
January – June 2023 In-Service Training Schedule

Eighteen hours of approved In-Service training is available via live webinars:

Topic 1:	6 hours
Topic 2:	6 hours
<u>Topic 3:</u>	<u>6 hours</u>
Total:	18 hours

Webinar Registration and Attendance Requirements

Learners who wish to participate in these training sessions must register for the specific offering that they wish to attend. The class size for these offerings is limited to 2,500 attendees.

When registering for a webinar, you must:

1. Register for the webinar using your [code enforcement credentials](#) and the email address that you actively use.
2. If the computer/tablet that you are using to register automatically fills in form fields (names, addresses, phone numbers, etc.), you must ensure that this information is correct prior to clicking “Submit”.

When attending a webinar, you must:

1. Login to the webinar using a computer, tablet, or mobile device.
2. Login using use the same email address that you used to register for the webinar.
3. Use the registration ID that was emailed to you by WebEx when your registration was confirmed.
4. Login no later than 15 minutes after the scheduled start time of the webinar.
5. Log out no earlier than:
 - a. the scheduled end time if the webinar ends late, or
 - b. the actual end time if the webinar ends early.

You can connect to the audio portion of a webinar by calling in from a phone. This may be necessary if you cannot use your computer for audio. You will then receive the audio portion of the webinar through your phone and the visual portion through your computer. You will not receive credit for attending a webinar if you call-in only. **Please allow at least three weeks for webinar training records to show up in your SLMS training history.**

January 13, 2023

Course Name: Freedom of Information Law
T02#: T02-07-3089
Instructor: Kristen O’Neill/Committee on Open Government
Credit hours: 1 Hour in Topic 1
Time: 9:00 AM – 10:00 AM

- Click [here](#) to register.

Course Name: The Energy Code and Existing Buildings - Residential Part 1: Additions
T02#: T02-07-3138
Instructor: Mike Turns/PSD Consulting
Credit hours: 1.5 Hours in Topic 3
Time: 10:30 AM – 12:00 PM

➤ Click [here](#) to register.

Course Name: The Energy Code and Existing Buildings - Residential Part 2: Alteration, Repairs & Changes of Occupancy
T02#: T02-07-3139
Instructor: Mike Turns/PSD Consulting
Credit hours: 1.5 Hours in Topic 3
Time: 1:00 PM - 2:30 PM

➤ Click [here](#) to register.

February 17, 2023

Course Name: The Open Meetings Law: A Refresher and Update
T02#: T02-07-3145
Instructor: Kristen O’Neill/Committee on Open Government
Credit hours: 1 Hour in Topic 1
Time: 9:00 AM – 10:00 AM

➤ Click [here](#) to register.

Course Name: The NY Energy Code for Multifamily Buildings - Part 1: Air Sealing
T02#: T02-07-3088
Instructor: Mike Turns/PSD Consulting
Credit hours: 1.5 Hours in Topic 3
Time: 10:30 AM – 12:00 PM

➤ Click [here](#) to register.

Course Name: The Energy Code and Multifamily Buildings - Part 2: Eliminating Thermal Bridging
T02#: T02-07-3099
Instructor: Mike Turns/PSD Consulting
Credit hours: 1.5 Hours in Topic 3
Time: 1:00 PM - 2:30 PM

➤ Click [here](#) to register.

March 17, 2023

Course Name: Protecting Penetrations in Fire Rated Construction
T02#: T02-07-2865
Instructor: Bruce Johnson, UL Solutions
Credit hours: 2 Hours in Topic 2
Time: 9:00 AM – 11:00 AM

➤ Click [here](#) to register.

April 21, 2023

Course Name: Records and Public Service
T02#: T02-07-2847
Instructor: Division of Building Standards and Codes
Credit hours: 1 Hour in Topic 1
Time: 9:00 AM – 10:00 AM

➤ Click [here](#) to register.

Course Name: Exterior Requirements of the PMCNYS and FCNYS
T02#: T02-07-2945
Instructor: Division of Building Standards and Codes
Credit hours: 1 Hour in Topic 1
Time: 10:30 AM – 11:30 AM

➤ Click [here](#) to register.

May 12, 2023

Course Name: DCA6 Residential Wood Deck Construction Guide with 2018 IRC Updates
T02#: T02-07-2911
Instructor: Matthew Hunter, American Wood Council
Credit hours: 2 Hours in Topic 2
Time: 9:00 AM – 11:00 AM

➤ Click [here](#) to register.

Course Name: Understanding Braced Wall Lines per the 2018 IRC
T02#: T02-07-2923
Instructor: Matthew Hunter, American Wood Council
Credit hours: 2 Hours in Topic 2
Time: 12:00 PM – 2:00 PM

➤ Click [here](#) to register.

