



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

Completing the Course Accreditation Application – Educational Services Unit

Please be sure to enter all information requested legibly to avoid delays.

- (1) The application must be completely filled out.
- (2) The application and associated materials must be submitted no later than **8 weeks** before the course will be offered. We will need time to review the material to determine if it meets the established criteria for course approval.
- (3) The application must have the course material attached. We must receive the course material in one of the following formats (we will not be able to return the storage medium. It is retained on file):
 - a. Hard copy
 - b. CD
 - c. DVD
 - d. Thumb drive
- (4) The course material must contain instructor notes. The notes will be used to determine what the instructor will discuss during the course. It is impossible for us to review the material without the notes, as we cannot determine how long each page/slide will be utilized during the course.
- (5) Programs must be generic in nature and must address a particular aspect or issue of the code or code enforcement and administration. Trademarks, logos or watermarks identifying a trade or brand name will not be permitted, nor will promotion of a specific product or consulting service offered by a private firm. Acknowledgment or credits for the program sponsor/provider may be provided on an opening or closing slide.
- (6) PLEASE NOTE – **WE DO NOT ACCEPT INFORMATION BY EMAIL**. You can send the information via fax (518-474-5788) or mail it to:

NYS Department of State
Division of Building Standards and Codes
Educational Services Unit
One Commerce Plaza, 99 Washington Avenue
Albany, New York 12231 – 0001

Completing PART I of the application:

- (a) TITLE OF THE COURSE: enter the name of the course being submitted for approval
- (b) DURATION OF COURSE: enter the course length in hours.
- (c) NAME OF COURSE CONTACT: enter the name of the person we can contact if there are questions regarding the submitted materials.
- (d) REPRESENTING: name of firm or company.
- (e) PHONE NUMBER: enter the phone number for the person entered in (c).
- (f) EMAIL ADDRESS: enter the email address for the person entered in (c).
- (g) MAILING ADDRESS: enter the mailing address for the person entered in (c).
- (h) DATE OF COURSE: enter the date(s) that the course that has been submitted for approval will be presented. (REMEMBER – the material must be submitted at least 6 weeks prior to its being presented). If the course will be presented over several dates, enter all dates.
- (i) LOCATION OF COURSE: enter the address for the location where the course will be presented. If the course will be presented in several locations, add each.
- (j) INSTRUCTORS: enter the name(s) of the instructor(s) that will present the course. If there will be several instructors conducting the program, enter all of them. Add a separate sheet if needed.

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- a. The following information must also be included for each instructor:
 - i. Name of firm or company
 - ii. Telephone number
 - iii. Email address
 - iv. Mailing address

Completing PART II of the application:

1. INSTRUCTOR QUALIFICATIONS: provide the information needed to verify that the instructor(s) listed in PART I (i) meet the criteria established in Title 19 Part 1208.4 as an instructor (see below)

“The applicant shall satisfy to the administrator that he possesses the special skills, knowledge or abilities that would qualify him to teach certain particular subjects of code enforcement training. Such special skills, knowledge or abilities must be demonstrated in writing and shall consist of evidence of the applicant’s satisfaction of one of the following:

1. *the holding of a supervisory position in the occupational field for which special instructor certification is sought;*
2. *substantial teaching experience in the field of instruction for which special instructor certification is sought;*
3. *an educational degree or professional certification in the field of instruction for which special instructor certification is sought; or*
4. *such skills, knowledge, abilities or training as would serve in the aggregate, in the administrator’s judgment, as an equivalent to the above requirements.”*

Completing PART III of the application:

- (a) COURSE DESCRIPTION and CONTENT: Describe the course. Include the following information:
 - a. Subject matter – what does the program cover or discuss
 - b. Course objective(s)
 - c. Target audience (code enforcement officials, fire officials, design professionals, contractors, etc)
- (b) Remember – the material you submit must have enough detail so we can determine if it meets the requirements established in the regulation.

Completing PART IV of the application:

Please review the three (3) topics in PART IV of the application and determine which of them apply to the course you are submitting for accreditation. Remember, your course materials need to be detailed enough so that we can verify that they are eligible for accreditation under the requested topics.

COURSE ACCREDITATION APPLICATION CHECKLIST



Boxes that appear within the shaded area that are not checked will delay the accreditation process.

- The application and associated material is being submitted **8 weeks** prior to the course being offered.
- Application has the course material attached.

Course material is being provided in the following format:
(we will not be able to return the storage medium; it will be retained on file)

- Hard copy
- CD
- DVD
- Thumb drive
- Application includes instructor notes or detailed outline of the discussion that will take place for each slide.
- Completed PART I of the application (**General Information**)
 - Additional sheets attached
- Completed PART II of the application (**Instructor Qualifications**)
 - Additional sheets attached
- Completed PART III of the application (**Course Description and Content**)
 - Material submitted has enough detail so DBSC can determine if it meets the requirements established in the regulation.
- Completed PART IV of the application (**CEU Topics**)
 - The numbers of hours are entered in whole numbers.



