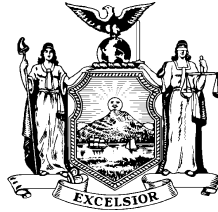


NEW YORK STATE
DEPARTMENT OF STATE
DIVISION OF CODE ENFORCEMENT AND ADMINISTRATION
EDUCATIONAL SERVICES UNIT



**NYS UNIFORM FIRE PREVENTION AND BUILDING CODE
COURSE SCHEDULE**

May - December 2012

The Educational Services Unit of the Division of Code Enforcement and Administration is pleased to offer the following information regarding its NEW educational programming. Attached is the course schedule for May - December. You can reach the Division of Code Enforcement and Administration by writing or calling:

New York State Department of State
Division of Code Enforcement and Administration
One Commerce Plaza, 99 Washington Avenue
Albany, New York 12231-0001
Phone: (518) 474-4073 Fax: (518) 486-4487
Educational Services Unit Fax: (518) 474-5788
Email: codes@dos.state.ny.us

If you wish to review any information from the Division of Code Enforcement and Administration, please look us up on our web site. The most current class schedules, registration information and forms are all available electronically.

To add your name to our electronic mailing list, please visit our web site at: www.dos.state.ny.us/DCEA

INSTRUCTIONS

Please read the following instructions carefully to avoid a delay in the processing of your application form. An application form must be submitted for the courses you want to attend. You will not be automatically enrolled in subsequent courses once you have completed the prerequisite course unless you have applied for them.

Registration Form:

1. The form must be typed or printed legibly. Illegible applications will not be processed.
2. The entire form must be completed. Incomplete forms may require us to return your application for completion and delay your registration into the requested course(s).
3. Phone registrations will not be accepted.
4. Application forms must be received at least 21 days prior to the scheduled starting date of the course for which you are applying.
5. A confirmation letter will be sent to you upon acceptance into the course. Do not plan to attend unless confirmation of registration has been received or verified by this office. **You will not be allowed into class unless you are preregistered and have been confirmed to attend.**
6. **Please do not contact the Department of State or the NYS Fire Academy to check on your registration status unless you have not been notified within 14 calendar days of the class starting date.**

Prerequisites:

Participants must complete the course prerequisites as indicated in the course listing.

Fees:

Courses conducted in Schuylar County (at the NYS Fire Academy in Montour Falls) require a registration fee of \$25. (The registration fee for out-of-state residents is \$50 per course.) Registration fees are non-refundable. **When you are confirmed for the class, you will receive payment instructions. Do not send payment with your application form.** There is also a Commuter Fee of \$8 per day for individuals not requesting lodging at the Academy. The Commuter Fee includes breakfast and lunch. The Commuter Fee may be paid upon arrival. A registration fee is **NOT** required at any other location.

Materials:

- Students are required to bring their own copy of the "Codes of New York State". Those in need of these code books must order them in advance of their scheduled course. These code books can be purchased by contacting the International Code Council at : (800) 786-4452.
- **Workbooks** are available on our website at www.dos.state.ny.us/DCEA and may be downloaded and printed prior to attending these courses. While a workbook is not a requirement, it may be to your advantage to have one available during the class presentation to assist in following the course material, minimize the need for excessive note-taking and possibly for reference during the examination at the conclusion of the course. Therefore, due to the fact that the use of computers during the courses is not permitted, downloading and printing these documents is **highly recommended**.
- A hand-held calculator, paper and pencils are also required.

Registration forms for all courses, **including** courses at the NYS Fire Academy in Montour Falls, should be mailed, faxed or emailed to the following address:

New York State Department of State
Division of Code Enforcement & Administration
One Commerce Plaza, 99 Washington Avenue
Albany, NY 12231
Fax: (518) 474-5788
Email: codes@dos.state.ny.us



EDUCATIONAL PROGRAM APPLICATION

NEW YORK STATE DEPARTMENT OF STATE
DIVISION OF CODE ENFORCEMENT AND ADMINISTRATION
ONE COMMERCE PLAZA, 99 WASHINGTON AVENUE, ALBANY, NY 12231
(518) 474-4073; Fax: (518) 474-5788; Email: info@dos.state.ny.us



NAME (Print Legibly)	OFFICE PHONE
STUDENT IDENTIFICATION # Please use training id # if one has been issued to you	HOME PHONE
TITLE	CELL PHONE
MAILING ADDRESS (Please check: Home ___ Business ___ New Address ___)	FAX NUMBER
CITY/STATE/ZIP	EMAIL ADDRESS (Do you prefer to be confirmed by email Yes ___ No ___)

