



# 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](http://www.dos.ny.gov)

## Educational Program Application Instructions

The following two basic training programs are offered:

1. Building Safety Inspector (Courses 9A16, 9B16, 9C16)
2. Code Enforcement Official (Courses 9A16, 9B16, 9C16, 9D16, 9E16, 9F16)

The *Building Safety Inspector's* activities include fire safety and/or property maintenance inspections of existing buildings and structures.

The *Code Enforcement Official's* activities include the *Building Safety Inspector's* activities as well as review and/or approval of plans incidental to the issuance of a permit for the construction or alteration of buildings and structures, construction inspections performed during and/or upon completion of the construction or alteration of buildings and structures, and any other enforcement activity.

Please note that while your specific title may differ, the terms *Building Safety Inspector* and *Code Enforcement Official* are used for the purposes of determining the appropriate basic training program and certification necessary to conduct enforcement activities.

A person must successfully complete the entire basic training program applicable to their proposed level of certification within 18 months of the date on which he or she attended the first training course.

However, a person who is or who becomes employed as a Building Safety Inspector, Code Enforcement Official, Code Compliance Manager, or Code Coordinator by a local government, county, or State agency must complete that basic training program within the **shorter** of:

- (i) 18 months after the date on which he or she attended the first training course; or
- (ii) 18 months after the date of his or her initial appointment as a Building Safety Inspector, Code Enforcement Official, Code Compliance Manager, or Code Coordinator.

Failure to complete a basic training program within the time period established in this subdivision shall result in the forfeiture of any and all accrued basic code enforcement training credit.

### Section 1 – Personal Information

- Print all information clearly
- Complete all sections
- Student Identification Number: This number will start with a NY or CE, if one has been assigned to you. If you do not have a student identification number, you will be assigned one at the completion of Class 9A. **DO NOT PUT YOUR SOCIAL SECURITY NUMBER IN THIS BOX.**

### Section 2 – Job Description

- Check **one** box that describes yourself.
- If you check Box 1, 2, 3 or 4, you must also complete Section 3 – Appointment Date
- If you check Box 11 (Other), please provide information as to why you need to take the basic code enforcement training courses.

### Section 3 – Appointment Date

- If you checked Box 1, 2, 3 or 4 in Section 2, you must also complete Section 3
- The appointment date is the initial date that you were appointed by a local government, county, or State agency to a title that includes code enforcement activities, i.e. any activity related to administration and/or enforcement of the Uniform Code and/or Energy Code
- The appointment date must include the month, the date, and the year.
- If you do not complete the information in this section, your application will not be processed.
- If you checked any of the other boxes, you do **not** complete this box.

### Section 4 – Basic Training Program Registration

- Fill in the appropriate course number and location by referring to our Basic Training Schedule which is available on our website ([https://www.dos.ny.gov/DCEA/edu\\_course\\_descript.html](https://www.dos.ny.gov/DCEA/edu_course_descript.html))
- If you are confirmed for Course 9A16 and continue in the same sequence at the same location you will be guaranteed a reservation in the remaining courses. Please note that you must indicate this on the application form.
- If you would like to take the remaining courses at different locations, there will be no guarantee that you will be confirmed for the other locations.
- Courses conducted in Schuylar County (at the NYS Fire Academy in Montour Falls) require a registration fee of \$25. (The registration fee for out-of-state residents is \$50 per course.) Registration fees are non-refundable. When you are confirmed for the class, you will receive payment instructions. Do not send payment with your application form. There is also a Commuter Fee of \$8 per day for individuals not requesting lodging at the Academy. The Commuter Fee may be paid upon arrival.
- A registration fee is NOT required at any other location.

### Additional Information

- You are not automatically confirmed for a course. Due to the volume of applications we receive for each location, and class size limitations, we are not always able to accept everyone who applies for our basic training courses.
- You will be notified of your acceptance or denial to a course approximately one month prior to the course start date.
- If you cannot attend a course that you have been confirmed for, please notify us immediately. Normally we have a waiting list of people that would like to attend.
- Incomplete applications will be returned to the applicant.



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## Educational Program Application Form

### Section 1 – Personal Information *(Print all information clearly)*

Name: \_\_\_\_\_ Mr.  Mrs.  Ms.

Student ID Number (NY or CE): (Do not use your social security #) \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Home  Business

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Section 2 – Job Description *(Check one box only)*

1.  I have been appointed to perform enforcement activity related to the administration and/or enforcement of the Uniform Code and/or the Energy Code for a city, town, village, or county (*Code Enforcement Official*). See Section 3
2.  I have been appointed to perform fire safety and property maintenance inspections on existing buildings for a city, town, village, or county (*Building Safety Inspector*). See Section 3
3.  I have been appointed as the *Code Compliance Manager* for a New York State Agency (*19 NYCRR 1204.6*). See Section 3
4.  I have been appointed as a *Code Coordinator* for a New York State Agency (*19 NYCRR 1204.5*). See Section 3
5.  I am a third-party consultant that is contracted by a municipality to provide code enforcement services:  
Employer/company name \_\_\_\_\_ Name of municipality \_\_\_\_\_
6.  I am a municipal official, other than a *Code Enforcement Official* or *Building Safety Inspector*.
7.  I am a member of the fire service (provide fire department name) \_\_\_\_\_
8.  New York State agency employee, other than a *Code Compliance Manager* or *Code Coordinator*. \_\_\_\_\_  
(Agency Name)
9.  New York State Licensed Design Professional
10.  Private sector construction-related business
11.  Other (describe) \_\_\_\_\_

### Section 3 – Appointment Date *(If you checked Box 1, 2, 3, or 4 above, you must complete the following information)*

Appointment date to this position (MM/DD/YYYY) \_\_\_ / \_\_\_ / \_\_\_\_\_

Position Title \_\_\_\_\_

Municipality or New York State Agency Name \_\_\_\_\_

### Section 4 – Basic Training Program Registration

9A16- \_\_\_\_\_ Location \_\_\_\_\_ 9D16- \_\_\_\_\_ Location \_\_\_\_\_

9B16- \_\_\_\_\_ Location \_\_\_\_\_ 9E16- \_\_\_\_\_ Location \_\_\_\_\_

9C16- \_\_\_\_\_ Location \_\_\_\_\_ 9F16- \_\_\_\_\_ Location \_\_\_\_\_