



**Building Standards
and Codes**

DBSC Division Update Fall 2021

New York State Department of State
Division of Building Standards and Codes

A Division of New York Department of State

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September 14, 2021

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Course Information

This course has been approved by the Department of State for In-Service Training as follows:

- 1-hour Topic 1 – Enforcement & Administration
- Course# T02-07-3024

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Attendees must scan in or sign the Class Registration List to receive credit

- Scan In – 30 minutes before the scheduled start time to 15 minutes after the scheduled start time.
- Scan Out – Between the scheduled end time to 30 minutes after the scheduled end time.

Scans or signatures outside of the above time frames will prohibit attendees from receiving course credit.

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Course Attendance Issues

The Division of Building Standards and Codes cannot give course attendees credit for a course without the required scans or signatures.

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Course Agenda



- Educational Services Unit
- Code Development Unit
- Oversight Unit

AGENDA

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Educational Services Unit

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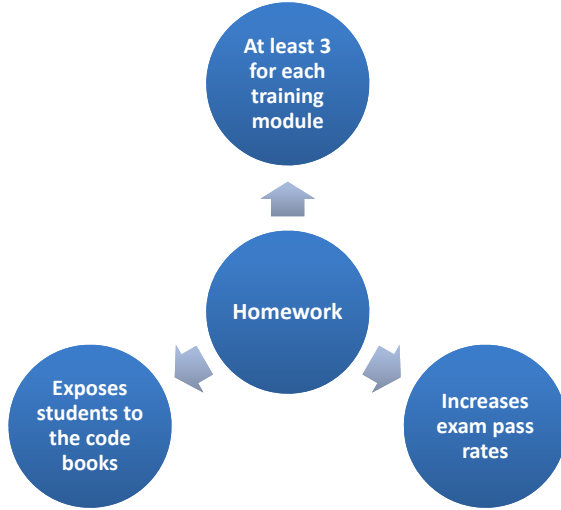
Basic Training

- Certifying code officials faster.
- Wait time reduced from 2-3 months to 4 weeks.
- Certification time reduced from 10-12 months to 4 months.
- One week on, one week off format.
- Training Monday through Thursday.

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Basic Training



The homework is essentially a “practice exam”

Basic Training

Students can get distracted by people in their office.



Basic Training

Please allow students to focus on the training



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Basic Training

New York State
Department of State
Division of Building Standards and Codes
616 Constitution Plaza
99 Washington Avenue, 5th Floor
Albany, NY 12242-0501
(518) 474-4273
Fax: (518) 474-5188
www.dos.ny.gov

NEW YORK STATE OF OPPORTUNITY Building Standards and Codes

Educational Program Application Form

Section 1 – Personal Information (Print all information clearly)

Name: _____ Mr. Ms. Mx.

Student ID Number (NY or CE): (Do not use your social security #) _____

Street Address: _____

City/State/Zip: _____ Home Business

Office Phone: _____ Cell Phone: _____

Email Address: _____

Section 2 – Job Description (Check one box only)

1. I have been appointed to perform enforcement activity related to the administration and/or enforcement of the Uniform Code and/or the Energy Code for a city, town, village, or county (Code Enforcement Officer). [See Section 3.](#)

2. I have been appointed to perform the safety and property requirements inspection on existing buildings for a city, town, village, or county (Building Safety Inspector). [See Section 3.](#)

3. I have been appointed as the Code Compliance Manager for a New York State Agency (19 NYCRR 1204.6). [See Section 3.](#)

4. I have been appointed as a Code Coordinator for a New York State Agency (19 NYCRR 1204.6). [See Section 3.](#)

5. I am a third party consultant that is contracted by a municipality to provide code enforcement services.

Employer/Company name: _____ Name of municipality: _____

6. I am a municipal official, other than a Code Enforcement Officer or Building Safety Inspector.

7. I am a member of the fire service (provide the department name): _____

8. New York State agency employee, other than a Code Compliance Manager or Code Coordinator. (Agency Name) _____

9. New York State Licensed Design Professional.

10. Private sector construction-related business.

11. Other (describe): _____

Section 3 – Appointment Date (If you checked Box 1, 2, 3, or 4 above, you must complete the following information)

Appointment date to the position (MM/DD/YYYY): ____/____/____

Position Title: _____

Municipality or New York State Agency Name: _____

Section 4 – Basic Training Program Registration

| | | | |
|-------------|-----------------|-------------|-----------------|
| BA16: _____ | Location: _____ | BD16: _____ | Location: _____ |
| BB16: _____ | Location: _____ | BE16: _____ | Location: _____ |
| BC16: _____ | Location: _____ | BF16: _____ | Location: _____ |

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The enrollment application has not been updated.

dosCodesTraining@dos.ny.gov

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Attendance Records

Please enter your name

Your Name

CancelOK

We are still having issues with students not entering their name and training ID correctly.