Check all appropriate lines that describe yourself: ___ Municipal Code Enforcement Official (building, fire, housing, plumbing, etc.); ___ Member of Fire Service; ___ Municipal Official Other Than a Code Enforcement Official or Member of Fire Service; ___ State Agency Personnel; ___ New York State Licensed Design Professional; ___ Private Sector Construction-Related Business; ___ Other (Please specify) _____

Jurisdiction(s) where you are currently employed: _____
You **must** include where you are currently employed. For example, City of . . . , Town of . . . , Village of . . . , County of . . . , State (Name of Agency), Fire Department (Name of Department) or Private (Name of Employer)

State Agency Personnel Only: Have you been appointed as the Code Compliance Manager for your agency? ___ Yes ___ No
Have you been appointed as a Code Coordinator for your agency? ___ Yes ___ No

BASIC TRAINING PROGRAM REGISTRATION

9A- _____ Location _____

9B- _____ Location _____

9C- _____ Location _____

9D- _____ Location _____

9E- _____ Location _____

9F- _____ Location _____

You may apply for all six courses at one time, if you wish to do so. Registrants that apply for the entire sequence at one location and who are accepted into Course 9A will be guaranteed a reservation into the subsequent courses.

Please note that the required prerequisites must be met before attending each course.

IN-SERVICE PROGRAM REGISTRATION

Existing Single Family Buildings (6 credit hours)
64- _____ Location _____

Existing Building Code (6 credit hours)
68- _____ Location _____

Inspection of Factory Manufactured Homes
72- _____ Location _____

Please complete the following information only if you are applying for courses at the **NYS Fire Academy in Schuyler County**.
Please check your choice: Resident Fee (Includes Meals & lodging - \$40 per day) ___ Commuter Fee (Includes Breakfast & Lunch - \$8 per day) ___ Male ___ Female ___ Share room with _____
There is a \$25 registration fee for each course you apply for. (The registration fee for out-of-state residents is \$50 for each course.)
WHEN CONFIRMED, YOU WILL RECEIVE PAYMENT INSTRUCTIONS. DO NOT SEND PAYMENT WITH THIS REGISTRATION FORM. Registration fees are non-refundable. The accommodation fee may be paid upon arrival at the Academy.

NEW YORK STATE DEPARTMENT OF STATE
CODE ENFORCEMENT BASIC TRAINING PROGRAM

May - December 2012

(Portions of this schedule are subject to change)

Course 9A

Introduction to Code Enforcement Practices

Part 1 - Regulations, Administration and Enforcement

This program will discuss the role of the Code Enforcement Official and the practices necessary to carry out the job for a local government, including the process; from permit issuance, inspections, records and paperwork, through enforcement actions and legal recourse. In addition, a quick historical side trip will provide a perspective for the laws and regulations which have been enacted to create a uniform statewide approach to code enforcement. This course is designed to provide 21 hours of classroom training including a 1 hour final exam.

<u>Course #</u>	<u>Date</u>	<u>Time</u>	<u>County/City</u>
9A-0754	July 24-26	8am-4pm	Westchester/Valhalla
9A-0755	Aug 7-9	8am-4pm	Rensselaer/Rensselaer
9A-0756	Oct 16-18	8am-4pm	Monroe/W.Henrietta
9A-0757	Oct 23-25	8am-4pm	Onondaga/Clay
9A-0758	Nov 13-15	8am-4pm	Erie/Cheektowaga
9A-0759	Nov 27-29	8am-4pm	Suffolk/Upton
9A-0760	Dec 4-6	8am-4pm	Nassau/Westbury**

TBD = The exact location has not been determined at this time.

**** This sequence will be continued on our next schedule**

Course 9B

Introduction to Code Enforcement Practices

Part 2 - Fire Safe Design Prerequisite: 9A

The focus of this portion of the course is to understand the basic principles which create a building that will endure the effects of fire and enable its occupants to safely escape. The New York State Uniform Fire Prevention and Building Code provides this blueprint. This course addresses the basic concepts in the code which establish the minimum construction standards for all new buildings, and demonstrates how the code balances the potential hazards of the occupancy with the benefits of fire resistant construction techniques, notifications and suppression equipment and systems, and proper planning. This course is designed to provide 21 hours of classroom training including a 1.5 hour final exam.

