

# C-14 Application Overview & Checklist



## Overview

The Fire Department of New York (FDNY) requires that at least one C-14 Certificate of Fitness holder for Supervision of Non-Production Chemical Laboratories be present when the lab is in operation. As such, laboratories should arrange to have multiple C-14 holders to ensure this requirement is met during normal working hours. Additionally, anyone working alone or off hours is required to have their own C-14.

The FDNY allows EHS to provide training and submit applications for individuals that meet certain educational requirements, specifically individuals with **at least a bachelor's degree and two years of post-graduate research experience**. If you do not meet these requirements (e.g. you graduated less than two years ago), certificates can still be obtained directly from the FDNY, following guidance on the [EHS website](#).

C-14 certification for individuals who meet the educational requirements outlined above is a five-step process:

1. The candidate completes a training course and quiz.
2. The candidate submits an application and required documentation to EHS.
3. EHS ensures the application is complete and submits it to the FDNY.
4. The FDNY reviews the application and, if approved, formally issues the C-14 Certificate of Fitness.
5. EHS will contact the applicant with instructions on how to pick-up their certificate once it arrives.

The EHS C-14 training course is available through the Learning Management System. The checklist on the following page will help you organize the materials that need to be submitted to EHS as part of your C-14 application. **EHS cannot submit your application to the FDNY until you provide all items on the checklist. Once EHS submits the application, the FDNY usually takes 4-6 weeks to issue a certificate.** If you have any questions about the required forms, please contact EHS at 646-962-7233 or [ehs@med.cornell.edu](mailto:ehs@med.cornell.edu).

## How to Access the Online Training

1. Log into the [Weill Business Gateway](#) with your CWID and password. (If you are accessing the site while off-campus, you will also need to utilize [Duo](#) authentication.)
2. Select the *Learning* tile.
3. On the right sidebar, under *Find Learning*, search for *FDNY C-14* or the course number: *WCM-138004*
4. You will see the course *Online - FDNY C-14 for Laboratory Supervision*. Click *Start Course* and follow the prompts to complete the training and quiz.

## Application Submission

Only after completing the training and passing the quiz, compile all completed application material outlined below and email it to [ehs@med.cornell.edu](mailto:ehs@med.cornell.edu) with the subject line: **Online C-14 Training Course Application Material**. Please include the date you completed the online training in your message. An EHS staff member may contact you if there are any questions about your application.



**Note: Completion of this course and submission of application materials does not mean you are guaranteed a C-14. Final approval is subject to the FDNY's discretion. Do not work alone in the laboratory until you have a physical C-14 certificate from the FDNY.**

## Application Checklist

- A copy of a government issued photo ID**
  - Acceptable IDs are a State Issued Driver License, Non-Driver License, a passport, or an IDNYC Municipal ID card
  - **Hunter Employees** must also submit a copy of their Hunter College ID
- A [letter of recommendation](#) from your employer**
  - Use this FDNY approved letter of recommendation [template](#)
  - Print on company letter head
  - Must be signed by your employer in pen
  - **Hunter Employees** that qualify for an application fee waiver must use this version of the [letter of recommendation](#)
- [C-14 Certificate of Fitness WCM Alternate Issuance Application](#)**
  - Complete required fields
  - Include Fund Number information for payment (\$25.50)
- [Employee Affirmation Form](#)**
  - Complete and check-off all sections
  - **Sign and date both pages in blue ink**
  - You do not need to have this notarized
- Copy of your diploma or transcripts (official or unofficial)**
  - Proof of degree must be provided in English (if translated, the translation must be notarized)
  - FDNY offers a suggestion of [vendors](#) if you need translating services
- A recent photo from the shoulders up in the JPEG format**
  - Must be against a white or plain background
  - Have someone else take the photo. No Selfies.
  - Take off eyeglasses
  - If EHS is unable to format the photo you provide, you may be asked to come to the EHS main office to have your photo taken

## C-14 Renewals

Once issued, a C-14 certificate must be renewed **every three years**. Employees can [renew online](#) directly with the FDNY. Please visit the [FDNY website](#) for details.