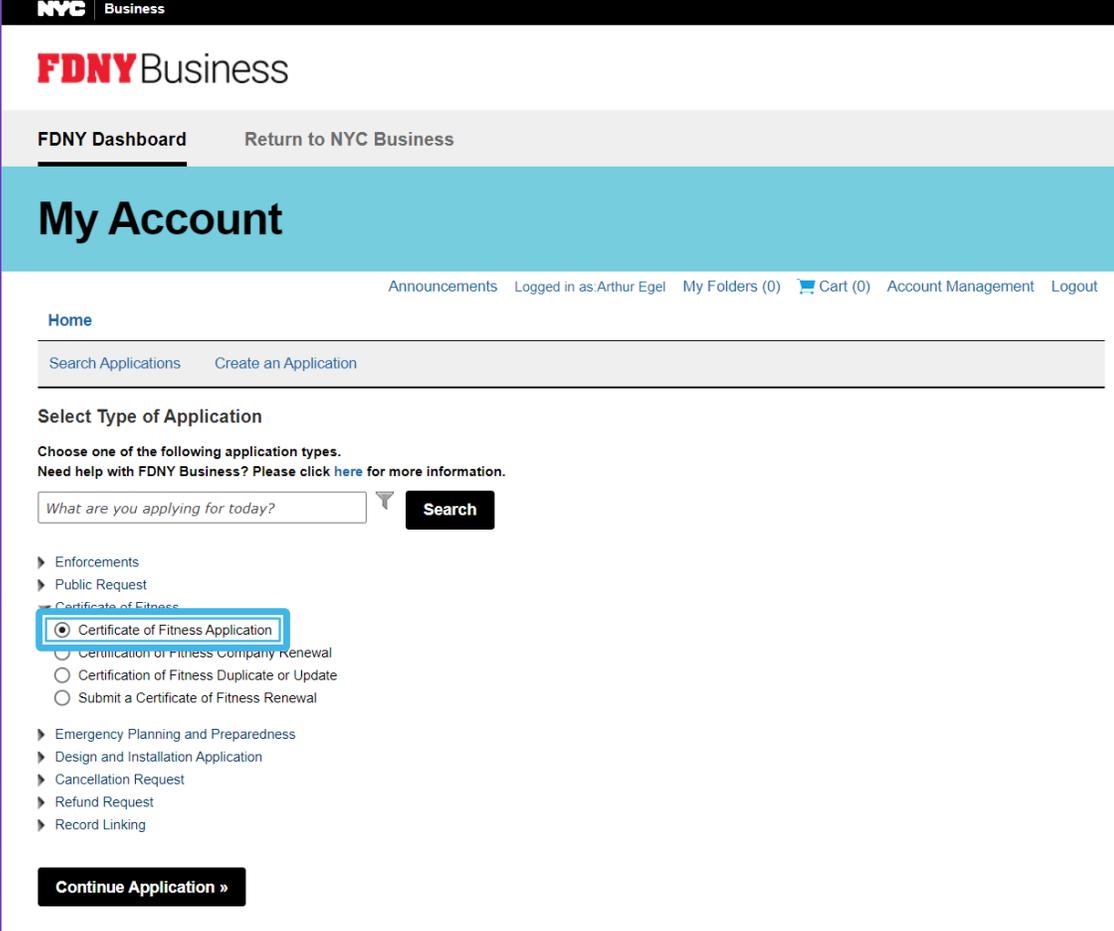
What would you like to do today?

[Search Applications/Requests](#)

[Begin Application/Request](#)

# Starting Application

- Open the 'Certificate of Fitness' menu and select Certificate of Fitness Application.
- Continue Application.



The screenshot shows the FDNY Business 'My Account' page. At the top, there is a navigation bar with 'NYC Business' and 'FDNY Business' logos. Below this, there are links for 'FDNY Dashboard' and 'Return to NYC Business'. The main heading is 'My Account', followed by utility links: 'Announcements', 'Logged in as: Arthur Egel', 'My Folders (0)', 'Cart (0)', 'Account Management', and 'Logout'. A 'Home' section contains 'Search Applications' and 'Create an Application' buttons. The 'Select Type of Application' section prompts the user to choose an application type, with a search bar and a 'Search' button. A list of application types is shown, with 'Certificate of Fitness Application' selected and highlighted by a red box. Other options include 'Enforcements', 'Public Request', 'Certificate of Fitness Company Renewal', 'Certification of Fitness Duplicate or Update', 'Submit a Certificate of Fitness Renewal', 'Emergency Planning and Preparedness', 'Design and Installation Application', 'Cancellation Request', 'Refund Request', and 'Record Linking'. A 'Continue Application »' button is located at the bottom.