<u>Course #</u>	<u>Date</u>	<u>Time</u>	<u>County/City</u>
9B-0744	July 10-12	8am-4pm	Erie/Cheektowaga
9B-0745	July 10-12	8am-4pm	Suffolk/Upton
9B-0746	July 17-19	8am-4pm	Nassau/Westbury
9B-0747	July 17-19	8am-4pm	Dutchess/Poughkeepsie
9B-0748	July 17-19	8am-4pm	Fulton/Gloversville
9B-0749	July 24-26	8am-4pm	Broome/Binghamton
9B-0750	July 24-26	8am-4pm	Schuyler/Montour Falls
9B-0751	Aug 21-23	8am-4pm	Westchester/Valhalla
9B-0752	Sept 18-20	8am-4pm	Rensselaer/Rensselaer
9B-0753	Nov 27-29	8am-4pm	Monroe/W.Henrietta**
9B-0754	Dec 11-13	8am-4pm	Onondaga/Clay**
9B-0755	Dec 18-20	8am-4pm	Erie/Cheektowaga**

TBD = The exact location has not been determined at this time.

Course 9C

Inspection Procedures for Existing Structures

Prerequisite: Course 9A and 9B

Course 9C will provide the individual with the skills required to conduct inspections of existing buildings using the Fire and the Property Maintenance Codes of New York State. The course will consist of standard lecture on a topic, followed by a virtual inspection, requiring the student to utilize the information gained from the lecture. An inspection form following the course outline is included in the student handout material. This course is designed to provide 21 hours of classroom training including a 1.5 hour final exam.

<u>Course #</u>	<u>Date</u>	<u>Time</u>	<u>County/City</u>
9C-0743	Aug 7-9	8am-4pm	Erie/Cheektowaga
9C-0744	Aug 14-16	8am-4pm	Suffolk/Upton
9C-0745	Aug 14-16	8am-4pm	Dutchess/Poughkeepsie
9C-0746	Aug 21-23	8am-4pm	Broome/Binghamton
9C-0747	Aug 21-23	8am-4pm	Nassau/Westbury
9C-0748	Aug 21-23	8am-4pm	Fulton/Gloversville
9C-0749	Aug 28-30	8am-4pm	Schuyler/Montour Falls
9C-0750	Oct 2-4	8am-4pm	Westchester/Valhalla
9C-0751	Oct 30-Nov1	8am-4pm	Rensselaer/Rensselaer

TBD = The exact location has not been determined at this time.

**** This sequence will be continued on our next schedule**

COURSE 9D

General Construction Principles

Prerequisite: Course 9A and 9B

This program will acquaint code enforcement officials with the systems and equipment requirements and the structural requirements of the Code of New York State. In the first module, "Systems and Equipment", the organization, applicability and content of the Mechanical, Fuel Gas, Plumbing, Energy and Residential Codes of New York State will be addressed. The second module, "Structural Requirements", will consist of basic load and design theory and the resulting structural requirements in the Building and Residential Codes of New York State. This course will provide 21 hours of classroom training including a 1.5 hour final exam.

<u>Course #</u>	<u>Date</u>	<u>Time</u>	<u>County/City</u>
9D-0738	July 10-12	8am-4pm	Rockland/Pomona
9D-0739	Aug 28-30	8am-4pm	Suffolk/Upton
9D-0740	Sept 4-6	8am-4pm	Erie/Cheektowaga
9D-0741	Sept 11-13	8am-4pm	Dutchess/Poughkeepsie
9D-0742	Sept 18-20	8am-4pm	Broome/Binghamton
9D-0743	Sept 25-27	8am-4pm	Fulton/Gloversville
9D-0744	Sept 25-27	8am-4pm	Schuyler/Montour Falls
9D-0745	Oct 2-4	8am-4pm	Nassau/Westbury
9D-0746	Oct 30-Nov 1	8am-4pm	Westchester/Valhalla
9D-0747	Dec 4-6	8am-4pm	Rensselaer/Rensselaer**

TBD = The exact location has not been determined at this time.

**** This sequence will be continued on our next schedule**

**NEW YORK STATE DEPARTMENT OF STATE
CODE ENFORCEMENT BASIC TRAINING PROGRAM**

May - December 2012

(Portions of this schedule are subject to change)

COURSE 9E

Residential Code of New York State

Prerequisites: Course 9A, 9B, 9D

This course will address the construction requirements for one and two-family dwellings and low-rise multiple dwellings using the Residential Code of New York State as the compliance method. The program is designed to take the student through the steps of a typical code enforcement permit process, including code research, plan review and the inspection process. This course will provide 21 hours of classroom training including a 1.5 hour final exam.

