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

July – November 2021 In-Service Training Schedule

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

Topic 1:	10 hours
Topic 2:	5 hours
Topic 3:	5 hours
Total:	**20 hours**

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.

July 16, 2021

Course Name:	Worker's Compensation & Disability Benefits
T02#:	T02-07-0063
Instructor:	Walt Peretti/NYS Worker's Compensation Board
Credit hours:	1 Hour in Topic 1
Time:	2:30PM – 3:30PM

➢ Click **here** to register

August 13, 2021

Course Name:	212 Compliance Documentation for ASHRAE Section 11 and Appendix G
T02#:	T02-07-2941
Instructor:	Karpman Consulting
Credit hours:	2 Hours in Topic 3
Date & Time:	9:00AM – 11:00AM

➢ Click **here** to register

Course Name:	Introduction to National Flood Insurance Program
T02#:	T02-07-2953
Instructor:	David Sherman/Department of Environmental Conservation
Credit hours:	3 Hours (2 Hours Topic 1, 1 Hour Topic 2)
Time:	12:00PM – 3:00PM

➢ Click **here** to register

September 17, 2021

Course Name:	Prioritizing ECCCNYS Enforcement for Commercial Buildings; Part 1
T02#:	T02-07-2940
Instructor:	Cosimina Panetti/PSD Consulting
Credit hours:	1.5 Hours in Topic 3
Time:	9:00AM – 10:30AM

➢ Click **here** to register

Course Name: Prioritizing ECCCNYS Enforcement for Commercial Buildings; Part 2
T02#: T02-07-2947
Instructor: Cosimina Panetti/PSD Consulting
Credit hours: 1.5 Hours in Topic 3
Time: 11:00AM – 12:30AM
- ➢ Click **here** to register

Course Name: Battery Energy Storage for First Responders
T02#: T02-07-2821
Instructor: Candace Rossi/NYSERDA
Credit hours: 2 Hours (1 Hour Topic 1, 1 Hour Topic 2)
Time: 1:00PM – 3:00PM
- ➢ Click **here** to register

October 8, 2021
Course Name: Intermediate Floodplain Management
T02#: T02-07-2932
Instructor: David Sherman/Department of Environmental Conservation
Credit hours: 3 Hours (2 Hours Topic 1, 1 Hour Topic 2)
Time: 12:00PM – 3:00PM
- ➢ Click **here** to register

October 22, 2021
Course Name: BCD 231 Construction Fire Safety
T02#: T02-07-2912
Instructor: Matt Hunter/American Wood Council
Credit hours: 2 Hours Topic 1
Time: 9:00AM – 11:00AM
- ➢ Click **here** to register

November 12, 2021
Course Name: Outcomes of ICC Tall Wood Ad Hoc Committee: Proposals and Discussions
T02#: T02-07-2922
Instructor: Matt Hunter/American Wood Council
Credit hours: 2 Hours Topic 1
Time: 9:00AM – 11:00AM
- ➢ Click **here** to register

Course Name: Highlights of Sprinkler Plan Review
Instructor: Heather Roth/Office of Fire Prevention and Control
Credit hours: 2 Hours Topic 2
Time: 1:00PM -3:00PM
- ➢ 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** for information on how to correctly register for a SLMS courses.

Online Courses: Self-Study Courses
The DBSC launched a new self-study program in late 2020. This pilot program requires learners to review certain sections or chapters 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 exam and learners may take a self-study course as many times as necessary to pass.

The subject matter that is covered in a self-study course is largely based on the material covered in the corresponding SLMS course of the same name[1]. Learners are therefore encouraged, but not required, to take the SLMS course before attempting the corresponding 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 exam 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 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 generate the exam does not produce an exam score. It 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. 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.

Participants must use their correct name and Code Enforcement ID when completing a self-study course. Click **here** to learn how to correctly enter this information.

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.