NYC Business

**FDNY**Business

[FDNY Dashboard](#) [Return to NYC Business](#)

## My Account

[Announcements](#) [Logged in as: Arthur Egel](#) [My Folders \(0\)](#) [Cart \(0\)](#) [Account Management](#) [Logout](#)

[Home](#)

[Search Applications](#) [Create an Application](#)

### Select Type of Application

Choose one of the following application types.  
Need help with FDNY Business? Please click [here](#) for more information.

What are you applying for today?

- ▶ Enforcements
- ▶ Public Request
- ▶ Certificate of Fitness
  - Certificate of Fitness Application
  - Certification of Fitness Company Renewal
  - Certification of Fitness Duplicate or Update
  - Submit a Certificate of Fitness Renewal
- ▶ Emergency Planning and Preparedness
- ▶ Design and Installation Application
- ▶ Cancellation Request
- ▶ Refund Request
- ▶ Record Linking

# Part 1. Application Information

- Fee Exemption

- Is this Application being submitted on behalf of a City, State or All other government Agency?
  - Select "Yes". You will require a fee waiver form from EHOS.

- Certificate Type

- Type of Certificate:
  - ✓ C14-SUPERVISING NON-PRODUCTION CHEMICAL LABORATORIES

# Part 1. Application Information

- Experience Information
  - Select experience type and length of time.

For applicants with a Bachelor's degree, at least 2 years of experience is required.

For applicants with a Master's degree or higher, the minimum experience required is 1 month.

# Part 2. Contact Information

- Employment Information

- Are you currently employed. If you answer "Yes" you must enter your employer's information in the next section.:

- ✓ Yes

- Work Address Information

- Address Type:

- ✓ Landmark/Location

- Building No.:

- ✓ 160

- Address/Landmark:

- ✓ Convent Ave

- Is This a New Address?:

- ✓ NO

Click "Search" and find 160 Convent Ave, Manhattan NY 10031 on Page 4.

**Address Search Result List**

Addresses

Showing 31-40 of 66

Address	City	State	Zip
<input type="radio"/> 1573 AMSTERDAM AVENUE, MANHATTAN, NY, 10031	MANHATTAN	NY	10031
<input type="radio"/> 1575 AMSTERDAM AVENUE, MANHATTAN, NY, 10031	MANHATTAN	NY	10031
<input type="radio"/> 1577 AMSTERDAM AVENUE, MANHATTAN, NY, 10031	MANHATTAN	NY	10031
<input type="radio"/> 158 CONVENT AVENUE, MANHATTAN, NY, 10031	MANHATTAN	NY	10031
<input checked="" type="radio"/> 160 CONVENT AVENUE, MANHATTAN, NY, 10031	MANHATTAN	NY	10031
<input type="radio"/> 162 CONVENT AVENUE, MANHATTAN, NY, 10031	MANHATTAN	NY	10031
<input type="radio"/> 164 CONVENT AVENUE, MANHATTAN, NY, 10031	MANHATTAN	NY	10031
<input type="radio"/> 166 CONVENT AVENUE, MANHATTAN, NY, 10031	MANHATTAN	NY	10031
<input type="radio"/> 168 CONVENT AVENUE, MANHATTAN, NY, 10031	MANHATTAN	NY	10031
<input type="radio"/> 170 CONVENT AVENUE, MANHATTAN, NY, 10031	MANHATTAN	NY	10031

< Prev 1 2 3 4 5 6 7 Next >

Continue

# Business Contact

- Add New
  - Individual/Organization/City Agency
    - ✓ Individual
  - Fill out all required (marked with \*) personal contact details.
  - Add Contact Address
    - Address Type: Mailing Address
      - 160 Convent Ave
      - Floor#/Suite#/Apt#: CG04
      - Manhattan, NY 10031.