June 9, 2023

Course Name: Overview of 19 NYCRR Part 1208
T02#: T02-07-3062
Instructor: Division of Building Standards and Codes
Credit hours: 1 Hour in Topic 1
Time: 9:00 AM – 10:00 AM

➤ Click [here](#) to register.

Course Name: Structures Unfit for Human Occupancy
T02#: T02-07-3146
Instructor: Division of Building Standards and Codes
Credit hours: 1 Hour in Topic 1
Time: 10:30 AM – 11:30 AM

➤ Click [here](#) to register.

Online Courses: DBSC SLMS Courses

In addition to live webinars, the DBSC is providing online training through the Statewide Learning Management System (SLMS). Several courses are currently available, with new courses added throughout the year. You must use your Code Enforcement ID when registering for online SLMS courses.

- Click here to learn more about the Code Enforcement ID.
- Click [here](#) to access the list of approved online SLMS courses.

Online Courses: Self-Study Classes

Self-study In-Service classes require learners to review certain sections or chapters of one or more code books or regulations. After completing the review, participants must complete a short exam. Participants must get a certain percentage of questions correct to successfully complete the class. There is no time limit for completing the exam and learners may take a self-study class as many times as necessary to pass.

The subject matter that is covered in a self-study class is based on the material covered in the complementary SLMS class that bears a similar name. For example, the self-study class titled: *Self-Study: Exterior Requirements of the Property Maintenance Code and Fire Code* is based on the material that is covered in the SLMS class titled: *Exterior Requirements of the Property Maintenance Code and Fire Code*. Learners are therefore encouraged, but not required, to take the SLMS class before attempting the corresponding self-study class.

The DBSC intends to provide at least one self-study class to complement every SLMS class. The Division recommends that learners complete self-study classes in one sitting, as answers may not be recorded if the internet browser is closed while the exam is in progress. Each self-study class is approved for 1-hr of In-Service training.

Those who complete a self-study class and achieve a passing grade will have their results posted in SLMS on or about the second and fourth Thursday of every month. Learners must check their SLMS training history after these dates to determine if they successfully completed a class. The reason for the time lag is that the exam results must be manually entered into SLMS. The Division will try to post the results more frequently as the end of the training year approaches.

Participants may notice that the program that is used to provide the exam does not produce an exam score. The program simply accepts the exam and generates a thank you message. In this sense, it is similar to a classroom exam where you must wait for the exam to be graded before receiving feedback.

The fifth question in every exam addresses academic integrity. Before a learner can submit the exam, they must acknowledge that they understand the consequences of cheating on an exam:

5. *19 NYCRR 1208-3.5(b)(1)(ii) provides that the Secretary may revoke a code enforcement certification if the Secretary determines that an individual achieved a passing score on an exam by fraudulent or dishonest means.*
 - ***I understand and acknowledge the consequences of cheating on an exam.***

Learners are hereby reminded that collaborating on an exam is considered cheating. Cheating on exams will not be tolerated.

Participants must use their correct name and Code Enforcement ID when completing a self-study class.

- Click [here](#) to learn more about the Code Enforcement ID.
- Click [here](#) to access the self-study courses.

Online Courses: Non-DOS Courses

In addition to the courses provided by the DBSC, certain Simpson Strong-Tie courses and FEMA courses are also approved for In-Service training. Simpson Strong-Tie course records are uploaded to SLMS monthly. FEMA course records are uploaded to SLMS after the Division receives the course transcripts from FEMA.

- Click [here](#) to access the list of approved online Simpson Strong-Tie and FEMA courses.

Code Enforcement Credentials

Your code enforcement credentials consist of two pieces of information. Failure to correctly provide this information may prevent you from receiving credit for a completed course.

The first piece of information is your SLMS name. When registering for a webinar or completing a self-study or online class, you must use the name that appears on the SLMS account that is linked to your code enforcement certification. If you are listed as a Jr., Sr., etc., in your SLMS account, then you must register for courses under that title.

- Example: If Thomas A. Squiggman Jr. set up his SLMS account under the name *Tommy Squiggman Jr.*, then he must register for and complete courses under the name *Tommy Squiggman Jr.* This holds true regardless of the name that appears on his code enforcement certification.

The screenshot shows the SLMS interface for a user named Tommy Squiggman Jr. The user's name is circled in red. The interface includes a search bar, navigation links, and a table of completed learning activities.

Title	Type	Status	Date	Launch	Action	My Ratings	Print Certificate
NFPA 13	*Webcast/webinar	Completed	05/14/2021		Review	★★★★★	Print Certificate

You must always use the name that appears on the SLMS account that is linked to your code enforcement certification when registering for and completing courses. Please contact the Division at this address if you need your name corrected on your SLMS account: dosCodesTraining@dos.ny.gov.

