



Department of State Building Standards and Codes

New York State
Department of State
Division of Building Standards
and Codes
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<https://dos.ny.gov>

CODE ENFORCEMENT PRINCIPLES AND PRACTICE EXAM APPLICATION FORM

This form is required for anyone intending to obtain certification through the use of a Nationally Recognized Certification alternative pursuant to 19 NYCRR Section 1208-5.5. Evidence of completion must be submitted with this application.

First Name: _____ Middle Initial: _____ Last Name: _____

Municipality/State Agency/Organization (if applicable): _____

Mailing Address: _____

Indicate if this address is: Home _____ Business _____

Business Phone: _____ Cell Phone: _____ Home Phone: _____

E-mail address: _____

Applying For (Select One):

Building Safety Inspector

Code Enforcement Official

Please list all relevant Nationally Recognized Certifications. Attach copies of certifications to the application.

<u>Certification Name</u>	<u>Provider</u>	<u>Expiration Date</u>

CODE ENFORCEMENT PRINCIPLES AND PRACTICE EXAM APPLICATION FORM

This application is made in accordance with Title 19 NYCRR section 1208-5.5, which states in part:

(a) Nationally Recognized Certification Alternatives to Building Safety Inspector Basic Training.

(1) A person may be certified as a certified building safety inspector if they:

- (i) possess a current nationally recognized certification approved by the secretary, or their designee, as an equivalent to the basic training program included in Title 19 NYCRR section 1208-3.2(b); and
- (ii) have successfully taken and passed the New York State Code Enforcement Principles and Practice Exam as identified in Title 19 NYCRR section 1208-5.5(c).

(b) Nationally Recognized Certification Alternatives to Code Enforcement Official Basic Training.

(1) A person may be certified as a certified code enforcement official if they:

- (i) possess a current nationally recognized certification approved by the secretary, or their designee, as an equivalent to the basic training program included in Title 19 NYCRR section 1208-3.2(b); and
- (ii) have successfully taken and passed the New York State Code Enforcement Principles and Practice Exam as identified in Title 19 NYCRR section 1208-5.5(c).

Upon submission of this application, the Division will review the supporting documents and determine if you are eligible for certification pursuant to 19 NYCRR Section 1208-5.5. The Division will notify you of its determination, and if approved schedule your examination.

I certify that the information that I have given on this application and on any documentation provided in support of this application is true and complete.

Signature of Applicant: _____ Date: _____

Please return the completed form and all copies of certifications to doscodestraining@dos.ny.gov. If email is not available, please mail to address listed above.

DBSC Use Only		
Date Received: _____	Verified by: _____	Approval Date: _____
Denial Date: _____	Certification Date: _____	Action Required: _____
Certification #: _____	DBSC Training ID#: _____	