# Certificate of Fitness Applicant

- Add New
  - Complete the form with required (\*) fields.
  - Add Contact Address
    - Complete form for only your own mailing address.

# Part 3. Supporting Documents

Upload files by using the "Add" button. Additional details can be provided after uploading.

Required documents:

- CCNY Photo ID
- 2"x2" photo of your face, taken within last 6 months
- Letter of recommendation
- Diploma or transcript showing degree conferred
- Fee waiver letter (email [ehos@ccny.cuny.edu](mailto:ehos@ccny.cuny.edu))
- Employee Affirmation Form, **notarized**

# Part 3. Supporting Documents

Once all documents are uploaded, read the affirmation, type your name, and click the checkboxes to confirm your signature.

**Affirmation and Digital Signature**

I submit this voluntary application to the New York City Fire Department, for certification as a Certificate of Fitness holder. I understand that my application is subject to the NYC Administrative Code, including the New York City Fire Code or of a rule of any agency, and I agree to be bound by the regulations of the NYC Administrative Code, either as a candidate for issuance of a Certification of Fitness, or upon issuance of a Certification of Fitness, as the holder of same. I agree to disqualification from examination or issuance of a Certificate of Fitness, or forfeiture of any certification issued to me, in the event that the New York City Fire Department finds me in violation of its rules and regulations. I recognize that the New York City Fire Department may decide that I am not qualified, and I may be blocked from filing further applications or documents with the Fire Department, and I agree to abide by its decision.

I hereby authorize the New York City Fire Department, to make inquiries as it deems appropriate in connection with this application for a Certification of Fitness, with any of the individuals, state licensing boards, agencies, organizations, or other such reference sources as may develop in the course of the New York City Fire Department's investigation of my qualifications to be certified as a Certificate of Fitness holder.

I hereby certify that I am authorized by the owner named herein, to file this application on their behalf. I certify that all the statements made herein are true and accurate to the best of my knowledge and belief.

I swear or affirm that any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the New York State Penal Law. :

\* First Name:

\* Last Name:

By checking this box, I have affixed my electronic signature above hereto and certify that I have not shared my password with anyone and that I am responsible for the entries made in this application filed today, that I have personally reviewed all of the information contained in the application and it is true and complete to the best of my knowledge. I swear or affirm that any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the New York State Penal Law. :

