

**NEW YORK STATE DEPARTMENT OF STATE
CODE ENFORCEMENT BASIC TRAINING PROGRAM**

October - December 2016

(Portions of this schedule are subject to change)

COURSE 9A16

Introduction to Code Enforcement Practices (2016)

Part 1 - Regulations, Administration and Enforcement

This program will discuss the role of the Code Enforcement Official and the practices necessary to carry out the job for a local government, including the process; from permit issuance, inspections, records and paperwork, through enforcement actions and legal recourse. In addition, a quick historical side trip will provide a perspective for the laws and regulations which have been enacted to create a uniform statewide approach to code enforcement. This course is designed to provide 21 hours of classroom training including a 1 hour final exam.

<u>Course #</u>	<u>Date</u>	<u>Time</u>	<u>County/City</u>
9A16-0903	Oct 11-13	8am-4pm	Albany/Loudonville
9A16-0904	Oct 11-13	8am-4pm	Erie/Cheektowaga
9A16-0905	Oct 18-20	8am-4pm	Suffolk/Yaphank
9A16-0906	Oct 18-20	8am-4pm	Rockland/Pomona
9A16-0907	Oct 25-27	8am-4pm	Onondaga/Clay
9A16-0908	Nov 1-3	8am-4pm	Nassau/Westbury
9A16-0909	Nov 29-Dec 1	8am-4pm	Schuyler/Montour Falls

COURSE 9B16

Introduction to Code Enforcement Practices (2016)

Part 2 - Fire Safe Design

Prerequisite: 9A

The focus of this portion of the course is to understand the basic principles which create a building that will endure the effects of fire and enable its occupants to safely escape. The New York State Uniform Fire Prevention and Building Code provides this blueprint. This course addresses the basic concepts in the code which establish the minimum construction standards for all new buildings, and demonstrates how the code balances the potential hazards of the occupancy with the benefits of fire resistant construction techniques, notifications and suppression equipment and systems, and proper planning. This course is designed to provide 21 hours of classroom training including a 1.5 hour final exam.

<u>Course #</u>	<u>Date</u>	<u>Time</u>	<u>County/City</u>
9B16-0800	Nov 15-17	8am-4pm	Albany/Loudonville
9B16-0801	Nov 15-17	8am-4pm	Suffolk/Yaphank
9B16-0802	Nov 15-17	8am-4pm	Rockland/Pomona
9B16-0803	Nov 15-17	8am-4pm	Onondaga/Clay
9B16-0804	Nov 29-Dec 1	8am-4pm	Nassau/Westbury
9B16-0805	Nov 29-Dec 1	8am-4pm	Erie/Cheektowaga
9B16-0806	Dec 6-8	8am-4pm	Schuyler/Montour Falls

COURSE 9C16

Inspection Procedures for Existing Structures (2016)

Prerequisite: Course 9A and 9B

Course 9C will provide the individual with the skills required to conduct inspections of existing buildings using the Fire and the Property Maintenance Codes of New York State. The course will consist of standard lecture on a topic, followed by a virtual inspection, requiring the student to utilize the information gained from the lecture. An inspection form following the course outline is included in the student handout material. This course is designed to provide 21 hours of classroom training including a 1.5 hour final exam.

<u>Course #</u>	<u>Date</u>	<u>Time</u>	<u>County/City</u>
9C16-0799	Nov 29-Dec 1	8am-4pm	Albany/Loudonville
9C16-0800	Dec 6-8	8am-4pm	Suffolk/Yaphank
9C16-0801	Dec 6-8	8am-4pm	Onondaga/Clay
9C16-0802	Dec 13-15	8am-4pm	Schuyler/Montour Falls
9C16-0803	Dec 20-22	8am-4pm	Nassau/Westbury
9C16-0804	Dec 20-22	8am-4pm	Rockland/Pomona
9C16-0805	Dec 19-21	8am-4pm	Erie/Cheektowaga

Courses 9D16, 9E16 and 9F16 will be offered in each of the above locations during 2017.

COURSE 9D16

General Construction Principles (2016)

Prerequisite: Course 9A and 9B

This program will acquaint code enforcement officials with the systems and equipment requirements and the structural requirements of the Code of New York State. In the first module, "Systems and Equipment", the organization, applicability and content of the Mechanical, Fuel Gas, Plumbing, Energy and Residential Codes of New York State will be addressed. The second module, "Structural Requirements", will consist of basic load and design theory and the resulting structural requirements in the Building and Residential Codes of New York State. This course will provide 21 hours of classroom training including a 1.5 hour final exam.

