

FDNY C-14 Certificate of Fitness for Supervision of Non-Production Chemical Laboratories

Alternate Issuance Procedure for Non-Brooklyn College Employee

For Non-Brooklyn College employee applicant who has Bachelor degree and 2 or more years of post-baccalaureate experience working in lab, and who has completed the following EHS requirements may proceed with the application:

-Applicant must have completed the laboratory safety training provided by the office of Environmental Health and Safety.

If your Brooklyn College ID has the following print at the bottom: “**Grad Student**” or “**Research24**” and you are getting paid by the Research Foundation to work in the laboratory of Brooklyn College, proceed to step 1.

Otherwise, please read **NOTE** at the bottom.

- 1) Your diploma or transcript must be in English language, Degree issued from outside USA or is not in English shall be evaluated by an independent evaluation service accepted by NYC Fire Department. For the list of agencies [click here](#).
- 2) Complete the A-20 Form and print. Please [click here](#) for the form.
- 3) Fill and print out the Employee Affirmation form, please [click here](#) for the form.
- 4) Download, fill out [C-14 Applicant and Laboratory Information Form](#)
- 5) Submit a copy of your Brooklyn College ID.
- 6) Notarize and submit experience letter on the **Official letterhead** of the department in which you are working. For the experience letter sample [Click Here](#).
- 7) Have Principal investigator write a letter of recommendation stating that you are paid by Research Foundation for your work at Brooklyn College. For Template [Click here](#)
- 8) Submit a 2 x 2 color headshot photo (passport photograph is acceptable, but not necessary).
- 9) Take the C-14 quiz. Visit EHS in Room 252NE to obtain and complete. If you need to review C-14 study material, please [click here](#).
- 10) Scan all the documents and send to EHS@brooklyn.cuny.edu as attachments to start processing your documents.
- 11) EHS will send you a copy of the FDNY confirmation of receipt email, documenting that FDNY has received the application. Post this notice in your lab.
- 12) FDNY’s turnaround may take several months. **NOTE:** Although FDNY has informally stated that Alternate Issuance applicants may use the receipt email as a temporary C-14, Inspectors have the discretion to issue a violation if an inspector observes the new applicant working without supervision.

New Lab Personnel

Individuals coming from another institution should also send documentation showing completion of lab safety training in the past 12 months. **Question? Contact us at EHS@Brooklyn.cuny.edu so that we can help you.**

Note: Applicants not currently employed may take the exam without the recommendation letter. If the applicants pass the exam, 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.