**1** ←

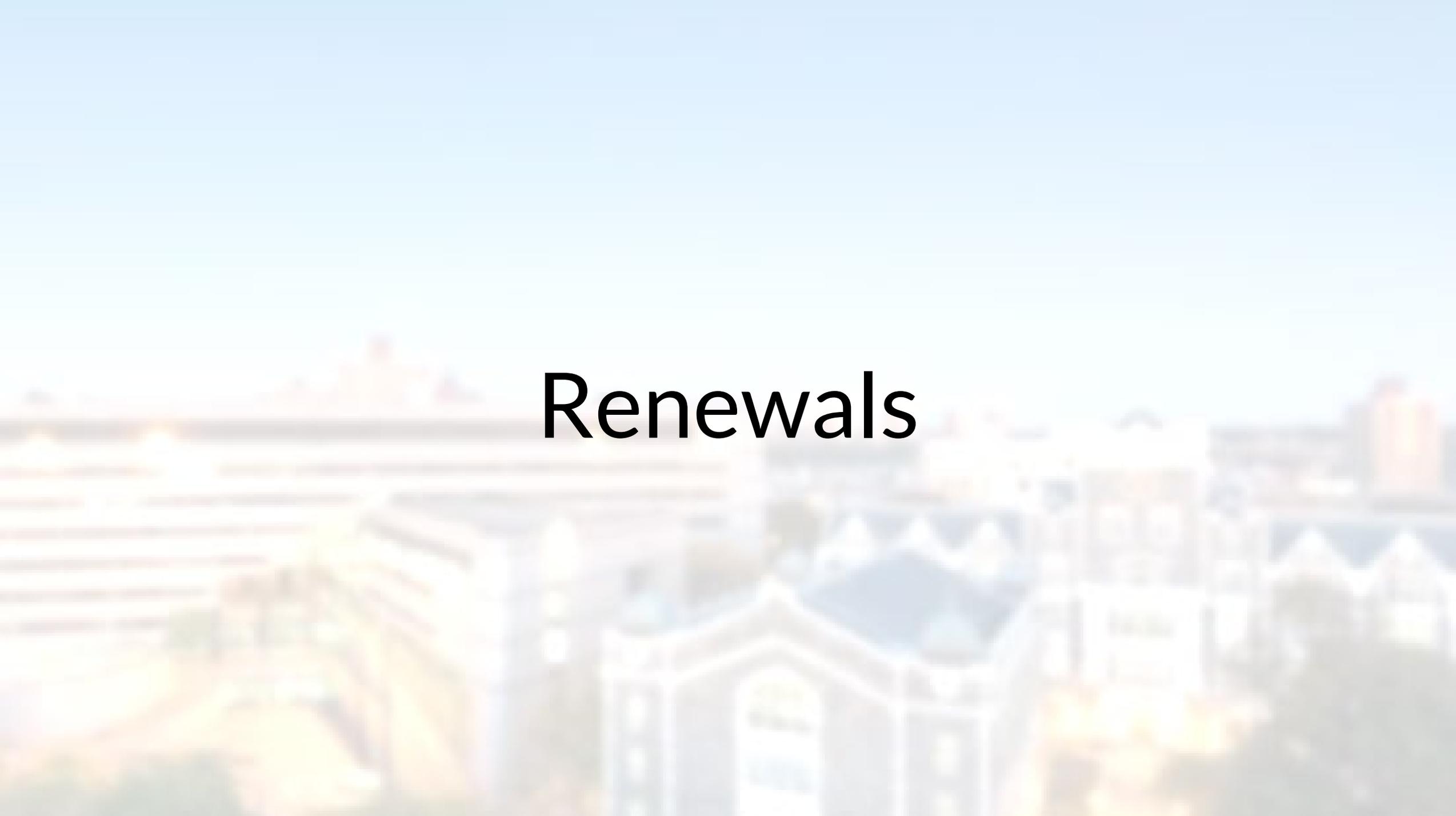
← **2**

**Save and Resume Later** **Continue Application »**

Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.

# Part 4: Review and Submit

- Review all information entered and submit your application.
- No payment will be required if fee exemption is selected and all required documents are attached.
- Application can be saved at any time before submission and accessed again via “My Drafts” on the home page.