<u>Course #</u>	<u>Date</u>	<u>Time</u>	<u>County/City</u>
9E-0737	July 17-19	8am-4pm	Monroe/W.Henrietta
9E-0738	Aug 7-9	8am-4pm	Rockland/Pomona
9E-0739	Oct 2-4	8am-4pm	Erie/Cheektowaga
9E-0740	Oct 10-12	8am-4pm	Dutchess/Poughkeepsie
9E-0741	Oct 16-18	8am-4pm	Broome/Binghamton
9E-0742	Oct 16-18	8am-4pm	Suffolk/Upton
9E-0743	Oct 23-25	8am-4pm	Nassau/Westbury
9E-0744	Oct 23-25	8am-4pm	Fulton/Gloversville
9E-0745	Oct 30-Nov 1	8am-4pm	Schuyler/Montour Falls
9E-0746	Nov 27-29	8am-4pm	Westchester/Valhalla**

TBD = The exact location has not been determined at this time.

**** This sequence will be continued on our next schedule**

NEW YORK STATE CODE BOOKS
REQUIRED FOR BASIC COURSES
YOU MUST HAVE THE 2010 EDITION OF THE NYS CODES

Course 9A - Building Code

Course 9B - Fire Code and Building Code

Course 9C - Fire Code, Property Maintenance Code, Existing Building Code

Course 9D - Building Code, Residential Code, Energy Code, Plumbing Code, Mechanical Code and Fuel Gas Code

Course 9E - Residential Code

Course 9F - Building Code, Fire Code, Energy Code, Plumbing Code

Please contact the International Code Council
at (800) 786-4452 to order these books.

COURSE 9F

Building Code of New York State

Prerequisite: Course 9A, 9B, 9D, 9E

Course 9F addresses the construction requirements for a commercial structure using the Building Code of New York State as the method of compliance. This program will take the students through a typical plan review process utilizing information from the preceding courses as well as specific code references pertaining to the detailed drawings used for this course. An inspection form following the course outline is included in the student handout material. This course is designed to provide 21 hours of classroom training including a 1.5 hour final examination.

<u>Course #</u>	<u>Date</u>	<u>Time</u>	<u>County/City</u>
9F-0735	July 31-Aug 2	8am-4pm	Onondaga/Clay
9F-0736	Aug 21-23	8am-4pm	Monroe/W.Henrietta
9F-0737	Sept 5-7	8am-4pm	Rockland/Pomona
9F-0738	Nov 7-9	8am-4pm	Erie/Cheektowaga
9F-0739	Nov 14-16	8am-4pm	Fulton/Gloversville
9F-0740	Nov 13-15	8am-4pm	Dutchess/Poughkeepsie
9F-0741	Nov 27-29	8am-4pm	Nassau/Westbury
9F-0742	Nov 27-29	8am-4pm	Broome/Binghamton
9F-0743	Dec 4-6	8am-4pm	Schuyler/Montour Falls
9F-0744	Dec 4-6	8am-4pm	Suffolk/Upton

TBD = The exact location has not been determined at this time.

Workbooks are available on our website at www.dos.state.ny.us/code/workbooks.htm and may be downloaded and printed prior to attending these courses. While a workbook is not a requirement, it may be to your advantage to have one available during the class presentation to assist in following the course material, minimize the need for excessive note-taking and possibly for reference during the examination at the conclusion of the course. Therefore, due to the fact that the use of computers during the courses is not permitted, downloading and printing these documents is **highly recommended**.

NEW YORK STATE DEPARTMENT OF STATE

CODE ENFORCEMENT IN-SERVICE TRAINING PROGRAM

May - December 2012

(Portions of this schedule are subject to change)

Applying Codes to Existing Single Family Buildings

Course Materials Needed: 2010 Residential Code of New York State

This course provides information to Code Enforcement Officials about the application of code requirements to an existing single family residence. Some of the topics of the course include review of Appendix J of the Residential Code of New York State, discussion of common projects associated with existing single family residences, and an overview of required documentation and plan review for an addition to a single family residence. This course will provide the student with 6 hours of code enforcement in-service training credit.

<u>Course #</u>	<u>Date</u>	<u>Time</u>	<u>County/City</u>
64-0011	July 26	9am-4pm	Cattaraugus/Salamanca
64-0012	Aug 30	9am-4pm	Monroe/W.Henrietta
64-0013	Aug 30	9am-4pm	Oneida/Whitesboro
64-0014	Sept 6	9am-4pm	Dutchess/TBD
64-0015	Sept 7	9am-4pm	Westchester/Valhalla
64-0016	Sept 7	9am-4pm	Warren/Queensbury
64-0017	Sept 13	9am-4pm	St.Lawrence/Ogdensburg
64-0018	Sept 19	9am-4pm	Jefferson/Watertown
64-0019	Sept 26	9am-4pm	Onondaga/Clay
64-0020	Oct 4	9am-4pm	Nassau/Lido
64-0021	Oct 11	9am-4pm	Erie/Cheektowaga
64-0022	Oct 24	9am-4pm	Suffolk/Quogue
64-0023	Nov 1	9am-4pm	Rockland/Pomona
64-0024	Nov 9	9am-4pm	Albany/TBD
64-0025	Dec 13	9am-4pm	Schuyler/Montour Falls

TBD = The exact location has not been determined at this time.