9D16 Courses will be offered in 2017

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COURSE 9E16

Residential Code of New York State (2016)

Prerequisites: Course 9A, 9B, 9D

This course will address the construction requirements for one and two-family dwellings and low-rise multiple dwellings using the Residential Code of New York State as the compliance method. The program is designed to take the student through the steps of a typical code enforcement permit process, including code research, plan review and the inspection process. This course will provide 21 hours of classroom training including a 1.5 hour final exam.

9E16 Courses will be offered in 2017

COURSE 9F16

Building Code of New York State (2016)

Prerequisite: Course 9A, 9B, 9D, 9E

Course 9F addresses the construction requirements for a commercial structure using the Building Code of New York State as the method of compliance. This program will take the students through a typical plan review process utilizing information from the preceding courses as well as specific code references pertaining to the detailed drawings used for this course. An inspection form following the course outline is included in the student handout material. This course is designed to provide 21 hours of classroom training including a 1.5 hour final examination.

9F16 Courses will be offered in 2017

Workbooks are available on our website at www.dos.state.ny.us/code/workbooks.htm and may be downloaded and printed prior to attending these courses. While a workbook is not a requirement, it may be to your advantage to have one available during the class presentation to assist in following the course material, minimize the need for excessive note-taking and possibly for reference during the examination at the conclusion of the course. Therefore, due to the fact that the use of computers during the courses is not permitted, downloading and printing these documents is **highly recommended**.

New York State Uniform Code and Energy Code Supplements are required for the basic training courses. These supplements include New York State Amendments to the International Codes. A link for both of these supplements is available by going to the following site on our web page: <http://www.dos.ny.gov/dcea/CodeUpdate.html> (The supplements are located at the bottom of the page.)

Uniform and Energy Code Books are required for each of the basic training courses. Please use the table below to determine which books are needed for each course. Under the title of the basic training course, an X is provided next to each code book that will be used in that course. Please note that you must have the exact edition or printing of each book as indicated below. Please contact the International Code Council at 1-800-786-4452 to order these books.

Inventory Item#	Required Code Books for Basic Courses	Course 9A16	Course 9B16	Course 9C16	Course 9D16	Course 9E16	Course 9F16
3000S15NY	2015 International Building Code, 3rd printing as adopted by New York State	X	X		X		X
3100S15NY	2015 International Residential Code, 2nd printing as adopted by New York State				X	X	
3400S15NY	2015 International Fire Code, 3rd edition as adopted by New York State		X	X			X
3800S15NY	2015 International Energy Conservation Code, 2nd edition as adopted by New York State				X		X
3550S15NY	2015 International Existing Building Code, 5th printing as adopted by New York State			X			
3500S15NY	2015 International Property Maintenance Code, 4th printing as adopted by New York State			X			
3200S15NY	2015 International Plumbing Code, 3rd printing as adopted by New York State				X		X
3300S15NY	2015 International Mechanical Code, 3rd printing as adopted by New York State				X		
3600S15NY	2015 International Fuel Gas Code, 3rd edition as adopted by New York State				X		



Building Standards and Codes

New York State
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Division of Building Standards
and Codes
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Albany, NY 12231-0001
(518) 474-4073
Fax: (518) 474-5788
www.dos.ny.gov

2016 CEO Code Update

Building Safety Inspectors will be required to successfully complete the “2016 BSI Code Update” Class (3 hour Training.) This course will be offered by DBSC approved Adjunct Instructors through local Fire and Building Departments. In addition, it is anticipated that the 3 hour “2016 BSI Code Update” course will be available online in the 2nd half of 2016.

To maintain the necessary level of safety and to keep pace with advances in technology concerning fire prevention and building construction, New York State periodically revises and updates the standards of the State Uniform Fire Prevention and Building Code and the State Energy Conservation Construction Code. This course addresses the proposed updates and highlights significant changes in the next code update, which is anticipated to become effective in 2016. It is mandatory to successfully complete this course to maintain Code Enforcement Official Certification, pursuant to Title 19 NYCRR Part 1208. This course will also serve to provide the student with 9 hours of Code Enforcement In-Service Training credit towards their annual 24-hour training requirement. Participation during the entire 9-hour course is required to obtain credit. A comprehensive examination, based upon the information provided during this course will be conducted at the conclusion of the program (included as part of the 9 hours.) Individuals are required to successfully pass the exam with a score of 70% or better to receive credit for the course. Students will be allowed three attempts to successfully complete the exam, individuals who are unsuccessful after the third attempt will be required to complete the new sequence of Basic Training Class based on the 2016 Code Update.

