



Building Standards and Codes

New York State
Department of State
Division of Building Standards
and Codes
One Commerce Plaza
99 Washington Avenue, Suite 1160
Albany, NY 12231-0001
www.dos.ny.gov

January – June 2021 In-Service Training Schedule

Webinar Courses

Twenty-four hours of approved In-Service training is available via live webinars. Learners who wish to participate in these training sessions must register for the specific offering that they wish to attend. The class size for each of these offerings is limited to 2,500 attendees. Click [here](#) for information on how to correctly register for webinars.

Topic 1 – Code Enforcement and Administration: 8 hours Available

Course Name: Ethics and Enforcing the Code

Instructor: David State

Sponsor: Division of Building Standards and Codes

Credit hours: 3

Date & Time: January 15, 2021 11:45am – 2:45pm

➤ Click [here](#) to register

Course Name: Exterior Requirements of the PMCNYS and FCNYS

Instructor: John Drobysh/Division of Building Standards and Codes

Sponsor: Division of Building Standards and Codes

Credit hours: 1

Date & Time: March 12, 2021 10:15am – 11:15am

➤ Click [here](#) to register

Course Name: Inspection, Testing, & Maintenance Records – Fire-Extinguishing Systems & Equipment

Instructor: John Drobysh/Division of Building Standards and Codes

Sponsor: Division of Building Standards and Codes

Credit hours: 1

Date & Time: March 12, 2021 11:30am – 12:30pm

➤ Click [here](#) to register

Course Name: Inspection, Testing, & Maintenance Records – Alarms, Smoke Movement, & Life Safety

Instructor: John Drobysh/Division of Building Standards and Codes

Sponsor: Division of Building Standards and Codes

Credit hours: 1

Date & Time: March 12, 2021 1:15pm – 2:15pm

➤ Click [here](#) to register

Course Name: Situational Awareness for the AHJ
Instructor: Steve Zaferakis/Armoured One
Sponsor: NYS Fire Marshals and Inspectors Association
Credit hours: 1
Date & Time: May 14, 2021 11:30am – 12:30pm
➤ Click [here](#) to register

Course Name: Construction and Submittal Documents
Instructor: John Drobysh/Division of Building Standards and Codes
Sponsor: Division of Building Standards and Codes
Credit hours: 1
Date & Time: May 14, 2021 1:15pm – 2:15pm
➤ Click [here](#) to register

Topic 2 – Uniform Fire Prevention and Building Code: 10 hours Available

Course Name: DCA6 Prescriptive Residential Wood Deck Construction Guide with 2018 IRC/NYS Residential Code Updates
Instructor: Matt Hunter/American Wood Council
Sponsor: Westchester NYSBOC
Credit hours: 2
Date & Time: January 15, 2021 9:00am – 11:00am
➤ Click [here](#) to register

Course Name: Overview of In-Building Emergency Responder Radio Coverage
Instructor: Bruce Johnson/UL
Sponsor: Mid-Hudson Valley NYSBOC
Credit hours: 1
Date & Time: February 12, 2021 1:00pm – 2:00pm
➤ Click [here](#) to register

Course Name: Fire Protection Water Supplies
Instructor: Brian Tollisen/Division of Building Standards and Codes
Sponsor: Division of Building Standards and Codes
Credit hours: 1
Date & Time: March 12, 2021 9:00am – 10:00am
➤ Click [here](#) to register

Course Name: NFPA 13D
Instructor: Brian Tollisen/Division of Building Standards and Codes
Sponsor: Division of Building Standards and Codes
Credit hours: 1
Date & Time: April 23, 2021 9:00am – 10:00am
➤ Click [here](#) to register

Course Name: Safeguards During Construction

Instructor: John Drobysh/Division of Building Standards and Codes

Sponsor: Division of Building Standards and Codes

Credit hours: 1

Date & Time: April 23, 2021 10:15am – 11:15am

➤ Click [here](#) to register

Course Name: Fire Safety During Construction – Part 1

Instructor: John Drobysh/Division of Building Standards and Codes

Sponsor: Division of Building Standards and Codes

Credit hours: 1

Date & Time: April 23, 2021 11:30am – 12:30pm

➤ Click [here](#) to register

Course Name: Fire Safety During Construction – Part 2

Instructor: John Drobysh/Division of Building Standards and Codes

Sponsor: Division of Building Standards and Codes

Credit hours: 1

Date & Time: April 23, 2021 1:15pm – 2:15pm

➤ Click [here](#) to register

Course Name: NFPA 13R

Instructor: Brian Tollisen/Division of Building Standards and Codes

Sponsor: Division of Building Standards and Codes

Credit hours: 1

Date & Time: May 14, 2021 9:00am – 10:00am

➤ Click [here](#) to register

Course Name: NFPA 13

Instructor: Brian Tollisen/Division of Building Standards and Codes

Sponsor: Division of Building Standards and Codes

Credit hours: 1

Date & Time: May 14, 2021 10:15am – 11:15am

➤ Click [here](#) to register

Topic 3 – Energy Conservation Construction Code: 6 hours Available

Course Name: 2020 ECCCNY for Residential Buildings: Overview

Instructors: Matt Evans & Connor Statham/Newport Ventures

Sponsor: Westchester NYSBOC

Credit hours: 3

Date & Time: February 12, 2021 9:00am – 12:00pm

➤ Click [here](#) to register

Course Name: Transitioning from Code Compliant to High Performance: Strategies for Residential Buildings