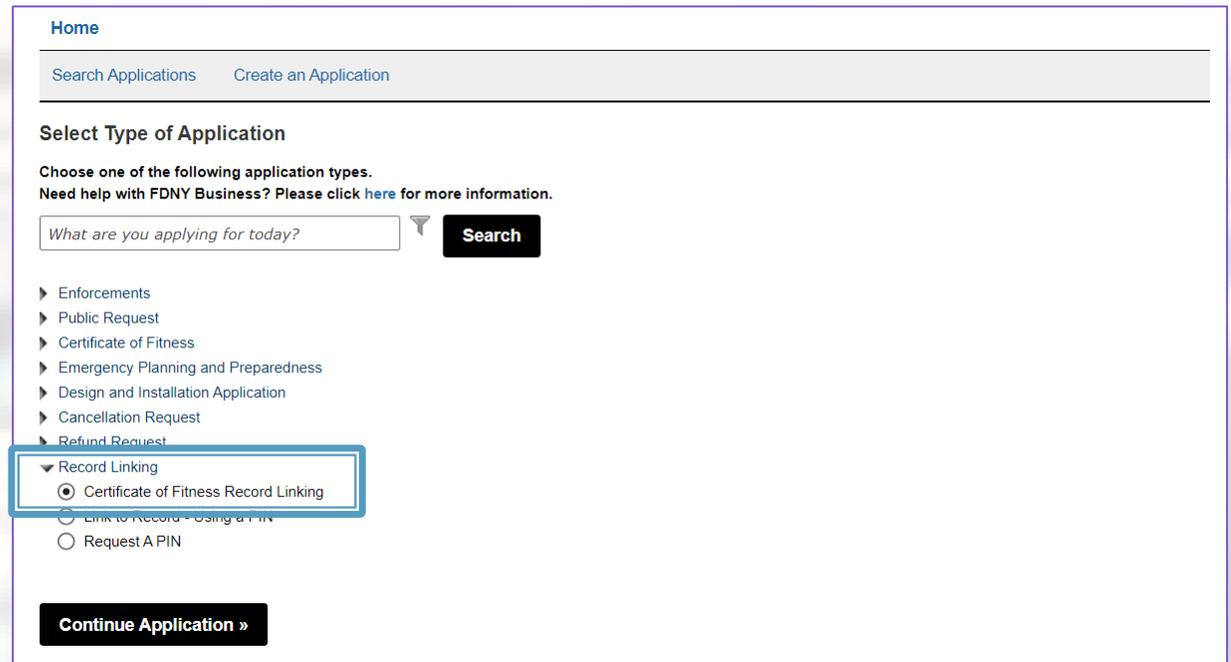
# Renewals

# Linking C-14 to NYC ID

- Renewing a Certificate of Fitness requires it to be linked to an NYC ID account.
- If you last renewed or applied for a Certificate of Fitness in-person or through mail, this is a required step.
- Renewals can **only** be processed within a year past the expiration date of the card.

# Linking C-14 to NYC ID

- Select "Begin Application/Request" from the initial login page.
- Open the "Record Linking" menu, and select Certificate of Fitness Record Linking.
- Continue Application.



The screenshot shows a web application interface for FDNY Business. At the top, there is a navigation bar with "Home" and two links: "Search Applications" and "Create an Application". Below this is a section titled "Select Type of Application" with the instruction "Choose one of the following application types. Need help with FDNY Business? Please click [here](#) for more information." A search input field contains the placeholder text "What are you applying for today?" and a "Search" button. A list of application types is displayed below, including "Enforcements", "Public Request", "Certificate of Fitness", "Emergency Planning and Preparedness", "Design and Installation Application", "Cancellation Request", "Refund Request", and "Record Linking". The "Record Linking" option is expanded, showing three sub-options: "Certificate of Fitness Record Linking" (which is selected with a radio button), "Link to Record - Using a PIN", and "Request A PIN". A "Continue Application »" button is located at the bottom of the form.

# Linking C-14 to NYC ID

- Fill in ID number from C-14 Certificate of Fitness card and last 4 digits of your Social Security Number.
- Continue Application.

The screenshot shows a web application interface for linking a Certificate of Fitness (COF) record to a NYC ID. The page is titled 'Certificate of Fitness Record Linking' and is part of a four-step process: 1. Claim Information (highlighted in yellow), 2. Certification, 3. Review and Submit, and 4. Confirmation. The current step is 'Step 1: Claim Information > Claim Information'. A note indicates that asterisks (\*) denote required fields. The form contains two input fields: '\* COF Number:' and '\* Last 4 digit of SSN:'. At the bottom, there are three buttons: 'Save and Resume Later', a yellow tip box stating 'Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.', and 'Continue Application »'.

[Home](#)

[Search Applications](#) [Create an Application](#)

### Certificate of Fitness Record Linking

1 Claim Information 2 Certification 3 Review and Submit 4 Confirmation

#### Step 1: Claim Information > Claim Information

\*Note:  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

#### Claim Information

\* COF Number:

\* Last 4 digit of SSN:

[Save and Resume Later](#) Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. [Continue Application »](#)

# Linking C-14 to NYC ID

Read the affirmation, type your name as it appears on the C-14 card, and click the checkboxes to confirm your signature.

1 Claim Information 2 Certification 3 Review and Submit 4 Confirmation

**Step 2: Certification > Certification**

**\* Note:**  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

**Certification**

I submit this voluntary application to the New York City Fire Department, for certification as a Certificate of Fitness holder. I understand that my application is subject to the NYC Administrative Code, including the New York City Fire Code or of a rule of any agency, and I agree to be bound by the regulations of the NYC Administrative Code, either as a candidate for issuance of a Certification of Fitness, or upon issuance of a Certification of Fitness, as the holder of same. I agree to disqualification from examination or issuance of a Certificate of Fitness, or forfeiture of any certification issued to me, in the event that the New York City Fire Department finds me in violation of its rules and regulations. I recognize that the New York City Fire Department may decide that I am not qualified, and I may be blocked from filing further applications or documents with the Fire Department, and I agree to abide by its decision.

