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
https://dos.ny.gov

Department of State
Building Standards and Codes

Code Enforcement In-Service Training - Course Accreditation Application

Instructions to Applicants

Course providers must apply for approval of a continuing education course using this application. Accreditation will be granted to applicants that can demonstrate that their course meets the minimum requirements and standards outlined below, including course delivery method, subject matter, program length, instructor qualifications, student participation and attentiveness, and process of reporting successful completion. Incomplete applications may significantly delay approval.

The application and associated materials must be submitted **no less than 8 weeks** before the course will be offered. This will give staff the needed time to review the material to determine if it meets the established criteria for course approval. If any revisions are required, the time for final approval may be more than 8 weeks.

Be aware that **any** modification made to presentations or other training materials applied after approval has been awarded must be resubmitted for approval by the Division of Building Standards and Codes (DBSC). Training may be audited in the field and if courses are found to be altered may result in revocation of such approval.

Applications for course approvals may be provided to the DBSC via email, file sharing service (such as Dropbox or OneDrive), or a data storage device (such as a USB flash drive, CD, or DVD).

1. Applications submitted via email or file sharing service must be submitted to: **dosCodesTraining@dos.ny.gov**.
2. Applications submitted via a data storage device must be submitted to:

   NYS Department of State
   Division of Building Standards and Codes, Educational Services Unit
   One Commerce Plaza
   99 Washington Avenue, Suite 1160
   Albany, New York 12231 – 0001

Submission by mail may add 2 weeks to the 8-week review time mentioned above.

See pages 5-8 for detailed instructions for completion of application and course requirements based on presentation method.

☐ New course

☐ Renewal

☐ The material for this course has not changed from the original submission. (Do not include any course material with this application.)

PART I – GENERAL INFORMATION

1. TITLE OF COURSE: _____
2. DURATION OF COURSE: _____
3. TARGET AUDIENCE: _____
4. NAME OF COURSE CONTACT: _____
5. REPRESENTING (Name of Firm or Company): _____
6. COURSE CONTACT TELEPHONE NUMBER: _____
7. COURSE CONTACT EMAIL ADDRESS: _____
8. COURSE CONTACT MAILING ADDRESS: _____
9. NAME OF INSTRUCTOR: _____

   REPRESENTING (NAME OF FIRM OR COMPANY): _____

   INSTRUCTOR TELEPHONE NUMBER: _____

   INSTRUCTOR EMAIL ADDRESS: _____

   INSTRUCTOR MAILING ADDRESS: _____

   NAME OF INSTRUCTOR: _____

   REPRESENTING (NAME OF FIRM OR COMPANY): _____

   INSTRUCTOR TELEPHONE NUMBER: _____

   INSTRUCTOR EMAIL ADDRESS: _____

   INSTRUCTOR MAILING ADDRESS: _____

   NAME OF INSTRUCTOR: _____

   REPRESENTING (NAME OF FIRM OR COMPANY): _____

   INSTRUCTOR TELEPHONE NUMBER: _____

   INSTRUCTOR EMAIL ADDRESS: _____

   INSTRUCTOR MAILING ADDRESS: _____

10. COURSE DESCRIPTION and CONTENT:

PART II - TOPIC HOURS (1208-3.3) Please check the box and indicate the number of training hours for the training course.

☐ **TOPIC 1. CODE ENFORCEMENT AND ADMINISTRATION FOR THE UNIFORM FIRE PREVENTION AND BUILDING CODE** **TRAINING HOURS:_____**

Suggested sub-topics include, but are not limited to:

1. Code enforcement practices and organization

- 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

- 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

- Occupancy classification
- Fire safety issues
- Hazardous materials storage
- Solid fuel-burning storage
- Unvented heaters

4. Code interpretations and application

- Uniform code update
- Legal interpretations •Technical bulletins

☐ **TOPIC 2. UNIFORM FIRE PREVENTION AND BUILDING CODE** **TRAINING HOURS:_____**

Suggested sub-topics include, but are not limited to:

1. Building systems

- HVAC
- Plumbing
- Electrical
- Fuel gas

2. Fire protection issues

- Smoke detection/carbon monoxide detectors
- Fire sprinkler systems
- Kitchen hood system
- Standpipe system
- Smoke control systems
- Fire apparatus access

3. Construction and structural issues

- Construction techniques
- Construction materials
- Design issues
- New technology in commercial construction

4. Plan review and building specification

- Plan review administration
- Plan review techniques

☐ **TOPIC 3. ENERGY CONSERVATION CONSTRUCTION CODE** **TRAINING HOURS:_____**

Suggested sub-topics include, but are not limited to:

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

PART III – METHOD OF COURSE DELIVERY Please check the box and complete the section for each format sought to be approved for the training course.