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Attendance Records

Register for In-Service courses using your:

1. Name that appears on your SLMS account
 - ✓ Thomas Patrick Murphy Jr.
 - ✗ Murph

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Attendance Records

Register for In-Service courses using your:

- 1. Name that appears on your SLMS account
 - ✓ Thomas Patrick Murphy Jr.
- 2. Code Enforcement ID
 - ✓ Assigned to you when you enrolled into the Basic Training Program
 - ✓ Two letters (NY or CE) followed by seven numbers. **Example: NY1234567**

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Attendance Records

Code Enforcement ID


- ✓ NY0001234
- ✗ 1234
- ✗ 0001234
- ✗ ny0001234
- ✗ Ny0001234
- ✗ NY 0001234
- ✗ NY-0001234
- ✗ N.Y0001234
- ✗ N.Y.0001234

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Attendance Records


| Event Name | Event Start Date | Event Scheduled Start Time | First Name | Last Name |
|--|------------------|----------------------------|------------|-----------|
| Protecting Penetrations in Fire Rated Construction | 9/25/2020 | 9:00 AM | T | M |


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Attendance Records



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Attendance Records

We figured it out!

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Training Issues : Identity Crisis

Register for In-Service courses using your:

1. Correct Name
 - ✓ Thomas Patrick Murphy Jr.
 - ✗ Tommy Murphy
2. Correct Training ID
 - ✓ NY0001234
 - ✗ 1234
 - ✗ 0001234
 - ✗ ny0001234
 - ✗ NY 0001234
 - ✗ NY-0001234

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Attendance Records

In-service training for your Code Enforcement Officer certification - 3 months left - Message (HTML)

File Message Developer Help Acrobat Tell me what you want to do

Reply Reply All Forward

In-service training for your Code Enforcement Officer certification - 3 months left

dos.sm.Codes.Training To

Orange category

Our records indicate you have completed the following in-service training requirements for 2020:

- completed at least 3 credits in topic 1: administration and enforcement on 2/18/2020
- completed at least 3 credits in topic 2: fire prevention and building code on 9/4/2020
- completed at least 3 credits in topic 3: energy code on 7/31/2020
- completed 2020 code update course part 1 on 2/18/2020
- completed 2020 code update course part 2 for code enforcement officials on 2/18/2020
- completed 2020 code update exam on 5/4/2020



Our records indicate you have **not yet** fulfilled the following in-service training requirements for 2020:

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Attendance Records



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Attendance Records



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In-Service Training Adjustments



In-Service Training

Maintain your certification by completing yearly training.

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- DOS: 24hrs
- Simpson Strong-Tie: 25hrs
- Monthly webinars
- Conferences



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In-Service Training Adjustments

1208-3.5 (a) (1) Adjustment to an in-service training requirement or to an advanced in-service training requirement may be granted for reasons of health certified by an appropriate health care professional, for extended active duty with the Armed Forces of the United States, or for **other good cause acceptable to the secretary.**

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In-Service Training Schedule



3 hours every month, Jan-Nov

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Multiple SLMS Accounts

You may have multiple SLMS accounts.

- Take note of which account you are using.

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Multiple SLMS Accounts

You may have multiple SLMS accounts.

- Take note of which account you are using.
- Code enforcement training taken through SLMS must be taken through your code enforcement SLMS account.

Multiple SLMS Accounts

You may have multiple SLMS accounts.

- Take note of which account you are using.
- Code enforcement training taken through SLMS must be taken through your code enforcement SLMS account.
- Can't see your code enforcement training records?
 - Log out of SLMS and log back in using your Code Enforcement ID.

Multiple SLMS Accounts

If you took a code enforcement course through SLMS and you took it under the wrong account, send an email to:

doscodestraining@dos.ny.gov

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Multiple SLMS Accounts

**Process for Creating a NY.gov Account
and Accessing Your Training History in SLMS**
(for SLMS External Learner With an Existing Training ID Number)

The Division of Building Standards and Codes uses SLMS to record code enforcement training course completions. These procedures are for students who have been issued a Training ID# but have not accessed the SLMS system in the past. If you experience any problems with these procedures, please contact the Division of Building Standards and Codes Training Unit at 518-474-4073.