“2016 CEO Code Update” Course

In-Service Topic Area per Part 1208	Hours
Code Enforcement and Administration	3 hours
Uniform Fire Prevention and Building Code	3 Hours
Energy Conservation Construction Code	3 Hours

The “2016 CEO Code Update” course will be provided by the Division of Building Standards and Codes (DBSC) at the conferences listed below or by attending the course at a DBSC sponsored event.

Prerequisite: The “2014 Commercial Energy Code Update” course is a prerequisite to the “2016 CEO Code Update” course. The “2014 Commercial Energy Code Update” course was provided at many of the conferences during 2014 and was also available on line. If you have not completed this course yet, it is still available online at:

NYSERDA – New York State Energy Research and Development Authority Website
<https://nyserdacodetraining.com/crs.php?S=7&L=15&C=23>

SLMS - Statewide Learning Management System
<https://ws04.nyenet.state.ny.us/>

Click here for instructions on registering for the “2014 Commercial Energy Code Update” class in SLMS.

Classes presented by third party presenters, though approved for credit toward annual in-service training, will not count toward taking the prerequisite class offered by DBSC staff.

You will not be permitted to attend the 2016 Code Update course without completing the “2014 Commercial Energy Code Update” course. Credit for taking the “2016 CEO Code Update” class will not be given if a student has not completed the “2014 Commercial Energy Code Update” class.



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2016 CEO Code Update

2016 CEO Code Update Course Offered at Upcoming 2016 Conferences/Training Days

You must contact each individual conference for the schedule and registration. DBSC does not handle the registration for these events.

- September 6 – 9, 2016 NYS Fire Marshals and Inspectors www.nysfma.org/
- September 12 – 15, 2016 Western Southern Tier Building Officials www.nysboc.net
- September 28 – 29, 2016 Westchester County Fire Marshals <http://www.westchesterfiremarshals.com/>
- October 18 – 21, 2016 OFPC Fire Marshal’s Seminar www.dhSES.ny.gov/ofpc/
- October 25 - 26, 2016 Suffolk County Building Officials <http://boasc.webs.com/boascstrainingseminars.htm>
- November 2 – 4, 2016 NYSBOC Tri-County Chapter www.nysboc.net

2016 CEO Code Update Course Sponsored by the Division of Building Standards and Codes

Due to the high demand for these courses and class size limitations and constraints, the following restrictions on class attendance have been established. Efforts will be made to accommodate an individual’s preferred class dates and locations as indicated on the course application form, however, not all requests may be able to be honored. Be sure to provide two class dates/locations in order of preference. **PLEASE DO NOT SHOW UP FOR A CLASS FOR WHICH YOU HAVE NOT RECEIVED CONFIRMATION. IF YOU DO, YOU WILL NOT BE ADMITTED INTO THE CLASS.** Only those individuals who have received prior confirmation, from the DBSC, to attend a course on a particular date will be allowed to participate on that given day. All individuals must bring a copy of their confirmation notice to class. No substitutions for a confirmed student by another individual will be permitted. If you know in advance that you will not be able to attend a class for which you have received confirmation, please contact this office at (518)-474-4073 as soon as possible to allow scheduling of the attendance of another individual. If you miss a class that you had been confirmed to attend, DO NOT show up on one of the following days. You will be required to contact this office to confirm scheduling another class for you to attend. Please recognize that there are numerous opportunities in all geographic areas of the State to participate in this mandatory training program. Not everyone can be accepted into the first sessions that are scheduled for a particular area/location. Your consideration and patience is requested and appreciated. Please be respectful of the above limitations and the instructors and staff who will be required to administer these restrictions. Your understanding and cooperation is anticipated and appreciated. Future classes across the state will be scheduled based on the demand.

An individual must attend the entire 1 ½ day class and take the exam to receive credit. Partial attendance at an event will not be allowed for any reason. Individuals will be required to re-register and repeat the entire class to receive credit.

Course No.	County/City	Dates
49-0092-55	Onondaga/Clay	September 27, 9am-4pm and September 28, 9am-noon
49-0092-56	Nassau/Lawrence	October 27, 9am-4pm and October 28, 9am-noon



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2016 CEO Code Update

49-0092-57

Albany/Voorheesville

November 21, 1pm-4pm and November 22, 9am-4pm