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

Code Enforcement In-Service Training Approval of On-Line Continuing Education Course

1. Each registered course provider shall submit an application for approval of a continuing education course. The application shall be submitted on the provider/course approval application provided by the Division of Building Standards and Codes.

2. The application shall include the URL (with a temporary username and password if required) for the Division of Building Standards and Codes to review the course. The Division will review the completed course content (including quizzes, interaction, video, etc.) online prior to approval.

3. The application shall include the total number of interactive distance learning hours, the course syllabus, a detailed outline of the contents of the course, the name and qualifications of all instructors. In addition, a course provider making application to offer interactive distance learning must submit documents indicating the following:

    a) Interaction between the student and the course which promotes student involvement and demonstrates that the course measures learning and addresses comprehension of content at regular intervals.

    b) The means by which the course provider is able to monitor student enrollment, participation and course completion. Provider shall be capable of monitoring all current online student activity twenty four hours a day and seven days per week.

    c) The means by which the course provider will be able to demonstrate the stated course hours are consistent with the actual hours spent by each student to complete the course.

        1. Online course delivery mechanism shall be a controlled/timed delivery, ensuring that the student will be provided with the lesson plan for the full duration. The system shall allow the student to take only one course at a time whether on the same computer or more than one computer. Controlled delivery means that the student shall not be able to complete a course by reading the course material in less time than the allotted 50 minutes per credit hour.

    d) The means by which the provider will assure qualified instructor(s)/technical staff will be available to answer questions and provide students with necessary support during normal business hours.

        1. Provider shall have the capability for the student to ask questions of the instructor or gain immediate technical support during business hours via course delivery mechanism or by other means such as a "live chat" system, instant messenger (IM) or email without the necessity to exit the course. After normal business hours, the student will be immediately notified that the provider shall give answers to questions or technical support at the beginning of normal business hours on the following business day.

    e) The means by which the course provider will verify student identification. (Such as Logging computer IP address).

4. A course which constitutes a sales presentation or promotion will not be approved for continuing education credit.

5. Continuing education course approval is valid for one (1) year from date of issue; provided no substantial change is made in the course and that the approval status of the provider has not expired or been suspended or revoked.

Substantial changes made in any course will require a new approval of that course. A provider must reapply for course approval ninety (90) days prior to the date of expiration of course approval in order to prevent a lapse in course approval. If the online provider decides not to renew an online course after one year, the online course shall be either: removed from the website (server) or the website shall include a prominent message that the course no longer carries NYS CEO continuing education credit.

6. A course which has been denied may be resubmitted to the Department with modifications.

7. The Department shall not deny nor withdraw approval for any course on the basis that another course provider is conducting the same or similar course which has been approved.

8. If a course is approved, the Department shall assign the course a number. The course provider shall use the course number in the course syllabus, in all other course materials used in connection with the course and in all written advertising materials used in connection with the course.

Course Requirements:

Slide and videos shall be a fixed duration and the student shall not be allowed to skip slides/video the first time through.

Course interaction shall have a minimum acceptable level of interaction from the student. Interaction shall include frame/slide advance, quiz/text, and/or user prompt.

Online course shall include a required course feedback survey. Course survey shall be submitted to the Division of Building Standards and Codes when requested.

If the online provider decides not to renew an online course after one year, the online course shall be either: removed from the website (server) or the website shall include a prominent message that the course no longer carries NYS CEO Credit.

Learning Assessment:

1. Online courses shall include a test/quiz to assess learning. The test shall have a minimum of 10 questions. Quizzes/questions offered in the lesson plan can be included in the number of test questions. Quizzes/tests shall be randomly drawn from a pool of questions.

2. The students shall be allowed two attempts at each question. After two failed attempts on either the final test or the quiz the student shall be required to take the entire course over or the lesson plan, as applicable.

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NEW YORK STATE OF OPPORTUNITY. | **Building Standards and Codes**

Application for Online Codes Course Approval and Accreditation

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

INCOMPLETE APPLICATIONS WILL DELAY APPROVAL
(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). URL FOR COURSE (HTTP) _____

(I). TEMPORARY USER NAME AND PASSWORD (For review and approval) _____

(J). OWNER OF HOSTING WEBSITE _____

(K). NAME OF PRIMARY COURSE CONTENT DEVELOPER _____

    REPRESENTING (NAME OF FIRM OR COMPANY) _____
    TELEPHONE NUMBER _____
    EMAIL ADDRESS _____
    MAILING ADDRESS _____
    INSTRUCTOR MAILING ADDRESS _____

(L). NAME OF WEBMASTER _____

    REPRESENTING (NAME OF FIRM OR COMPANY) _____
    TELEPHONE NUMBER _____
    EMAIL ADDRESS _____
    MAILING ADDRESS _____
    INSTRUCTOR MAILING ADDRESS _____

Application for Online Codes Course Approval and Accreditation

PART II

(A). INSTRUCTOR/DEVELOPER QUALIFICATIONS – attach a bio for all of the instructors/technical staff that developed 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_____**

1. **Code enforcement practices and organization**
   Suggested sub-topics include, but are not limited to:
   - *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**
   Suggested sub-topics include, but are not limited to:
   - *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**
   Suggested sub-topics include, but are not limited to:
   - *occupancy classification*
   - *fire safety issues*
   - *hazardous materials storage*
   - *solid fuel-burning equipment*
   - *unvented heaters*
4. **Code interpretations and application**
   Suggested sub-topics include, but are not limited to:
   - *Uniform Code update*
   - *legal interpretations*
   - *technical bulletins*

TOPIC 2. UNIFORM FIRE PREVENTION AND BUILDING CODE   **Hours Requested_____**

1. **Building systems**
   Suggested sub-topics include, but are not limited to:
   - *HVAC*
   - *plumbing*
   - *electrical*
   - *fuel gas*
2. **Fire protection issues**
   Suggested sub-topics include, but are not limited to:
   - *smoke detection/carbon monoxide detectors*
   - *fire sprinkler systems*
   - *kitchen hood system*
   - *standpipe systems*
   - *smoke control systems*
   - *fire apparatus access*
3. **Construction and structural issues**
   Suggested sub-topics include, but are not limited to:
   - *construction techniques*
   - *construction materials*
   - *design issues*
   - *new technology in commercial construction*
4. **Plan review and building specification**
   Suggested sub-topics include, but are not limited to:
   - *plan review administration*
   - *plan review techniques*

TOPIC 3. ENERGY CONSERVATION CONSTRUCTION CODE   **Hours Requested_____**

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

Submitted by (Print Name) _____

Signature: _____ Date: _____