Change of Occupancy and the Existing Building Code

Course Materials Needed: 2010 Existing Building Code and 2010 Building Code

What happens when an existing building undergoes a Change of Occupancy Classification? This course looks at the Existing Building Code and provides a plan review checklist to guide you through the process. You will see how the Existing Building Code evaluates the significance of the change, as well as, addresses associated alteration work when following the Work Area Compliance path. This course will provide the student with 6 hours of code enforcement in-service training credit.

<u>Course #</u>	<u>Date</u>	<u>Time</u>	<u>County/City</u>
68-0008	July 25	9am-4pm	Cattaraugus/Salamanca
68-0009	Aug 29	9am-4pm	Monroe/W.Henrietta
68-0010	Aug 29	9am-4pm	Oneida/Whitesboro
68-0011	Sept 5	9am-4pm	Dutchess/TBD
68-0012	Sept 6	9am-4pm	Westchester/Valhalla
68-0013	Sept 6	9am-4pm	Warren/Queensbury
68-0014	Sept 12	9am-4pm	St.Lawrence/Ogdensburg
68-0015	Sept 25	9am-4pm	Onondaga/Clay
68-0016	Sept 27	9am-4pm	Cortland/Cortland
68-0017	Oct 3	9am-4pm	Nassau/Lido
68-0018	Oct 10	9am-4pm	Erie/Cheektowaga
68-0019	Oct 23	9am-4pm	Suffolk/Quogue
68-0020	Oct 31	9am-4pm	Rockland/Pomona
68-0021	Nov 8	9am-4pm	Albany/TBD
68-0022	Dec 12	9am-4pm	Schuyler/Montour Falls

TBD = The exact location has not been determined at this time.

Inspection of Factory Manufactured Homes (Modular Homes)

Course Materials Needed: 2010 Residential Code of New York State

This course will review the role of the Code Enforcement Official in the modular home construction process. The areas that will be covered are: the approval process, required plans and construction documents (including foundation requirements), plan review, issuing a building permit, installation instructions and inspection of installation, requirements for decks, and stairs. This course will provide the student with 6 hours of code enforcement in-service training credit.

<u>Course #</u>	<u>Date</u>	<u>Time</u>	<u>County/City</u>
72-0001	July 24	9am-4pm	Cattaraugus/Salamanca
72-0002	July 31	9am-4pm	Onondaga/Clay
72-0003	Aug 1	9am-4pm	Cortland/Cortland
72-0004	Aug 2	9am-4pm	Broome/Binghamton
72-0005	Aug 28	9am-4pm	Monroe/W.Henrietta
72-0006	Aug 28	9am-4pm	Oneida/Whitesboro
72-0007	Sept 4	9am-4pm	Dutchess/TBD
72-0008	Sept 5	9am-4pm	Westchester/Valhalla
72-0009	Sept 5	9am-4pm	Warren/Queensbury
72-0010	Sept 11	9am-4pm	St.Lawrence/Ogdensburg
72-0011	Sept 20	9am-4pm	Jefferson/Watertown
72-0012	Oct 2	9am-4pm	Nassau/Lido
72-0013	Oct 9	9am-4pm	Erie/Cheektowaga
72-0014	Oct 25	9am-4pm	Suffolk/TBD
72-0015	Oct 30	9am-4pm	Rockland/Pomona
72-0016	Nov 7	9am-4pm	Albany/TBD
72-0017	Dec 11	9am-4pm	Schuyler/Montour Falls

TBD = The exact location has not been determined at this time.

Workbooks are available on our website at www.dos.state.ny.us/DCEA and may be downloaded and printed prior to attending these courses. While a workbook is not a requirement, it may be to your advantage to have one available during the class presentation to assist in following the course material and minimize the need for excessive note-taking. Due to the fact that the use of computers during the courses is not permitted, downloading and printing these documents is **highly recommended**.

Please contact the International Code Council
at (800) 786-4452 to order these books:

Applying Codes to Existing Single Family Buildings

- 2010 Residential Code of New York State

Change of Occupancy and the Existing Building Code

- 2010 Existing Building Code of New York State
- 2010 Building Code of New York State

Inspection of Factory Manufactured Homes

- 2010 Residential Code of New York State