☐ **CLASSROOM**

1. DATE OF COURSE: _____
2. LOCATION OF COURSE: _____

☐ **ON-LINE**

1. URL FOR COURSE (HTTP): _____
2. TEMPORARY USERNAME AND PASSWORD: _____
3. OWNER OF HOSTING WEBSITE: _____
4. NAME OF PRIMARY COURSE CONTENT DEVELOPER: _____

   REPRESENTING (NAME OF FIRM OR COMPANY): _____

   TELEPHONE NUMBER: _____

   EMAIL ADDRESS: _____

   MAILING ADDRESS: _____
5. NAME OF WEBMASTER: _____

   REPRESENTING (NAME OF FIRM OR COMPANY): _____

   TELEPHONE NUMBER: _____

   EMAIL ADDRESS: _____

   MAILING ADDRESS: _____

☐ **WEBINAR**

1. DATE OF COURSE: _____
2. AUDIENCE LOCATION: (check all that apply)
   - ☐ An online audience
   - ☐ An audience at a physical conference, such as a banquet hall or training facility
   - ☐ Check this box if unsure of the location of the audience.
3. HOST: _____
4. PRIMARY ADJUNCT INSTRUCTOR: _____
5. ASSISTANT ADJUNCT INSTRUCTOR: _____
6. PLATFORM:
   - ☐ Webex
   - ☐ Google Meet
   - ☐ Zoom
   - ☐ GoToWebinar
   - ☐ Other: _____

PART IV – INSTRUCTOR QUALIFICATIONS

1. INSTRUCTOR NAME: _____
   ATTACH INSTRUCTOR QUALIFICATIONS AS A SEPARATE DOCUMENT
2. INSTRUCTOR NAME: _____
   ATTACH INSTRUCTOR QUALIFICATIONS AS A SEPARATE DOCUMENT
3. INSTRUCTOR NAME: _____

   ATTACH INSTRUCTOR QUALIFICATIONS AS A SEPARATE DOCUMENT

   LIST ADDITIONAL INSTRUCTORS ON A SEPARATE DOCUMENT.

SIGNATURE: _____ Date: _____

The following information is provided as a guide for applicants to assist in the completion of the course application.

General Information (Part I)

Completing **PART I** of the application:

1. TITLE OF THE COURSE: enter the name of the course being submitted for approval.
2. DURATION OF COURSE: enter the total course length in hours.
3. TARGET AUDIENCE: enter the intended audience (code enforcement officials, fire officials, design professionals, contractors, etc.).
4. NAME OF COURSE CONTACT: enter the name of the person we can contact if there are questions regarding the submitted materials.
5. REPRESENTING: enter the name of firm or company.
6. PHONE NUMBER: enter the phone number for the person entered in (4).
7. EMAIL ADDRESS: enter the email address for the person entered in (4).
8. MAILING ADDRESS: enter the mailing address for the person entered in (4).
9. INSTRUCTORS: enter the name(s) of the instructor(s) that will present the course. If there will be several instructors conducting the program, enter all of them. Add a separate sheet if needed.
10. COURSE DESCRIPTION and CONTENT: Describe the course. The material you submit must have enough detail so we can determine if it meets the requirements established in the regulation. Include the following information:
    a. Subject matter – what does the program cover or discuss.
    b. Course objective(s).

Course Requirements:

a. The course must reference NYS specific codes and reference standards. For example, courses must reference the current NYS adopted code as opposed to a model code.
b. Programs must be generic in nature and must address a particular aspect or issue of the code or code enforcement and administration. Trademarks, logos, or other forms of branding are not permitted on any course material. The promotion of a specific product or service offered by a private firm or entity is also prohibited. Acknowledgment or credit for the course sponsor/provider may be provided on either an opening or a closing slide.
c. The course material must contain **complete and detailed instructor notes**. The notes will be used to determine what the instructor will discuss during the course. It is impossible for us to review the material without the notes, as we cannot determine how long each page/slide will be utilized during the course.

Requested Topic Hours (Part II)

Completing **PART II** of the application:

1. Please review the three (3) Topics in **PART II** of the application and identify which of them apply to the course you are submitting for accreditation. The course may fall into one or more of the 3 Topics. Determine the credit hours for each of the Topics that apply to the course. Remember, your course materials need to be detailed enough so that we can verify that they are eligible for accreditation under the requested topics.

Course requirements based on delivery method (Part III)

Complete **Part III** of the course application for each method of delivery intended for the course submitted for accreditation.

Classroom

1. DATE OF COURSE: enter the date(s) that the course that has been submitted for approval will be presented. (REMEMBER – the material must be submitted **at least 8 weeks** prior to its being presented). If the course will be presented over several dates, enter all dates.
2. LOCATION OF COURSE: enter the address for the location where the course will be presented. If the course will be presented in several locations, add each.