Instructors: Matt Evans & Connor Statham/Newport Ventures

Sponsor: Westchester NYSBOC

Credit hours: 3

Date & Time: June 11, 2021 9:00am – 12:00pm

➤ Click [here](#) to register

Online Courses: SLMS

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](#) for information on how to correctly register for a SLMS courses.

Online Courses: Self-Study

The DBSC launched a self-study program in September 2020. This pilot program requires learners to review certain sections of one or more code books. After completing the review, participants must complete a short exam. Participants must get a certain percentage of questions correct to successfully complete the course. There is no time limit for completing the questions and learners may take a course as many times as necessary to pass.

The self-study courses are based on the SLMS courses of the same name¹. Learners are therefore encouraged, but not required, to take the corresponding SLMS course before attempting a self-study course. The DBSC intends to provide at least one self-study course to complement every SLMS course. The Division recommends that learners complete self-study courses in one sitting, as answers may not be recorded if the internet browser is closed while the course is in progress. Each self-study course is approved for 1-hr of In-Service training.

Those who complete a self-study course 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 course. The reason for the time lag is that the course results must be manually entered into SLMS. The Division will post the results more frequently as the end of the training year approaches.

If you take one of these courses, you may notice that the program does not generate a score. It simply accepts your answers 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. Please keep in mind that this is a pilot program. The Division will continue to update and improve upon these courses and how they are administered as we receive feedback from the public.

You must use your correct name and Code Enforcement ID when completing a self-study course. Click [here](#) to learn how to correctly enter this information. To access the self-study courses, click [here](#) and scroll to the bottom of the document.

¹ For example, the SLMS Course titled: *Prescriptive Building Envelope, Section C402* has two self-study courses of the same name. The self-study courses cover the same material that is covered in the SLMS course.

Online Courses: Non-DOS Courses

In addition to the courses provided by the DBSC, Simpson Strong-Tie and FEMA also provide approved online training.

- Click [here](#) for information on Simpson Strong-Tie courses. Course results are uploaded to SLMS at the end of every month.
- Click [here](#) for information on FEMA courses. Course results are uploaded to SLMS when the DBSC receives the course transcripts from FEMA.

Code Enforcement Credentials

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

The first piece of these credentials is your SLMS name. When registering for a course, you must use the name that appears on the SLMS account that is linked to your code enforcement certification. For example, if your first name is Thomas but you used the name “Tommy” to set up your SLMS account, you would have to use the name “Tommy” when registering for courses. This holds true even if your code enforcement certification lists the name “Thomas”.

The screenshot shows the SLMS interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', 'Learning', and 'My Learning'. Below this is the 'NEW YORK STATE OF OPPORTUNITY Statewide Learning Management System' logo and a search bar. The 'My Learning' section displays the user's name 'TOMMY THOMPSON' in a red circle. Below the name, there are options to 'View Calendar', 'Request New Learning', and 'Learning Home'. A dropdown menu shows 'All Completed Learning' with a 'Go' button and a 'View Training Credits' button. A table of learning activities is visible, with one entry: 'Exterior Requirements of the PMCNYS and FCNYS' (Webcast/webinar) with a status of 'Completed' on '11/20/2020'. The table includes columns for Title, Type, Status, Date, Launch, Action, My Ratings, and Print Certificate.

The second piece of these credentials 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.

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

When registering for webinars and completing self-study courses, you must do so using your SLMS name and Code Enforcement ID. When enrolling in an online SLMS course or an online Simpson Strong-Tie course, you must do so using your Code Enforcement ID.

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 if not most code enforcers have multiple SLMS accounts. If a name does not appear on the list of Active Code Officials Certifications, it is sometimes attributed to the code enforcer completing one or

more courses under a SLMS account that is not linked to their Code Enforcement ID. If you completed a course under an alternate SLMS account, then you must notify the DBSC at this address: 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, and
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 individuals completed their annual training and their code enforcement SLMS accounts are up to date, but the individuals still do 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. Code Enforcement ID, and
3. all information that you believe may be needed to correct the list.

