



Code Outreach Program – Professional Development Electives

This edition of the Code Outreach Program intends to provide Building Safety Inspectors (BSI) and Code Enforcement Officials (CEO) with information on how to apply Professional Development Electives (PDE) towards maintaining an active certification status.

What are PDEs?

Pursuant to section [1208-3.3 of Title 19 of the NYCRR](#), BSIs and CEOs are required to complete annual in-service training to maintain an active certification status. These trainings can include trainings developed and presented by DBSC, trainings approved and certified to be presented by an approved and certified instructor or online, accepted PDEs, or accepted professional certification by a nationally recognized organization such as ICC. See 19 NYCRR section 1208-3.3(a).

Although PDEs are courses whose subject matter advances the professional development of a BSI or CEO, unlike other approved trainings, they may not pertain directly to the Uniform Code, Energy Code, or the enforcement thereof. The course subject matter may include, but is not limited to: zoning, planning, ethics, management, communications, hazards, writing skills, time management, records management, media relations, etc. **Please Note:** meetings, roundtable discussions, prerecorded videos, and courses where the attendance is not recorded and maintained by the course sponsor are not acceptable as PDEs.

See section 1208-3.3 of Title 19 of the NYCRR for more information on the mandatory topic areas and number of approved trainings hours for BSIs and CEOs.

How are they applied to in-service Training Totals?

PDEs may be applied to annual in-service training hours in the following way:

- BSIs are required to complete 6 hours of in-service training annually; up to 3 hours may be obtained through PDEs.
- CEOs are required to complete 24 hours of in-service training annually; up to 12 hours may be obtained through PDEs.

See 19 NYCRR section 1208-3.3(b) and (c). 1hr of PDE is equal to 1hr of In-service Training.

What do I submit to get credit?

Individuals intending to apply PDE courses toward their annual in-service training hours must submit to the DBSC the [Professional Development Electives Application Form](#) at the end of each year.

Submit **ONLY one** form per year. Each time you attend a PDE course, enter the information on the form but keep the form until you are finished attending PDEs for the entire year.

Do not submit the proof of attendance with this form. See the below section about record keeping.

Record Keeping

BSIs and CEOs who chose to obtain a portion of their required in-service credits through PDEs or professional certification shall maintain the documentation required under section 1208-3.3(d)(2). The following documents shall be maintained for at least 3 years from the completion date of the course: title of the course; detailed description of course; number of contact hours completed; certificate of completion issued by the sponsor; sponsor's name; attendance verification; and date and location of the course. If additional information is needed, you will be contacted by our office.

The documentation is subject to an audit by the DBSC for up to 3 years from the date of completion. By not providing the proper documentation as described in Part 1208 or falsifying documents, CEOs and BSIs will forfeit any of the PDE credits and certification will be subject to a review to determine whether an individual's certification should be designated as inactive or be revoked. **Please Note:** the audit of PDEs by DBSC is generally a verification of attendance and properly retained documentation.

Additional Information

- Courses that are taken as a PDE can only be credited toward the annual in-service training for the calendar year in which the PDE was taken.
- Credit cannot be granted for attending the same course more than once per calendar year, regardless of whether it was an approved course or a PDE.
- Each individual course you completed as a PDE will not be entered into your training history. Your training history will show one entry with the total number of PDE hours you completed for the year.

Please look for our next edition of the Code Outreach Program at the beginning of next month.

DBSC - A Division of Department of State
OFPC – An Office of the Division of Homeland Security & Emergency Services

If you have questions pertaining to the Code Outreach Program, email us at COP.codes@dos.nv.gov

If you have questions pertaining to the Uniform Code or Energy Code, email our technical support group at: codes@dos.nv.gov

To cancel your subscription to this email list, click on the unsubscribe link found [here](#).