I hereby authorize the New York City Fire Department, to make inquiries as it deems appropriate in connection with this application for a Certification of Fitness, with any of the individuals, state licensing boards, agencies, organizations, or other such reference sources as may develop in the course of the New York City Fire Department's investigation of my qualifications to be certified as a Certificate of Fitness holder.

I hereby certify that I am authorized by the owner named herein, to file this application on their behalf. I certify that all the statements made herein are true and accurate to the best of my knowledge and belief.

I swear or affirm that any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the New York State Penal Law. :

\* First Name:

\* Last Name:

By checking this box, I have affixed my electronic signature above hereto and certify that I have not shared my password with anyone and that I am responsible for the entries made in this application filed today, that I have personally reviewed all of the information contained in the application and it is true and complete to the best of my knowledge. I swear or affirm that any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the New York State Penal Law. :

**Save and Resume Later** **Continue Application >**

Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.

# Linking C-14 to NYC ID

- Review the information entered, check the box to affirm the previous certification and signature, and select “Submit Application”.
- Linking progress can be seen in the “My Records” tab.

**Step 3 : Review and Submit**

**Record Type**

**Certificate of Fitness Record Linking**

**Claim Information** [Edit](#)

COF Number: [Redacted]  
Last 4 digit of SSN: [Redacted]

**Certification** [Edit](#)

I swear or affirm that any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the New York State Penal Law. : Yes

First Name: [Redacted]  
Last Name: [Redacted]

By checking this box, I have affirmed my electronic signature above hereto and certify that I have not shared my password with anyone and that I am responsible for the entries made in this application filed today, that I have personally reviewed all of the information contained in the application and it is true and complete to the best of my knowledge. I swear or affirm that any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the New York State Penal Law. : Yes

I understand that it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the NYC Administrative Code, including the New York City Fire Code or of a rule of any agency, I may be barred from filing further applications or documents with the Fire Department. I hereby certify that I am authorized by the owner named herein, to file this application on their behalf. I hereby certify that I, or a qualified employee, or authorized agent under my direct consent, prepared or supervised the preparation of this application, and the plans, documents and/or specifications herewith submitted and to the best of my knowledge and belief, the plans and documents, and specifications herewith submitted, comply with the provisions of the NYC Administrative Code, including the New York City Fire Code and other applicable laws, codes and rules. I understand...

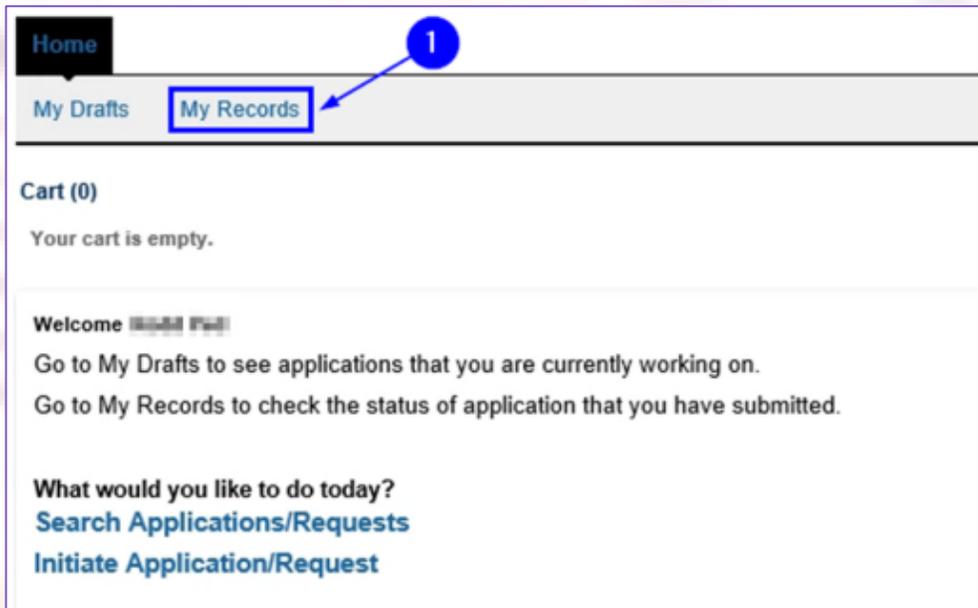
By checking this box, I agree to the above certification and electronic signature. Date: 05/04/2021

**1** [Save and Resume Later](#) **2** [Submit Application](#)

Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.