Students that do not have a NY # or CE # should not follow these instructions to create an account.

The following instructions will guide you through the process of creating a New York State Government Account and enrolling in the New York State Statewide Learning Management System (SLMS).

doscodestraining@dos.ny.gov

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Consequences of an Inactive Certification

Inactive certification means you cannot:

- Review or approve construction documents
- Perform construction inspections
- Perform periodic inspections

Penalties according to 19 NYCRR Part 1208

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Reclassified as Active

- Less than three consecutive years of inactive status: complete training for the current year
- Three or more consecutive years of inactive status: complete basic training

Cannot perform enforcement activities while inactive

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How many hours do I need to become Active again?

Being classified as Inactive does not require you to apply your training deficit from the following year to the current training year.

Just complete your training for the year.

Annual Training Requirements

- CEO – 24 hours
- BSI – 6 hours

Professional Development Elective Audit

- Audit 5% of those who claim PDEs
- Provide documentation that you took the PDE
- May result in an inactive certification
- You will receive email if you become inactive

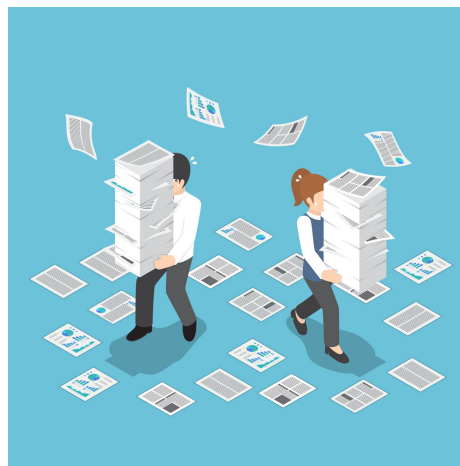
Professional Development Elective Audit

PDE Requirements:

- Course title
- Description of the course
- Duration of course (hours)
- Certificate of completion
- Name of the course sponsor
- Attendance verification
- Date and location of the course

Professional Development Elective Audit

Retain records
for at least
three years.



Records made
available to
DBSC upon
request.

PDE Application Form



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
(518) 474-4073
Fax: (518) 474-5788
www.dos.ny.gov

Professional Development Electives Application Form

This form is required for anyone intending to apply up to twelve hours of professional development electives toward their annual in-service training credit.

Professional development electives are training courses that have not been submitted to the Division of Building Standards and Codes for review and approval but whose subject matter advances the professional development of an individual building safety inspector or code enforcement official. 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 and other topics that contribute to the professional development of a building safety inspector or code enforcement official as determined by the secretary. College level courses that are within the appropriate subject matter and are worth three or more credit hours (three hours a week per semester) shall be worth twelve hours of in-service credit. Meetings, roundtable discussions and prerecorded videos are not acceptable as professional development electives.

Building Safety Inspectors Up to three hours of the required six hours of code enforcement in-service training may be obtained through professional development electives.

Code Enforcement Officials Up to twelve hours of the required 24 hours of code enforcement in-service training may be obtained through professional development electives.

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Any Questions?

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Code Development Unit


Part 1203

- Final stages of Notice of Adoption
- Preparing several guidance documents
- Minimum of 1-year timeframe
- Thank you to all who provided input

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Code Council Meetings

- Thursday 9/16/2021
- Future Meetings
- MRLS


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ICC Code Changes


- Public Comment Hearings
- Group B

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Any Questions?

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Oversight Unit

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Revocation of Certification



Material failure to uphold code enforcement duties

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Revocation of Certification - BSI



1. Fails to note one or more serious violations on an inspection report related to a fire safety and/or property maintenance inspection

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Revocation of Certification - BSI



2. Material error or omission on an inspection report relating to a fire safety and/or property maintenance inspection

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Revocation of Certification - BSI



3. Willful misconduct, gross negligence, or gross incompetence in the performance of his or her code enforcement activities

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Revocation of Certification - BSI



4. Perform any code enforcement activity other than fire safety and/or property maintenance inspection

Revocation of Certification - BSI

Don't forget to complete your In-Service training (6-hrs for BSI)

5. Performs any code enforcement activity with an inactive or suspended certification

Revocation of Certification - BSI

1. Perform thorough inspections
2. Document everything & maintain records
3. Do your job to the best of your ability
4. Don't work outside of your certification
5. Don't enforce the code with an inactive or suspended certification



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Revocation of Certification - CEO



