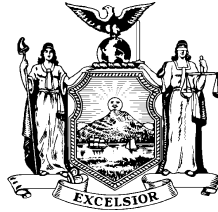


**NEW YORK STATE**  
**DEPARTMENT OF STATE**  
DIVISION OF CODE ENFORCEMENT AND ADMINISTRATION  
EDUCATIONAL SERVICES UNIT



**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](mailto: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](http://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](http://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](mailto: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.