



Summary of Code Enforcement Training Requirements

19 NYCRR Part 1208 - Minimum Standards for Code Enforcement Training in the State of New York

Effective January 1, 2015

This document includes a brief summary of some, but not all, of the requirements relating to Code Enforcement Training in New York State. For the complete requirements please refer to Part 1208 of Title 19 of the Official Compilation of Codes, Rules and Regulations of New York.

DEFINITIONS

Building Safety Inspector (BSI) means a person who performs fire safety and property maintenance inspections on existing buildings. Building Safety Inspector enforcement activities include fire safety and/or property maintenance inspections of existing buildings and structures.

Code Enforcement Official (CEO) means a person who performs any enforcement activity. Code enforcement official enforcement activities include: building safety inspector enforcement activities; 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.

MINIMUM TRAINING REQUIREMENTS

BSI's and CEO's designated by local governments, counties or state agencies shall be certified. To perform building safety inspector enforcement activities a person must be certified as a building safety inspector. To perform code enforcement official enforcement activities a person must be certified as a code enforcement official.

CERTIFICATION OF BSI'S AND CEO'S

BSI Certification

To be a certified building safety inspector, an individual must successfully complete the required basic training (a minimum of 60 hours of basic training) and maintain the required yearly in-service training (*6 hours annually*) and any required advanced in-service training.

CEO Certification

To be a certified code enforcement official, an individual must successfully complete the required basic training (a minimum of 120 hours of basic training) and maintain the required yearly in-service training (*24 hours annually*) and any required advanced in-service.

LEVEL INCREASE

A BSI can increase level of certification to a CEO by:

- Notifying DOS in writing (*DBSC Form available*)
- Completing the required basic training courses
- Maintaining 24 hours of in-service training



LEVEL DECREASE

A CEO can decrease level of certification to a BSI by:

- Notify DBSC in writing (*DBSC Form available*)
- Certifying that they will not perform any enforcement activities other than those defined as BSI enforcement activities
- Maintaining 6 hours of in-service training

Note: CEO certification becomes inactive.

BASIC TRAINING TIME FRAME

A person has 18 months from the first training class to complete the basic training program. If an individual is appointed as either a BSI or CEO for a municipality, they have 18 months from their appointment date to complete the basic training program. If an individual has already started the basic training, it is the shorter of the two time frames. Failure to complete the basic training program within the time frame will result in forfeiture of the training courses completed.

IN-SERVICE TRAINING REQUIREMENTS

In-service hours for BSIs and CEOs can be obtained by participating in:

- Courses developed and presented by DBSC
- Courses approved and certified by DBSC and presented by approved adjunct instructors
- On-Line course approved and certified by DBSC
- Professional Development Electives (both online and in-person)
- ICC Certification Exams accepted by DBSC – Each Exam counts toward 8 hours of In-service credit

BSI's must complete 6 hours of in-service training each year.

- Three hours must be in the category of "*Code Enforcement and Administration*" as approved by DBSC

CEO's must complete 24 hours of in-service training each year.

- Twelve (12) hours of which must be DBSC approved in-service training. CEO's must complete 3 hours in each of the following three categories:

- a) Code Enforcement and Administration*
- b) Uniform Fire Prevention and Building Code*
- c) Energy Conservation Construction Code*

BSI's may complete their remaining 3 hours of in-service training through DBSC approved courses or through Professional Development Electives.

CEO's may complete their remaining 12 hours of in-service training through DBSC approved courses or through professional development electives.

PLEASE NOTE: All In-service hours for BSIs (6 hours annually) and CEOs (24 hours annually) can be obtained through online training, provided that a BSI and a CEO meet the respective categories listed above.



