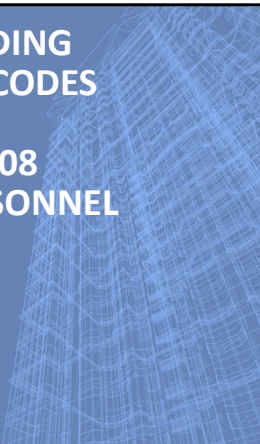



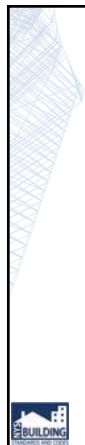

**DIVISION OF BUILDING
STANDARDS AND CODES**

**19 NYCRR PART 1208
TRAINING OF PERSONNEL**



TODAY'S DISCUSSION

- History
- Training Requirements
 - Basic Training
 - Time Frame
 - In-Service Training
 - Electives
 - Online Training
- Transitional Requirements




UPDATE REGULATIONS

- Convert regulations from OFPC to SOS
- Update training requirements
- Collaborative effort
 - DBSC
 - NYS Codes Coalition
 - NYSFMA, NYSBOC, FASNY, NYSAFC, AFDSNY
 - Discipline specific experts
 - CEO, CCT, Municipal FD
- Established Workgroup
 - Comprehensive review
 - 54 topic areas




TRAINING WORK GROUP

- Recommendations
 - Retain 24 hours annual in-service
 - 36 hours / 3 years was considered
 - Multiple training categories
 - Currently 7 categories /reduce to 3 categories
 - No limitation on delivery methods
 - All online acceptable
 - Train the trainer
 - Streamline process for qualified instructors
 - Revocation provision
 - For serious offenders




**EFFECTIVE JANUARY 1, 2015
NEW PART 1208**

- 1208-1 Introduction, Purpose, and Definitions
- 1208-2 Minimum Training Requirements and Standards
- 1208-3 Certification of Building Safety Inspectors and Code Enforcement Officials
- 1208-4 Certification of Training Courses and Instructors
- 1208-5 Miscellaneous Provisions



ENFORCEMENT ACTIVITY


- any activity related to administration and/or enforcement of the Uniform Code and/or the Energy Code



ENFORCEMENT ACTIVITY

Two levels of enforcement activities

- Building Safety Inspector - **BSI**
- Code Enforcement Official - **CEO**



BUILDING SAFETY INSPECTOR

Fire safety and/or property maintenance inspections of existing buildings and structures



REQUIRED BASIC TRAINING

Building Safety Inspector

- 9A - Introduction to Code Enforcement Practices (Part 1)
- 9B - Introduction to Code Enforcement Practices (Part 2)
- 9C - Inspection Procedures for Existing Buildings



CODE ENFORCEMENT OFFICIAL

- 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 that is not also a building safety inspector enforcement activity.



REQUIRED BASIC TRAINING

- Code Enforcement Official
 - 9A - Introduction to Code Enforcement Practices (Part 1)
 - 9B - Introduction to Code Enforcement Practices (Part 2)
 - 9C - Inspection Procedures for Existing Buildings
 - 9D - General Construction Principles
 - 9E - Residential Code Of New York State
 - 9F - Building Code of New York State



BASIC TRAINING TIME FRAME

- 18 months from the first training class
- 18 months from the appointment date as a BSI or CEO
- Shorter of the two time frames



IN-SERVICE TRAINING REQUIREMENTS

Building Safety Inspector

- complete a minimum of 6 hours of in-service training each calendar year

Code Enforcement Official

- complete a minimum of 24 hours of in-service training each calendar year



IN-SERVICE TRAINING REQUIREMENTS



- In-service hours for BSIs and CEOs can be obtained by participating in:
 1. Courses developed and presented by DBSC
 2. Courses approved and certified by DBSC and presented by approved instructors

More . . .



IN-SERVICE TRAINING REQUIREMENTS

- In-service hours for BSIs and CEOs can be obtained by participating in:
 3. Approved On-Line courses
 4. Professional Development Electives (both online and in-person)
 5. ICC Certification Exams accepted by DBSC – 8 hours of In-service credit

IN-SERVICE TRAINING REQUIREMENTS

- Three categories of Approved In-service Training:
 - Code Enforcement and Administration
 - Uniform Fire Prevention and Building Code
 - Energy Conservation Construction Code

(Formally 7 categories)




IN-SERVICE TRAINING REQUIREMENTS

BSI's must complete:


- 6 hours in-service training each year
- 3 hrs. must be approved by DBSC
- At least 3 hrs. in the category of:
 - Code Enforcement and Administration





IN-SERVICE TRAINING REQUIREMENTS


- BSI Annual in-service requirement (Total 6 hours)
 - 3 hours Minimum – DOS approved
 - Must fall under Code Enforc. And Administration
 - 3 hours Maximum – “electives”
 - Contributes to professional development
 - Professional Development Committee




IN-SERVICE TRAINING REQUIREMENTS



CEO's must complete:

- 24 hours of in-service training each year
 - 12 hours of which must be DBSC approved
 - At least 3 hours in each of the following three categories:
 - Code Enforcement and Administration
 - Uniform Fire Prevention and Building Code
 - Energy Conservation Construction Code



IN-SERVICE TRAINING REQUIREMENTS

- CEO Annual in-service requirement (Total 24 hours)
 - 12 hours Minimum – DOS approved
 - Must fall under one of three categories
 - 3 hours minimum per category
 - 12 hours Maximum – “electives”
 - Contributes to professional development
 - Professional Development Committee

PROFESSIONAL DEVELOPMENT ELECTIVES

(PDE) training courses whose subject matter advances the professional development of an individual code enforcement official or building safety inspector.