1. Fails to note one or more serious violations on an inspection report related to the Uniform Code or Energy Code

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Revocation of Certification - CEO



2. Material error or omission on an inspection report relating to any type of inspection

Revocation of Certification - CEO



3. Willful misconduct, gross negligence, or gross incompetence in the performance of his or her code enforcement activities

Revocation of Certification - CEO

Don't forget to complete your In-Service training (24-hrs for CEO)

4. Performs any code enforcement activity with an inactive or suspended certification

Revocation of Certification BSI vs. CEO



CEOs also need to take note of construction provisions, including Energy

Case Study



- Individual was a Certified CEO
- AHJ brought the case to the Oversight Unit

Case Study

- Charged with incompetency
- Serious omissions following the code and when conducting inspections
- Failed to maintain records and did not appreciate the significance of their failure to maintain records
- Failed to heed the warnings and urgings of others


- The CEO was dismissed
- The CEO appealed
- Civil Service found the dismissal to be appropriate

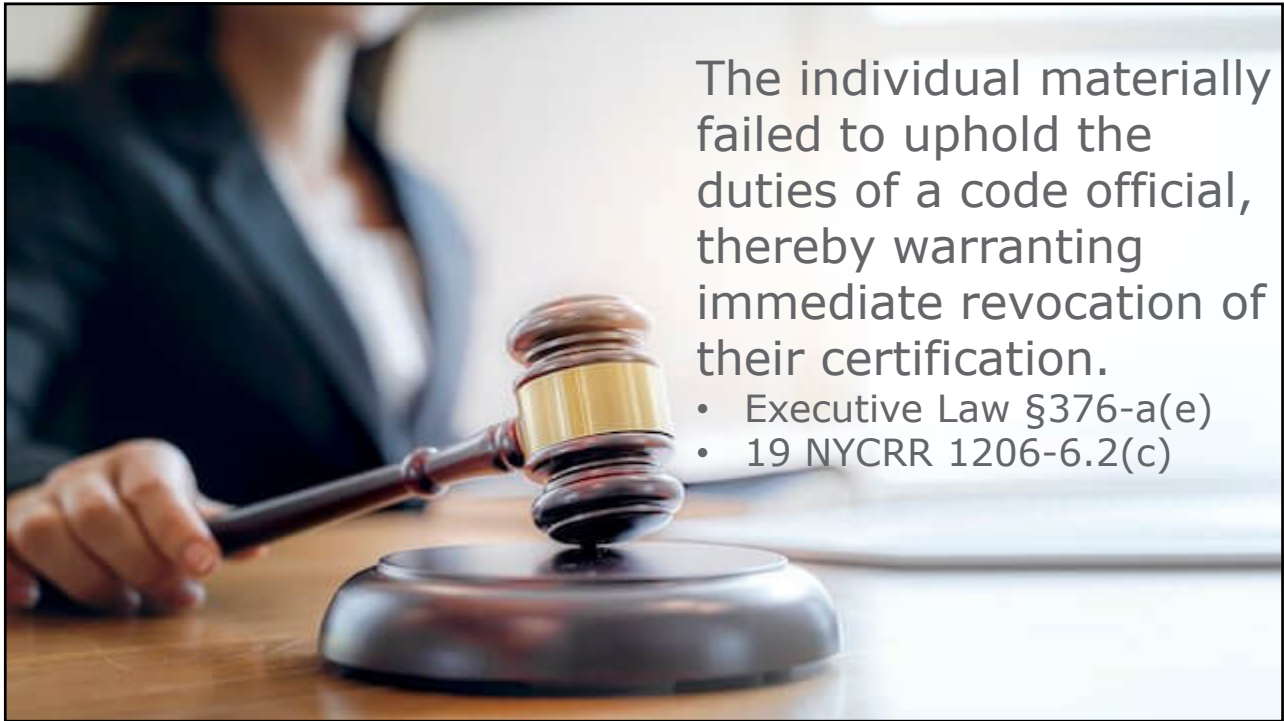


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Case Study

- If allowed to retain their certification, they could conceivably be employed as a code official elsewhere in the state.
- Considering their past misfeasance and malfeasance, public welfare and safety requires that this not occur.

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The individual materially failed to uphold the duties of a code official, thereby warranting immediate revocation of their certification.

- Executive Law §376-a(e)
- 19 NYCRR 1206-6.2(c)

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Case Study



1. Perform thorough inspections
2. Document everything and maintain good records
3. Do your job to the best of your ability


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Any Questions?

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Thank you

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