Change in Occupancy
Comply with 902 through 911

- 902 Special Use and Occupancy
 - Listed situations
 - Underground Building
 - Nightclubs
 - Not Applicable for our project

Key Points:

- 902 tells us that for certain changes, go back to some of the items detailed in Chapter 4 of the Building Code. If the character is changed, these sections may require an upgrade in the safety features provided
- Our building does not include any of the features or issues

Sample of an acceptable presentation with speaker notes



Alternate Materials

- 103.3 Alternate materials, design and methods of construction and equipment.

Sample of an Unacceptable presentation – No speaker notes provided



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Application for Codes Course Approval and Accreditation

Codes Division Use Only: Topic 1 _____ Topic 2 _____ Topic 3 _____		
SLMS # _____	49- _____	
Date Received _____	Date Approved _____	
Approved by _____		

(PLEASE TYPE OR PRINT LEGIBLY)

PART I

(A). TITLE OF COURSE _____

(B). DURATION OF COURSE _____

(C). NAME OF COURSE CONTACT _____

(D) REPRESENTING (Name of Firm or Company) _____

(E). COURSE CONTACT TELEPHONE NUMBER _____

(F). COURSE CONTACT EMAIL ADDRESS _____

(G). COURSE CONTACT MAILING ADDRESS _____

(H). DATE(S) OF COURSE _____

(I). LOCATION OF COURSE _____

(J). NAME OF INSTRUCTOR _____

REPRESENTING (NAME OF FIRM OR COMPANY) _____

INSTRUCTOR TELEPHONE NUMBER _____

INSTRUCTOR EMAIL ADDRESS _____

INSTRUCTOR MAILING ADDRESS _____

NAME OF INSTRUCTOR _____

REPRESENTING (NAME OF FIRM OR COMPANY) _____

INSTRUCTOR TELEPHONE NUMBER _____

INSTRUCTOR EMAIL ADDRESS _____

INSTRUCTOR MAILING ADDRESS _____

NAME OF INSTRUCTOR _____

REPRESENTING (NAME OF FIRM OR COMPANY) _____

INSTRUCTOR TELEPHONE NUMBER _____

INSTRUCTOR EMAIL ADDRESS _____

INSTRUCTOR MAILING ADDRESS _____

Application for Codes Course Approval and Accreditation

PART II

(A). INSTRUCTOR QUALIFICATIONS – attach a bio for all of the instructors that will be teaching the course you are requesting accreditation for.

PART III

(A). COURSE DESCRIPTION and CONTENT _____

(B). TARGET AUDIENCE _____

PART IV (1208-3.3)

TOPIC 1. CODE ENFORCEMENT AND ADMINISTRATION FOR THE UNIFORM FIRE PREVENTION AND BUILDING CODE

Hours Requested _____

Suggested sub-topics include, but are not limited to:

1. Code enforcement practices and organization

- *inspection techniques*
- *building system technology*
- *legal issues affecting the building safety inspector*
- *the building safety inspector and diplomacy*

2. Public policy considerations affecting building construction and maintenance

- *historic preservation; handicap accessibility issues*
- *energy conservation*
- *temporary structures*
- *fire inspections and fire protection features*
- *review of the reference standards*
- *means of egress issues*

3. Occupancy classification and hazard recognition

- *occupancy classification*
- *fire safety issues*
- *hazardous materials storage*
- *solid fuel-burning equipment*
- *unvented heaters*

4. Code interpretations and application

- *Uniform Code update*
- *legal interpretations*
- *technical bulletins*

Application for Codes Course Approval and Accreditation

TOPIC 2. UNIFORM FIRE PREVENTION AND BUILDING CODE

Hours Requested _____

Suggested sub-topics include, but are not limited to:

1. **Building systems**
 - HVAC
 - plumbing
 - electrical
 - fuel gas
2. **Fire protection issues**
 - smoke detection/carbon monoxide detectors
 - fire sprinkler systems
 - kitchen hood system
 - standpipe systems
 - smoke control systems
 - fire apparatus access
3. **Construction and structural issues**
 - construction techniques
 - construction materials
 - design issues
 - new technology in commercial construction
4. **Plan review and building specification**
 - plan review administration
 - plan review techniques

TOPIC 3. ENERGY CONSERVATION CONSTRUCTION CODE

Hours Requested _____

Suggested sub-topics include, but are not limited to:

1. **Building science**
2. **Thermal envelope**
3. **Mechanical systems**
4. **Lighting systems**
5. **Compliance methods**

Submitted by (Print Name) _____

Signature: _____ Date: _____