



FDNY C-14 Certificate of Fitness (COF) Application Instructions

1. Attend the C-14 fire safety training and other available lab safety trainings. You will receive certificate(s) of attendance.
2. Fill out COF Alternative Issuance Process (AIP) forms (Application, Affirmation, Statement of Applicant, Employment letter & Recommendation letter) available through the [CCNY EHOS webpage](#).
3. The C-14 AIP Affirmation form **must be notarized**. On campus, you may set up an appointment with the Human Resources department via their extension 212-650-7226 or humanresources@ccny.cuny.edu and bring 2 forms of ID. **Do not sign the form before your appointment.**
4. In addition to the AIP forms, you will need to submit to the FDNY with your application:
 - a. A color copy of your CCNY Employee (Faculty/Staff) ID card
 - b. A recent photo of you (2" x 2" head shot). This can be taken at the CCNY Sign Shop (212-650-6274) located at Shepard Hall, room 51 Z, open from 8:30 AM to 4:30 PM Monday to Friday.
 - c. Color copy of your Diploma/Transcript of your degree showing degree conferred
 - d. Fee Waiver letter, which can be requested from EHOS via email (ehos@ccny.cuny.edu). Be sure to include your name and title in the request.

Additional information can be found on the [CCNY EHOS webpage](#).