# Renewing Linked C-14 CoF

- Select "My Records" from the home login screen.
- Locate your C-14 CoF record in the list and select "Renew Application".



Home

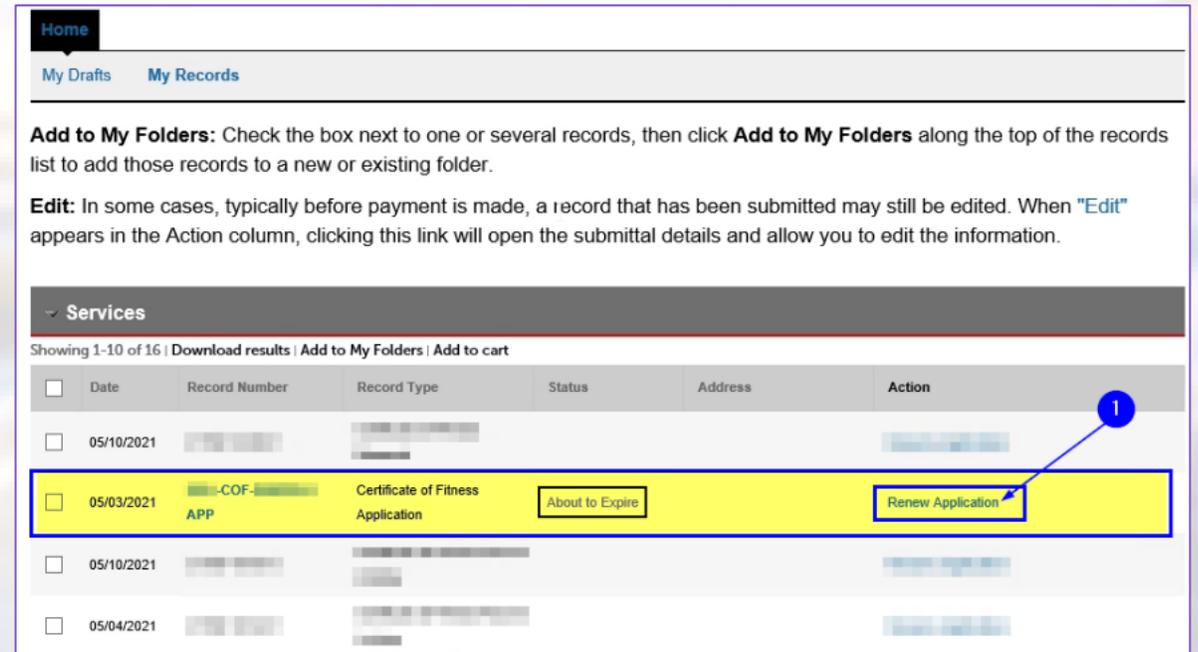
My Drafts My Records

Cart (0)  
Your cart is empty.

Welcome **World Fall**

Go to My Drafts to see applications that you are currently working on.  
Go to My Records to check the status of application that you have submitted.

What would you like to do today?  
[Search Applications/Requests](#)  
[Initiate Application/Request](#)



Home

My Drafts My Records

**Add to My Folders:** Check the box next to one or several records, then click **Add to My Folders** along the top of the records list to add those records to a new or existing folder.

**Edit:** In some cases, typically before payment is made, a record that has been submitted may still be edited. When "Edit" appears in the Action column, clicking this link will open the submittal details and allow you to edit the information.