> **The Department of State is updating its website. The DBSC will distribute an updated In-Service Training Schedule in the coming weeks that will contain a link to the updated list of DBSC SLMS courses, self-study courses, and non-DOS courses. Your patience is greatly appreciated.**

---

[1] For example, the self-study course titled: _Self-Study: Exterior Requirements of the Property Maintenance Code and Fire Code_ is based on the material that is covered in the SLMS course titled: _Exterior Requirements of the Property Maintenance Code and Fire Code_.

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 course, you must use the name that appears on the SLMS account that is linked to your code enforcement certification. If your SLMS account has you listed as a Jr., Sr., etc., 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.

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 Requirements[2]
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 below summarizes the annual training requirement for BSIs.
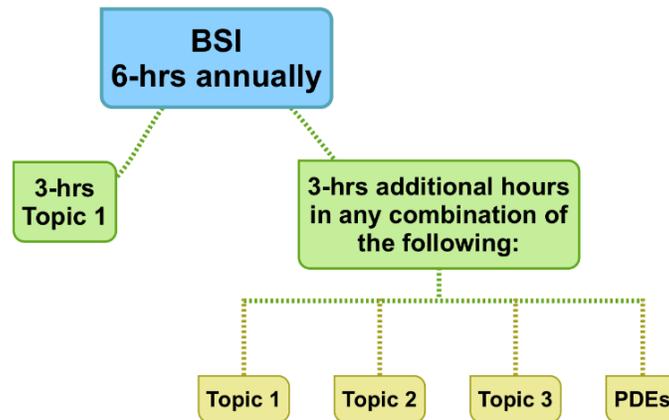
Code Enforcement Officials (CEOs) are **required** to complete twenty-four hours of In-Service training annually, and may take the same courses in consecutive years. The training requirements are as follows:
- At least twelve hours must be approved training as follows:
  o At least three hours in Topic 1, Code Enforcement and Administration.
  o At least three hours in Topic 2, Uniform Fire Prevention and Building Code.
  o At least three hours in Topic 3, Energy Conservation Construction Code.
  o 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.

---

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

The diagram below summarizes the annual training requirement for CEOs.
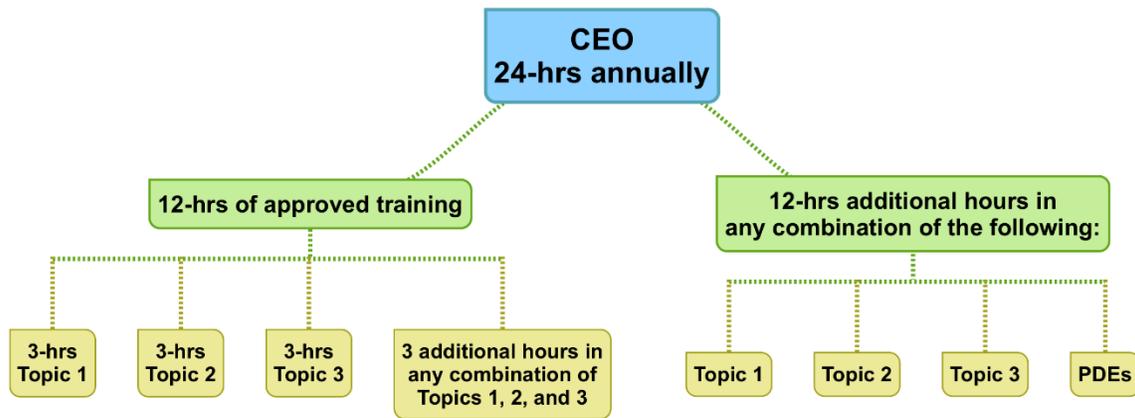
Professional development electives are training courses that have not been certified as a Topic 1, Topic 2, or Topic 3 course. PDEs provide instructional material that advances the professional development of a BSI or CEO. These courses may cover zoning, planning, ethics, management, communications, 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 <u>any</u> 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 <u>current</u> 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 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.