



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) 474-5788
www.dos.ny.gov

Standard Instructor Certification Renewal

Standard Instructor Renewal Instructions:

Certification as a Standard Instructor will have an effective date and an expiration date as indicated on the certificate; 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.

The applicant must successfully complete any prescribed advanced in-service and/or Code update training regimen required by the Department of State. Prior to renewing the certification, the applicant should contact the Department of State for any such requirements. A temporary certification may be issued pending any future code updates and/or advanced in-service training becoming available. Successful completion of this training regimen shall be evidenced through monitoring the presentation of a program in its entirety, as determined by the Department.

Please Note: If a different level of certification is being sought on the renewal form, the applicant may need to re-apply using the "Standard Instructor Certification Application Form" depending on the training regimen completed on file.

Please send completed application along with all supporting documentation to:

New York State Department of State
Division of Building Standards and Codes
Training Unit - Suite 1160
One Commerce Plaza
99 Washington Ave.
Albany, NY 12231



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Standard Instructor Certification Renewal Form

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

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

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

Current Instructor Certification Number: _____

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 renew the Standard Code Enforcement Instructor certification the applicant shall have completed the following:

- Any prescribed advanced training regimen (Code Update Training) required by the Department of State for standard instructors. Such regimen consists of participation at a minimum number of presentations of any advance in-service and/or updated basic training programs, as determined by the Department. 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)*

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.