PROFESSIONAL DEVELOPMENT ELECTIVES

Professional development electives include, but are not limited to, classes in the following topics:

- Zoning
- Planning
- Ethics
- Management
- Communications
- Hazards
- Writing skills
- Time management
- Records management
- Media relations
- Computer skills
- Other topics *



PROFESSIONAL DEVELOPMENT ELECTIVES

Submit a Professional Development Elective application form at the **end of each year** to DBSC

Form is available at: www.dos.ny.gov/DCEA/

Provide sufficient documentation of the course completion only **if requested by DBSC**



PROFESSIONAL DEVELOPMENT ELECTIVES APPLICATION FORM

This form is required for anyone intending to apply up to 12 hours of Professional Development Electives toward their 24 hours of annual in-service credits. Additionally, students must complete at least 12 hours of Division of Building Standards and Codes (DBSC) approved training annually. Please do not submit this form until all of the Professional Development Electives are completed for the year.

- Instructions:
1. Complete your personal information (name, address, etc.)
 2. List the course name, completion date and credit hours for the course(s) you wish to use for your professional development elective. Incomplete information will not be considered.
 3. **Warning:** nondiscriminatory and nonretaliatory ethics are not acceptable as professional development electives.
 4. A certificate or proof of attendance must be issued by the course sponsor in order to be accepted as a professional development elective. Do not submit the proof of attendance with this form but maintain it with your records in the event that you are audited by DBSC.
 5. College level courses worth 3 or more credit hours (3 hours a week per semester) shall be worth 12 hours of in-service credits.
 6. Courses can only be credited towards in-service training within the year that they are completed.
 7. Please return the completed form to the address listed above.

First Name: _____ Middle Initial: _____ Last Name: _____
 DBSC Student Training ID Number: _____
 Municipality/State Agency/Organization (if applicable): _____
 Mailing Address: _____
 _____ Indicate if this address is: Home _____ Business _____
 Business Phone: _____ Call Phone: _____ Home Phone: _____
 E-mail address: _____

Current Certifications:
 Building Safety Inspector Code Enforcement Official




CERTIFICATION OF BSI & CEO

LEVEL INCREASE

BSI can increase level of certification to a CEO by:

- Notifying DOS in writing (DBSC Form)
- Completing the required basic training courses
 - 9D, 9E, 9F
- Maintaining 24 hours of in-service training
- Being Certified *and* Active at time of request



CERTIFICATION OF BSI & CEO

LEVEL DECREASE

CEO can decrease level of certification to a BSI

- Notify DBSC in writing (DBSC Form)
- **Can no longer perform any CEO specific activities**
- Maintain 6 hours of in-service training

Note: CEO certification becomes inactive.



ACTIVE STATUS OF CERTIFICATION

- Certified as a CEO or BSI
- satisfy in-service training requirement and any required advanced in-service training requirement



INACTIVE STATUS

- Person fails to satisfy the applicable in-service training requirement during any calendar year *or*
- person fails to satisfy any applicable advanced in-service training requirement within the time specified



ADVANCED IN-SERVICE REQUIREMENTS.

BSI's and CEO's are required to successfully complete advanced In-service training. DOS will issue a statement indicating that the advanced in-service is required and the time frame it is to be completed.

Required Advanced In-service Training shall count towards the annual in-service training requirement.



CHANGE IN STATUS FOR INDIVIDUALS INACTIVE FOR LESS THAN THREE CONSECUTIVE YEARS

To be reclassified with active certification:

- Must complete the in-service training requirements as applicable, for the current calendar year



CHANGE IN STATUS FOR INDIVIDUALS INACTIVE FOR THREE OR MORE CONSECUTIVE YEARS

To be reclassified with active certification:

- A person must repeat, and successfully complete, the applicable basic training program

The applicant will have 18 months from the date of the application



REVOCATION OF CERTIFICATION

- did not actually attend and participate in any class session (basic training or in-service training course) or;
- achieved a passing grade on the examination by fraudulent or dishonest means



RE-CERTIFICATION AFTER REVOCATION


To be re-certified following revocation a person must repeat, and successfully complete, the applicable basic training program



CERTIFICATION OF COURSES

Must establish a system sufficient to monitor and record each student's attendance and participation


Online training courses must include a system sufficient to monitor, verify and record each remote participant's attendance and participation



MISCELLANEOUS PROVISIONS


List of certified building safety inspectors and certified code enforcement officials.

- The Department shall maintain a list of BSIs and CEOs, and may post such list on the Department's website




TRANSITIONAL PROVISIONS

- BSI - must submit request
- CEO – Automatically certified under 1208
- Certification of Instructors




SUMMARY OF MAJOR CHANGES:

- Unlimited Online Training
- Three month extension has been eliminated
- Minimum Approved Annual In-Service
 - CEO required to take a minimum of 12 hrs.
 - BSI required to take a minimum of 3 hrs.



SUMMARY OF MAJOR CHANGES:

- Three categories of approved In-service training
 1. Code Enforcement and Administration
 2. Uniform Code
 3. Energy Code
- Professional Development Electives
 - Up to 12 hrs. for CEO,
 - Up to 3 hrs. for BSI



THANK YOU