



Building Standards and Codes

New York State
Department of State
Division of Building Standards
and Codes
One Commerce Plaza
99 Washington Avenue, Suite 1160
Albany, NY 12231-0001
(518) 474-4073
Fax: (518) 486-4487
www.dos.ny.gov

Standard Instructor Certification and Minimum Qualifications

The following guide has been established in order to assist individuals wishing to receive standard instructor certification as regulated by Title 19 NYCRR.

Standard Instructor:

To receive Standard Code Enforcement Instructor certification the applicant shall:

- have an active Code Enforcement Official Certification; and
- have successfully completed a minimum of three credits in teacher training (Fire Instructor I and II is equivalent to 3 credits); and
- have the physical capacity to perform instructional duties; and
- have satisfied any one of the following requirements:
 - a. at least three years' experience as a code enforcement officer; or
 - b. employed as a full-time training, technical or field representative of the State of New York having duties or expertise specifically related to code enforcement programs; or
 - c. awarded at least an associate's degree in building construction or engineering, code administration, or inspection technology from an accredited institution and have had at least one year of full-time experience in the enforcement of fire and/or building codes; and
- have successfully completed the prescribed training regimen required by the Department of State for trainers employed by the department. Such regimen consists of participation at a minimum of three presentations of each program which the applicant desires to teach, with increasing participation and responsibility in the presentation of the material at each subsequent presentation. Successful completion of this training regimen shall be evidenced through monitoring the presentation of a program in its entirety, as determined by the Department; and
- have successfully presented or participated in at least one class session of each class since the last Code Update.

Please send completed application along with all supporting documentation to the address listed above.



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Standard Instructor Certification Application Form

Codes Division Use Only:	
Date Received: _____	Initial Certification Date: _____
Approved by: _____	Date Approved: _____

INCOMPLETE APPLICATIONS WILL RESULT IN DISAPPROVAL
(PLEASE TYPE OR PRINT LEGIBLY)

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____

Business Phone: _____ Cell Phone: _____ Home Phone: _____

E-mail address: _____

Current Municipality (if applicable) _____ NY Training ID#: _____

Certification Level: (check only one) Standard Instructor Level I (Course 9A, 9B & 9C)
 Standard Instructor Level II (Course 9A, 9B, 9C, 9D, 9E & 9F)

To receive Standard Code Enforcement Instructor certification the applicant shall submit the following information along with this application:

(Applicant must check each item that they are claiming as qualifying training/experience)

- (Mandatory) Have an active Code Enforcement Official Certification**
(Individual must be in good standing with the required 24 hours of annual in-service training and with any required advanced in-service courses to be considered active.)
- (Mandatory) Have successfully completed a minimum of three credits in teacher training;**
(Qualifying documentation must be included with the application, Fire Instructor I and II is equivalent to 3 credits)
- (Mandatory) Possess the physical capacity to perform instructional duties;**

(Mandatory) Must satisfy any **one** of the following three requirements:
(Must check at least 1 of the 3 items below (items a through c) and provide adequate documentation)

- a) Have had at least three years' experience as a code enforcement officer**
(Applicants must include qualifying CEO experience along with the name of the municipality and the name of their immediate supervisor; experience as a Code Compliance Technician does not qualify)

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- b) Have been a full-time training, technical or field representative of the State of New York having duties or expertise specifically related to code enforcement programs**
(Individual must include the name of the State Agency and specific duties and expertise related to the code enforcement program for the agency.)

- c) Have been awarded at least an associate's degree in building construction or engineering, code administration, or inspection technology from an accredited institution and have at least one year of full-time experience in the enforcement of fire and/or building codes**
(Application must be accompanied with either a copy of the applicant's diploma or an official transcript from the institution.)

- (Mandatory** – see note below) Have successfully completed the prescribed training regimen required by the Department of State for trainers employed by the Department.** Such regimen consists of participation at a minimum of three presentations of each program which the applicant desires to teach, with increasing participation and responsibility in the presentation of the material at each subsequent presentation. Successful completion of this training regimen shall be evidenced through monitoring the presentation of a program in its entirety, as determined by the Department.
*** (If the applicant has not completed this portion of the requirements the application will be held pending successful completion and the approval by DBSC staff at the end of the regimen)*

- (Mandatory)** The applicant must have successfully presented or participated in at least one class session of each class since the last Code Update.
(Please indicate the date and location that the last course was presented by applicant) _____

I certify that the above information is true and correct to the best of my knowledge. I understand that any false or misleading information may result in failure to approve/renew my application.

Signature of Applicant: _____ Date: _____

Upon successfully completing the requirements for a standard instructor the applicant will be issued an instructor certification. The certificate will have an effective date and an expiration date; the applicant is responsible for renewing their certification at least 60 days (but not more than 90 days) prior to the expiration of such certification. DBSC will not send a notification to the applicant that the certification is expiring.

Codes Division Use Only:	
Dates of participation in each Basic training course, minimum of three presentations at each basic training course:	

Classroom Dates/Instructor: Successful completion of training regimen:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>(If no, please provide detailed explanation below)</i>	
Comments: _____	

Successful completion of training since last Code Update (include dates): _____	
Dates of DOS Staff Audit: _____	
Approved by: _____	Date: _____