On-Line

1. URL FOR COURSE (HTTP): enter the website of the course submitted for approval.
2. TEMPORARY USERNAME AND PASSWORD (For review and approval)
3. OWNER OF HOSTING WEBSITE
4. NAME OF PRIMARY COURSE CONTENT DEVELOPER
    a. REPRESENTING (NAME OF FIRM OR COMPANY)
    b. TELEPHONE NUMBER
    c. EMAIL ADDRESS
    d. MAILING ADDRESS
    e. INSTRUCTOR MAILING ADDRESS
5. NAME OF WEBMASTER
    a. REPRESENTING (NAME OF FIRM OR COMPANY)
    b. TELEPHONE NUMBER
    c. EMAIL ADDRESS
    d. MAILING ADDRESS
    e. INSTRUCTOR MAILING ADDRESS

Course Requirements:

a. Slide and videos shall be a fixed duration and the student shall not be allowed to skip slides/video the first time through.
b. 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.
c. Online course shall include a required course feedback survey. Course survey shall be submitted to the Division of Building Standards and Codes when requested.
d. 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 In-Service Training Credit.
e. Learning Assessment:
    1. Online courses shall include a test/quiz to assess learning. The test shall have a minimum of 5 questions per hour of training.
        i. Quizzes/questions offered in the lesson plan can be included in the number of test questions.
    2. Quizzes/tests shall be randomly drawn from a pool of questions. 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.

Webinar

1. DATE OF COURSE: enter the date(s) that the course that has been submitted for approval will be offered. (REMEMBER – the material must be submitted **at least 8 weeks** prior to its being offered). If the course will be presented over several dates, enter all dates.
2. AUDIENCE LOCATION: enter the location where the webinar will be presented. If the course will be presented in several locations, add each.
3. HOST: enter the name of the instructor that will be fulfilling the role of Host.
   The Host is responsible for setting up and coordinating the webinar, ensuring that all attendee information is accurately recorded, and for providing the attendance requirements identified on the first page of this application to the DBSC following the webinar. See #6 below for information regarding attentiveness.
4. PRIMARY ADJUNCT INSTRUCTOR: enter the name of the instructor that will be fulfilling the role of Primary Adjunct Instructor.
   The Primary Adjunct Instructor is responsible for presenting all or a portion of the webinar.
5. ASSISTANT ADJUNCT INSTRUCTOR: enter the name of the instructor that will be fulfilling the role of Assistant Adjunct Instructor.
   The Assistant Adjunct Instructor is responsible for assisting the Primary Instructor(s) by responding to student questions or forwarding the questions to a Primary Instructor presenting the webinar, "poking" the attendees to help ensure that they maintain the minimum level of attentiveness, and/or presenting polling questions to attendees.
6. PLATFORM: Identify the software or application used for presenting the training.

Course Requirements:

a. The DBSC will provide a PowerPoint slide containing the attendance requirements to the Primary Contact for a course when it is approved. Course attendees must be informed of the attendance requirements at the beginning of the webinar. The Host is responsible for providing a record of each attendee's attendance to the DBSC following each webinar.
b. Attendees must be accounted for to receive In-Service training credit.
   1. If the attendee is taking the webinar, the attendee must register for the training event using their first name, last name, and code enforcement training ID #.
   2. If the attendee is taking the webinar at an in-person conference, the attendees must either scan in or sign in following the DBSC procedures. The conference providers are given these procedures.
   3. Attendees who call-in to the webinar shall not be permitted to receive In-Service training credit because there is no way to track their training ID # through the phone. More importantly, call-in participants cannot participate in polling questions, chat, Q&A; nor can they see the slides that are being presented.
c. Attendees must login no later than 15 minutes after the scheduled start time of the course.
d. Attendees must not log out any earlier than:
   1. the scheduled end time if the webinar ends late, or
   2. the actual end time if the webinar ends early.
e. Attentiveness is the percentage of time that an attendee's webinar window is the primary window on their screen. The more time that an attendee has other computer applications running on their primary screen (such as email, internet browsers, etc.), the lower the attendee's percentage gets. Webex refers to this as attention-to-duration ratio. Go-ToWebinar refers to this as attentiveness. To illustrate how this works, consider a 60-minute webinar where an attendee spends 15-minutes reading social media pages. In this example, the attendee would be absent for 25% of the webinar (15-minutes absent ÷ the 60-minute training session). The attendee's attentiveness would therefore be 75%. Course attendees must have an attentiveness of at least 75% to receive credit for attending a webinar. When selecting a program to host a webinar, the Host must ensure that the program has a method to track and record the attentiveness of each webinar attendee.

Instructor Qualifications (Part IV)

Completing **PART IV** of the application:

1. The DBSC requires the applicant to provide information verifying the course instructors' qualifications. Please complete **Part IV** of the application by providing a detailed biography or resume for all instructors seeking accreditation. The applicant must satisfy at least one of the following requirements:
    a. The instructor appears to possess special skills, training, knowledge, or qualifications in the subject for which adjunct instructor certification is sought.
    b. The instructor appears to have supervisory position in the occupational field of the subject for which adjunct instructor certification is sought.
    c. The instructor appears to possess teaching experience in the subject for which adjunct instructor certification is sought.
    d. The instructor has at least an associate degree from an accredited educational institution in a field related to the subject for which adjunct instructor certification is sought.
    e. The instructor has a professional certification from a recognized professional association in a subject or field related to the subject for which adjunct instructor certification is sought.