PROFESSIONAL DEVELOPMENT ELECTIVES

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

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 *

*Other topics that contribute to the professional development of a code enforcement official or building safety inspector as determined by the Secretary

BSI's and CEO's using professional development electives as part of their in-service requirement must:

- Submit a Professional Development Elective application form each year to DBSC
 - Form is available at: www.dos.ny.gov/DCEA/
- Provide sufficient documentation of the course completion **if requested by DBSC**
 - Failure to submit adequate documentation when requested by DBSC shall result in forfeiture of the in-service training credit and could result in an inactive or revoked certification for the individual
- BSI's and CEO's that obtain in-service credit through Professional Development Electives must maintain the following information for a period of three years from the completion date of the course:
 - Title of course
 - Description of course
 - Number of contact hours completed
 - Certificate of completion issued by the sponsor
 - Sponsor's name
 - Attendance verification
 - Date of the Course
 - Location of the course

Courses where attendance is not recorded (or registered) and maintained by the sponsor of the course will not be accepted as Professional Development Electives.

Courses taken as Professional Development Electives can only be credited toward the annual In-service training in the calendar year which they are taken. **Meetings, roundtable discussions, work experience, and prerecorded videos are not acceptable as professional development electives.**



ADVANCED IN-SERVICE TRAINING

The Secretary of State may from time to time require certified Building Safety Inspectors and/or certified Code Enforcement Officials to receive advanced in-service training relating to amendments, revisions, or additions to the Uniform Code and/or the Energy Code; other changes in law or other matters which warrant specific training. The Secretary will issue a statement indicating that advanced in-service training is required.

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

INACTIVE CERTIFICATION STATUS

BSI's certification will be considered inactive if 6 hours of in-service training is not completed at the end of the year or if required advanced in-service training is not completed in the specified time-frame. CEO's certification will be considered inactive if 24 hours of in-service training is not completed at the end of the year or if required advanced in-service training is not completed in the specified time-frame. The 3 month extension is no longer available.

If an individual does not complete the required 24 hours on in-service training for three consecutive years, they will be required to take the basic training program again in order for their certification to become active again.

ADJUSTMENTS FOR IN-SERVICE AND ADVANCED IN-SERVICE REQUIREMENT

DOS may grant an adjustment and/or condition to the in-service training requirement or advanced in-service training requirement if:

- The BSI or CEO shows good for reasons of health certified by a health care professional, extended active duty with the armed forces of the United States or similar reasons.

REVOCAION OF CERTIFICATION

DOS can revoke a certification for a BSI or a CEO if:

- They did not actually attend or participate in class session required for basic, in-service or advanced in-service
- They achieved a passing grade on an exam for any basic, in-service or advanced in-service by fraudulent or dishonest means.

CHANGING FROM INACTIVE CERTIFICATION TO ACTIVE CERTIFICATION

An inactive certification status of less than three consecutive years may be reclassified to active by completing the required in-service training for the current calendar year.

An inactive certification status of three or more consecutive years may be reclassified to active by successfully completing Courses 9A, 9B and 9C (or 9G) for a BSI or Courses 9A, 9B, 9C, 9D, 9E and 9F for a CEO.



CHANGING FROM A REVOKED CERTIFICATION TO AN ACTIVE CERTIFICATION

Individuals with a certification that has been revoked can be re-certified by repeating and successfully completing the basic training program with 18 months of the date that application request is received by DOS.

Summary of Major Changes:

- **Unlimited Online Training**
- **Three month extension is no longer available**
- **CEO required to take 12 hrs. of DBSC approved Training, BSI required to take 3 hrs.**
- **Up to 12 hrs. of Professional Development Electives accepted annually for CEO, 3 hrs. for BSI**
- **There are three (3) categories for DBSC approved In-service training (Code Enforcement and Administration, Uniform Code and Energy Code.) At least three (3) hours of in-service training must be taken in each category**

DBSC Website:

www.dos.ny.gov/DCEA/

Available Forms:

BSI Certification Form

Used for initial BSI Certification and when decreasing level from CEO to BSI

CEO Certification Form

Used when increasing level of certification from BSI to CEO. Students who have just completed the 9F and are in compliance with the requirements for certification will automatically receive their certification.

PDE Notification Form

Used once a year for submitting Professional Development Electives. Forms must be submitted prior to **<insert date>**