



QUALITY TRAINING INSTITUTE, INC.

14 Penn Plaza – Ste.1919, New York, NY 10122
aka 225 West 34th Street, between 7th & 8th Avenue
Tel # (212) 695-0890 | Fax # (212) 695-0797

www.qfpcinc.com

APPLICATION FORM FOR **FIRE LIFE SAFETY DIRECTOR (FLSD) TRAINING COURSE (31 hours)** **ONLINE ZOOM COURSE 2024**

NAME: _____ COMPANY: _____
Print clearly as you wish to appear on your certificate

WORK ADDRESS: _____

TELEPHONE: _____ CELL # _____

EMAIL ADDRESS: _____
(For registration confirmation)

COST: \$575

Method of payment: **PAYMENT IS DUE BEFORE CLASS – seats are only guaranteed with full payment.**
Please make a check out to Quality Training Institute, Inc. Payment can be dropped off at our office before class starts.
No refund will be given, only credit after registration. Registrants who do not cancel or attend without notice on the first day of class forfeit the entire fee.

- Cash Money Order Company Check Personal Check
- To Be Invoiced (**QFP Clients only** - After payment and if need to reschedule before the class date begins, there will be a charge of \$50 for re-registration.)
- Payment receipts can be emailed or faxed if needed. (Email address) _____

ATTENTION

Fire and Life Safety Director (FLSD) 31-hour Course which includes 2 components of Fire Emergencies and Non-Fire Emergencies including Active Shooter needs to be completed before taking the Fire Department computer-based test.
See pages 3 & 4 for instructions

Email your application or any questions to Megan Siu at msiu@qfpcinc.com

Classes will be canceled if there are not enough students to form a class.

SEE THE NEXT PAGE FOR AVAILABLE DATES:

It is mandatory to print a copy of the link below and should be readily available and read Definition Section, Pages 23 – 36: Chapters 1 – 12, pages 82 – 288 before attending class.

<https://www.nyc.gov/assets/fdny/downloads/pdf/business/fire-and-life-safety-director-FLSD-curriculum.pdf>

Also, make sure you have the Reference Material (pages 438-461) printed when taking the test.

Certificates will be granted to students who receive a passing mark of 70%.

AVAILABLE DATES

31-HOUR COURSE – One certificate will be granted to students who receive a passing mark of 70% on both components

- WEDNESDAYS FROM JAN. 10, 17, 24, 31 AND FEB. 7, 2024: (10 AM – 2 PM) (5 SESSIONS) (Component 1)
THURSDAYS, FEB. 15 (10 AM – 3 PM) & FEB. 22, 2024 (10 AM – 4 PM): (2 SESSIONS) (Component 2)

31-HOUR COURSE – One certificate will be granted to students who receive a passing mark of 70% on both components

- WEDNESDAYS FROM FEB. 14, 21, 28 AND MARCH 6, 13, 2024: (10 AM – 2 PM) (5 SESSIONS) (Component 1)
THURSDAYS, MARCH 21 (10 AM – 3 PM) & MARCH 28, 2024 (10 AM – 4 PM): (2 SESSIONS) (Component 2)

31-HOUR COURSE – One certificate will be granted to students who receive a passing mark of 70% on both components

- WEDNESDAYS FROM MARCH 20, 27 AND APRIL 3, 10, 17, 2024: (10 AM – 2 PM) (5 SESSIONS) (Component 1)
THURSDAYS, APRIL 25 (10 AM – 3 PM) & MAY 2, 2024 (10 AM – 4 PM): (2 SESSIONS) (Component 2)

31-HOUR COURSE – One certificate will be granted to students who receive a passing mark of 70% on both components

- WEDNESDAYS FROM APRIL 24 AND MAY 1, 8, 15, 22, 2024: (10 AM – 2 PM) (5 SESSIONS) (Component 1)
THURSDAYS, MAY 30 (10 AM – 3 PM) & JUNE 6, 2024 (10 AM – 4 PM): (2 SESSIONS) (Component 2)