Services

Showing 1-10 of 16 | [Download results](#) | [Add to My Folders](#) | [Add to cart](#)

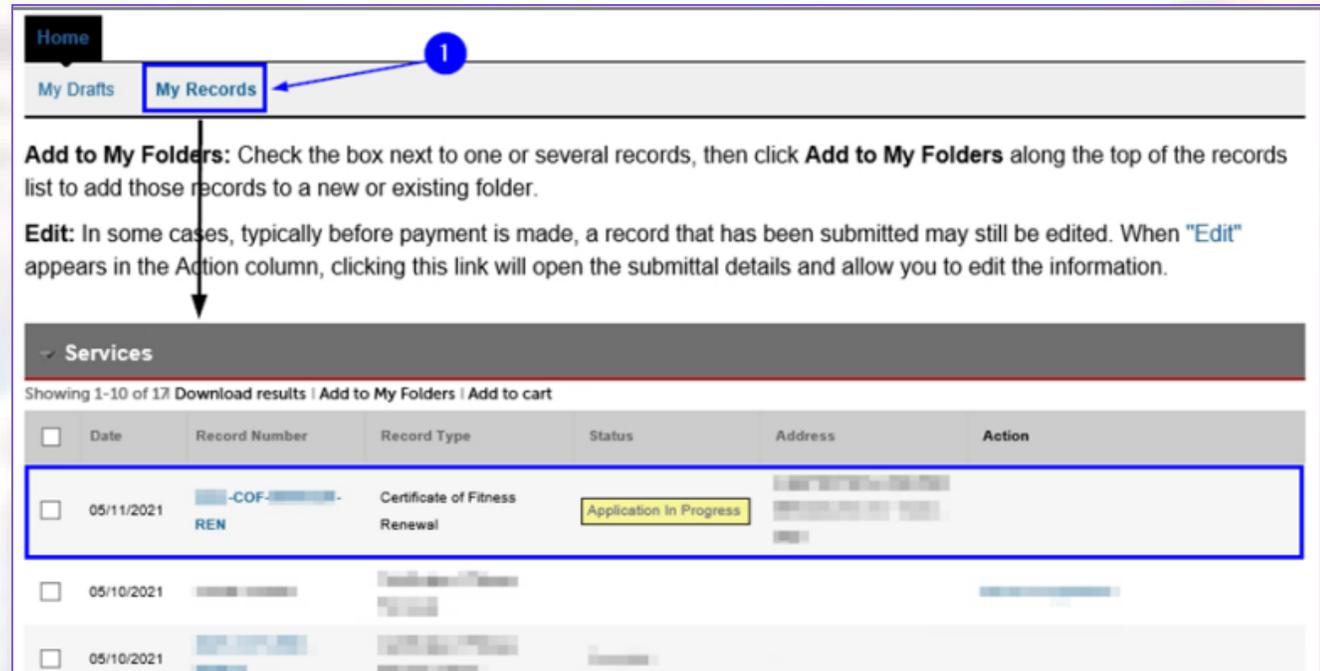
<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action
<input type="checkbox"/>	05/10/2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	05/03/2021	[REDACTED]-COF-APP	Certificate of Fitness Application	About to Expire	[REDACTED]	Renew Application
<input type="checkbox"/>	05/10/2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	05/04/2021	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

# Renewing Linked C-14 CoF

The renewal process is completed from this point using the same steps as a new application starting from [Slide 7](#).

Changes to personal information can be made if they have changed from the original application.

After completion, renewal status will be visible in "My Records".



Home

My Drafts My Records **1**

**Add to My Folders:** Check the box next to one or several records, then click **Add to My Folders** along the top of the records list to add those records to a new or existing folder.

**Edit:** In some cases, typically before payment is made, a record that has been submitted may still be edited. When "Edit" appears in the Action column, clicking this link will open the submittal details and allow you to edit the information.

Services

Showing 1-10 of 17 Download results | Add to My Folders | Add to cart

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action
<input type="checkbox"/>	05/11/2021	-COF-RENEWAL-REN	Certificate of Fitness Renewal	Application in Progress		
<input type="checkbox"/>	05/10/2021					
<input type="checkbox"/>	05/10/2021					

# Additional Information

The FDNY offers comprehensive information on Certificate of Fitness applications at:

<https://www.nyc.gov/site/fdny/business/all-certifications/certificates-of-fitness.page>

and:

<https://www.nyc.gov/assets/fdny/downloads/pdf/business/fdny-business-cof-individuals.pdf>.