The second piece of information is your Code Enforcement ID. Your ID was assigned to you when you first obtained your certification. Your ID consists of two letters and is followed by seven numbers. The letters are either NY or CE and are both capitalized. There are no spaces, dashes, periods, or punctuation of any kind anywhere in your ID. You must use the correct form of your ID when registering for webinars and completing self-study, Simpson Strong-Tie, and FEMA courses.

- ✓ **Correct Examples:** NY0001234 or CE0987654.
- ✗ **Incorrect Examples:** NY 0001234, NY-0001234, Ny0001234, ny0001234, 0001234, 1234.

If you don't know your SLMS name or if you can't remember your Code Enforcement ID, then you may look it up on the list of [Active Code Official Certifications](#). This list provides the names and training IDs of the code enforcers who completed their training in the previous calendar year.

List of Active Code Official Certifications

Many code enforcers have multiple SLMS accounts. If a name does not appear on the list of Active Code Officials Certifications, it may be attributed to the individual completing one or more courses under an alternate SLMS account that is not linked to their Code Enforcement ID. Please notify the DBSC at the following address if you completed a course under an alternate SLMS account: dosCodesTraining@dos.ny.gov. The email must include the following information:

1. Your SLMS name and Code Enforcement ID.
2. The username for your alternate SLMS account.
3. The name of the course that must be moved from the alternate SLMS account to the SLMS account that is tied to your Code Enforcement ID.

There are rare instances where an individual successfully completed their annual training requirement and their code enforcement SLMS account is up to date, but the individual still does not appear on the list of Active Code Officials Certifications. If this happens to you, then you must send an email to this address: dosCodesTraining@dos.ny.gov. The email must include the following information:

1. Your SLMS name
2. Your Code Enforcement ID.
3. All information that you believe may be needed to correct the list.

SLMS Account

Click [here](#) for instructions on how to view your training credits in SLMS. If you have never set up your SLMS account for your Code Enforcement ID, then click [here](#) for the video instructions on how to do so.

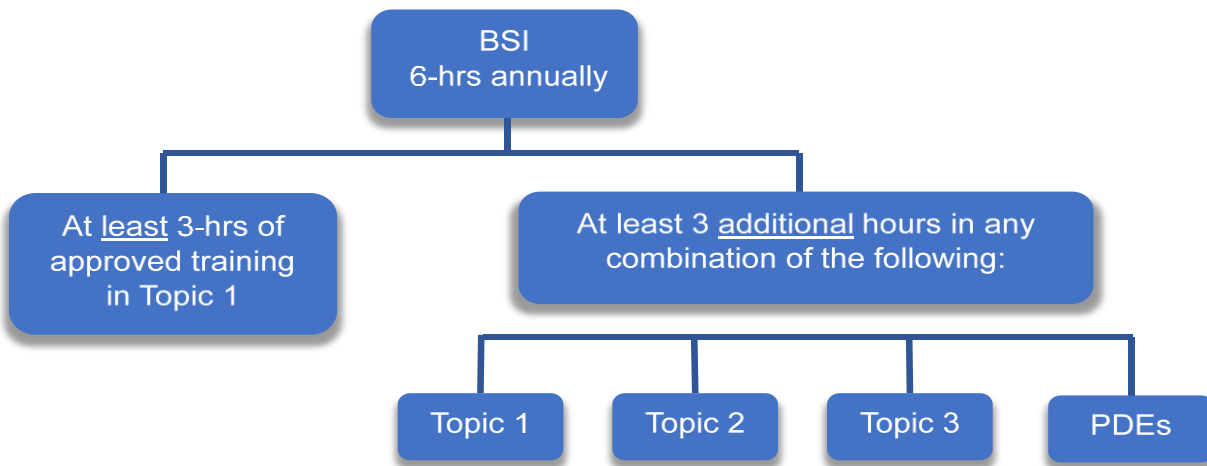
Summary of Annual Training Requirements¹

Building Safety Inspectors (BSIs) are [required](#) to complete six hours of In-Service training annually and may take the same courses in consecutive years. The training requirements are as follows:

- At least three hours must be completed in in Topic 1, Code Enforcement and Administration.
- The remaining three hours can be approved training in Topic 1, Topic 2, or Topic 3, Professional Development Electives (PDEs), or any combination thereof.

The diagram on the following page summarizes the annual training requirement for BSIs.