SLMS Account

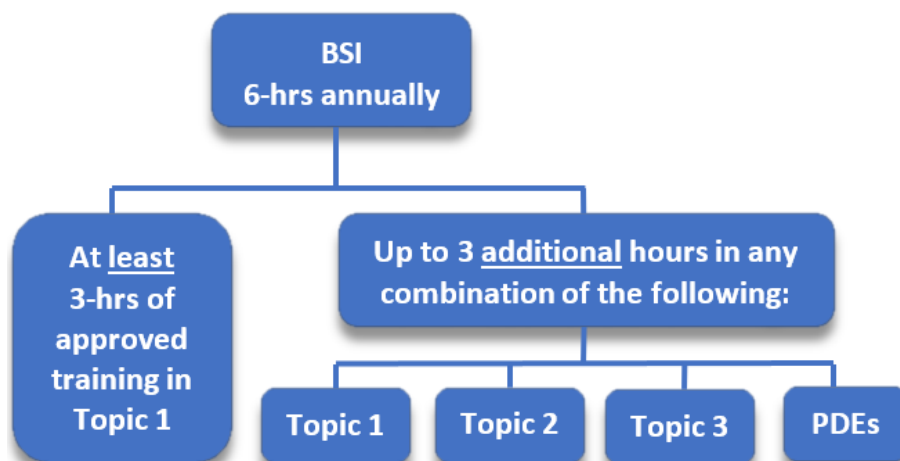
- Click [here](#) for video instructions on how set up a SLMS account for your Code Enforcement ID.
- Click [here](#) for video instructions on how to view your training history in SLMS.
- Click [here](#) for PDF instructions on how to view your training history in SLMS.
- Click [here](#) for additional information and resources pertaining to SLMS accounts.

Summary of Annual Training Requirements²

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

- At least three hours of approved training 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 below summarizes the annual In-Service training requirement for BSIs.

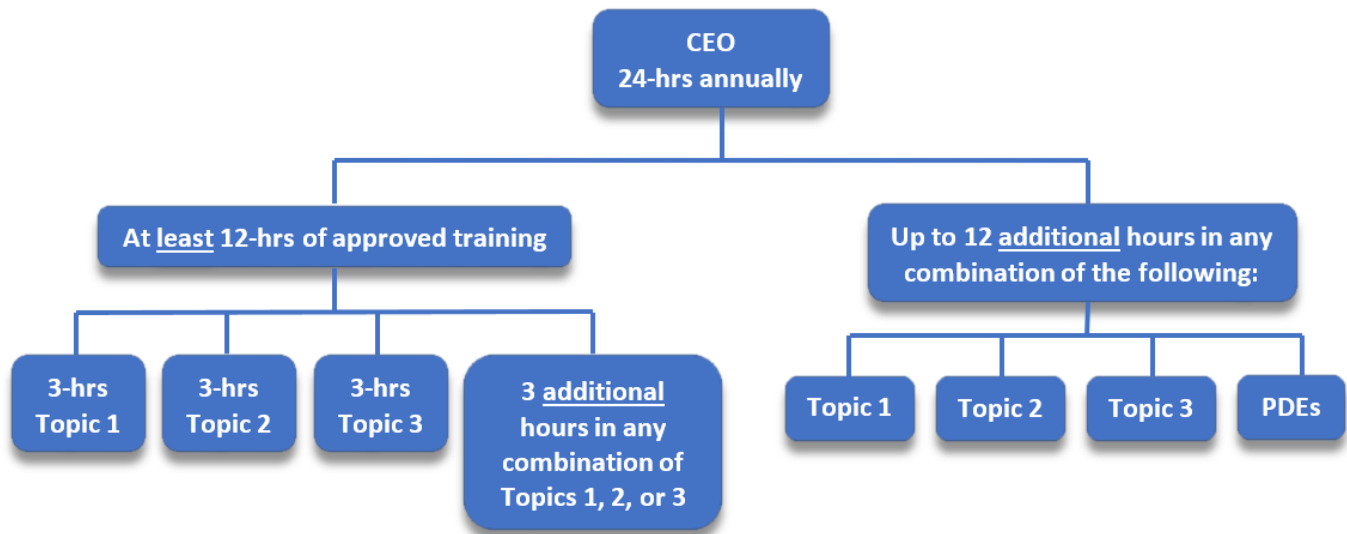


² See [19 NYCRR Part 1208](#) for the Minimum Standards for Code Enforcement Training in the State of New York.
12/23/2020

Code Enforcement Officials (CEOs) are **required** to complete twenty-four hours of In-Service training annually, and may take the same training 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 In-Service training requirement for CEOs.



Professional development electives (PDE) are training courses that have not been certified as a Topic 1, Topic 2, or Topic 3 course, and not pre-approved by DBSC. 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 try to submit one form for all your PDEs, as this will minimize paperwork. Please note 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 did not complete your training in 2020, then in 2021 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 2021. 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 twenty-four hours of training. CEOs are never required to complete more than twenty-four hours of training in a calendar year, and BSIs are never required to complete more than six. Please keep in mind that Advanced In-Service training requirements (if any) count 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 need to request an adjustment in 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.