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
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.