31-HOUR COURSE – One certificate will be granted to students who receive a passing mark of 70% on both components

- WEDNESDAYS FROM MAY 29 AND JUNE 5, 12, 19, 26, 2024: (10 AM – 2 PM) (5 SESSIONS) (Component 1)
THURSDAYS, JULY 11 (10 AM – 3 PM) & JULY 18, 2024 (10 AM – 4 PM): (2 SESSIONS) (Component 2)

Student requirements for participating in the online courses:

The courses will be conducted via video and audio via “Zoom”. Live “Zoom” conferences allow the instructor to view and talk with students. Once a course is scheduled and a student is registered, a link will be provided for the students to join the conference.

At the beginning of the course, all students must provide Proof of Identity in one of the following forms:

- State-issued Drivers’ License or
- Non-Driver’s License or
- Passport

This process allows the online instructor to verify the correct person is online during the classroom session. A scanned color copy of the student’s ID must be emailed to msiu@qfpcinc.com

Each online classroom training session will not exceed a maximum of 4 hours in length per scheduled online classroom session.

Attendance will be taken at the beginning of class during the online classroom session after students have returned from breaks, and at the end of the session. This attendance will be confirmed by verifying the student is online and his/her camera is active.

All students must be visible at all times while the course is taking place and the student’s camera must remain active the entire time the class is in session.

The student may turn off the camera during a break until the class resumes. Any student who leaves the camera view without permission at any time will be marked absent from the class.

Quality Training Institute will retain all the attendance records for auditors of FDNY at any time.

Quality Training Institute will provide the students with all required handouts and other required classroom material for review before the scheduled online class session. All material will be distributed to the student via the student’s email address provided. All students are encouraged to read the material before the class.

The FLSD course must be paid for before the material is electronically sent.

Courses which consist of group discussions will be able to be conducted during the online session.

Courses that consist of practical skills exercises or hand on demonstrations will be conducted during the online session via the instructor’s camera.

The instructor-to-student will not exceed twenty (25) students per class.

The graduation test will be also conducted online OR in person under the supervision of a proctor or instructor.

For the graduation test, we will provide the FDNY-supplied test only. Students shall not use outside materials when taking the test.

Students will be required to have a computer or Laptop with a camera.

The graduation tests will be scheduled after the completion of the class.

Course Information for the F89/T89:

The Fire and Life Safety Director (FLSD) course will be comprised of building systems and fire components (20 hours total), and non-fire emergencies with an active shooter and medical emergencies component (11 hours total). The course can be adjusted as needed if students need to complete one of the two components.

F89 Notice of Exam

<https://www.nyc.gov/assets/fdny/downloads/pdf/business/cof-f89-t89-r59-noe.pdf>

Designation Letter

<https://www.nyc.gov/assets/fdny/downloads/pdf/business/t89-sample-designation-letter.pdf>

Application

<https://www.nyc.gov/assets/fdny/downloads/pdf/business/f89-t89-application-form.pdf>

Verification Letter

<https://www.nyc.gov/assets/fdny/downloads/pdf/business/cof-f85-verification-letter.pdf>

Beginning **May 2, 2022** applications for Fire and Life Safety (FLSD) Computer-Based Test (N-85 and Z-89) **must be** completed and paid for on **FDNY Business** with all documents (including 31-hour school certificate, application, and verification forms) uploaded as “Supporting documents”.

Supporting documents and forms can be found here:

Fire and Life Safety Application: <https://www.nyc.gov/assets/fdny/downloads/pdf/business/f89-t89-application-form.pdf>

Fire and Life Safety Verification form: <https://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-f85-verification-letter.pdf>

Once you have completed the application, you must make an [appointment](#) to take the test(s).

You can contact the FDNY Bureau of Fire Prevention for questions:

Phone: 311 | FDNY.BusinessSupport@fdny.nyc.gov | www.nyc.gov/fdny