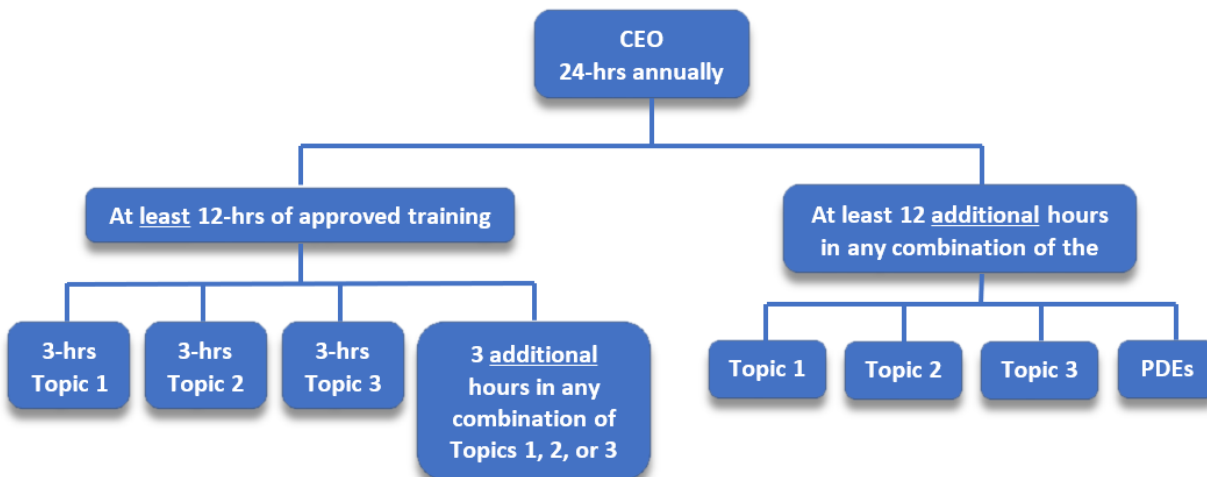
¹ See [19 NYCRR Part 1208](#) for the Minimum Standards for Code Enforcement Training in the State of New York.



Code Enforcement Officials (CEOs) are **required** to complete twenty-four hours of In-Service training annually, and may also take the same courses in consecutive years. The training requirements are as follows:

- At least twelve hours must be approved training as follows:
 - At least three hours in Topic 1, Code Enforcement and Administration.
 - At least three hours in Topic 2, Uniform Fire Prevention and Building Code.
 - At least three hours in Topic 3, Energy Conservation Construction Code.
 - At least three additional hours in Topics 1, 2, or 3, or any combination thereof.
- The remaining twelve hours can be approved training in Topics 1, 2, or 3, Professional Development Electives (PDEs), or any combination thereof.

The diagram below summarizes the annual training requirement for CEOs.



Professional development electives are training courses that have not been certified as a Topic 1, Topic 2, or Topic 3 course. PDEs provide instructional material that advances the professional development of a BSI or CEO. These courses may cover zoning, planning, ethics, management, communications, hazards, writing skills, time management, records management, media relations, etc. In general terms, a PDE is any course that contributes to the professional development of a BSI or CEO.

If you decide to use one or more PDEs toward your annual training, you must complete the [Professional Development Electives Application Form](#) and submit it to the DBSC at this address: dosCodesTraining@dos.ny.gov. Please submit one form for all your PDEs, as this will minimize paperwork. It is important to remember that Part 1208 requires those who claim PDEs to retain

records of these courses for at least three years. These courses must also be made available to the Department upon request.

BSIs and CEOs who do not complete their annual In-Service training by December 31st in any calendar year will cause their certification to be classified as inactive for the following year. Code enforcers with an inactive certification cannot perform any code enforcement activity. Those who do can be subject to penalties according to Part 1208. To be reclassified as active, one must complete their training requirement for the current calendar year.

For example, if you do not complete your training in 2021, then in 2022 your certification status will be classified as inactive. This status will prohibit you from performing code enforcement activities. To be reclassified as active, will need to complete your training for 2022. This must be done as soon as possible, bearing in mind that you cannot perform any code enforcement activity with an inactive certification. If you are a BSI, you will need to complete six hours of training. If you are a CEO, you will need to complete 24-hrs of training. CEOs are not required to complete more than twenty-four hours of training in a calendar year, and BSIs are not required to complete more than six. Please keep in mind that Advanced In-Service (if required) counts toward your annual requirement.

Code enforcers who do not maintain an active certification for three or more consecutive years must retake the Code Enforcement Basic Training Program.

Adjustments to the training requirements can be made on a case-by-case basis in accordance with [19 NYCRR 1208-3.5\(a\)\(1\)](#). This section of the State Regulations allows the Secretary to grant an adjustment, provided that the individual requesting the adjustment provides ample documentation to support the claim that they were not able to comply with the training requirement for the year. Adjustment to the training requirement may be granted for reasons of health, provided that it is certified by an appropriate health care professional, extended active duty with the Armed Forces, or for other good cause acceptable to the Secretary.

If you believe you meet one or more of these categories and you can provide documentation to support your claim, then you may qualify for an adjustment. If you would like to request an adjustment to your training requirement for this or any other year, then you need to compile all appropriate documentation in an email and send it to this address: dosCodesTraining@dos.ny.gov. There is no formal application.