



Site Safety Manager Training Program

One of the many objectives of The New York City Department of Buildings (NYC DOB) codes are to increase safety precautions at low, mid-rise and high-rise sites and, more generally, to prevent accidents at construction and demolition sites. Also of primary importance, regardless of the building height or size, is the protection and safety of the public and workers on job sites.

Directly correlated to the expanded registration and certification requirements by the NYC DOB, a more diversified population is attending one of TSC Training Academy (TSCTA)'s most popular training courses. In response, TSCTA, a NYC DOB approved training provider of the Site Safety Manager Orientation and 40-HR Site Safety Manager Training Course (SSM), has modified their training program to best assist construction professionals ranging such as Licensed Site Safety Managers (SSM), Certified Site Safety Coordinators (SSC) and Registered Construction Superintendents (RCS) with navigating through the new registration and, for SSM candidates, exam procedures. However, rest assured that, TSCTA remains the industry leader in providing superior, all-inclusive comprehensive training. Our cadre of industry-leading quality instructors deliver in-depth live lectures, offer factual safety-related construction incidents and a variety of hands-on demonstrations.

WHO SHOULD ATTEND?

The **40-Hour program** designed for qualified construction professionals applying to take the site safety manager license exam or registering with the NYC DOB as a SSC or RCS. For specific requirements for: **SSC-See Page 4; SSM-See Page 5-6; RCS-See Page 7. As of 7/1/08, under NEW Chapter 33 Building Codes, professional experience used to qualify for certain licenses or certifications must be within the last 10 years and should be verifiable by a Social Security Long Statement.**

The **7-Hour Orientation Course** is typically limited to eligible NYS Licensed Professional Engineers or NYS Registered Architects, with extensive supervisory experience, **As of 7/1/08, under NEW Chapter 33 Building Codes PE's and RA's SSM license candidates are required to document a minimum of two years supervising major buildings, that be verifiable by a Social Security Long Statement.**

OBJECTIVES

Upon completing this program you will have:

- Clear understanding of new NYC Codes, existing Federal and State standards, and applicable local laws to promote sound and code-compliant construction practices.
- Appreciation for necessity of practicing impeccable record keeping and reporting as well as role as contact for corporate and city/state/federal regulatory agencies.
- Insight into safety and health policy/procedure administration, fire protection regulations, and DOT regulations and permits.
- Opportunity to review applicable forms and required documentation as mandated by the NYC DOB to regist for Site safety manager exam, Certified Site Safety Coordinator or Construction Superintendent positions.

NEW- Lower Course Fees & Group Discounting NOW AVAILABLE!

Registration fee includes the cost of all seminar materials, unless otherwise indicated. Discounted course fees available for advance registrations, for same event, paid in full prior to the class.

40 HR Site Safety Manager Program- \$850.00 per person *Does not include DOB fees

- ▶ **Individual Course Fee:** \$850.00
- ▶ **Group discounted Course Fee for 6 to 9 attendees:** \$765.00 per participant
- ▶ **Group discounted Course Fee for 10 + attendees:** \$680.00.00 per participant

7 HR Site Safety Manager Orientation Course- \$295.00 per person *Does not include DOB fees**DOB Exam Fee- For Site Safety Manager License Exam Applicants ONLY**

The exam fee is \$350, payable directly to the NYC DOB. This fee does not include the fee for the issuance of the license after passing the exam and required background investigation. The fee must be paid **by MONEY ORDER ONLY** in a separate payment from TSC course fee. Money order should be made payable to "New York City Department of Buildings" and should include the exam candidates Social Security Number.

DOB Registration Fee- For Site Safety Coordinators ONLY

There is a \$100.00 initial fee required by the NYC Dept. of Buildings at the time the **Site Safety Coordinator** LIC-2 application, background investigation questionnaire and other required documentation is submitted to the DOB. Applications are not accepted on walk-in basis; to schedule an appointment contact the Licensing Unit @ 212-566-4100. This fee, per the DOB, is payable in cash, money order, company check, personal check or credit card.

DOB Registration Fee- For Construction Superintendents ONLY

There is a \$100.00 registration fee required by the NYC Dept. of Buildings at the time the **Construction Superintendent** application is submitted. All individuals, except for those applying as incumbents who can apply on-line, **MUST** submit their application in person along with the required documents. This fee, per the DOB, is payable in cash, money order, company check, personal check or credit card.

Any registration requires a 50% non-refundable deposit payment to confirm space (s). Full fees are payable upon receipt of confirmation or payment can be mailed with your registration form no later than two weeks prior to the training event start date. Cancellation or reschedule requests must be received at least three days in advance of the event to receive refunded deposit payment. Otherwise all fees are subject to forfeiture. TSCTA reserves the right to reschedule or cancel any program (s) for any reason, including insufficient enrollment.

Accepted Forms of Payment

- Visa, MasterCard, Discover or AMEX
(Credit card payments will only be accepted via phone or fax prior to the training event; however, a credit card authorization form must be completed and received by fax or email in order to process the payment requested).
- Money Order
- Certified Bank Checks
- Personal Check or Company Check ** All checks payable to "TSC Training Academy, LLC"

** Any uncertified check will require a minimum 5 - 7day hold on the release of course completion materials.

All classes are held at the TSC training facility located in Long Island City. Directions to the facility will follow with the final confirmation of course registration.



Site Safety Manager License Course Registration Form

This form is to be filled in completely and returned to our office via fax, 718-389-6155 or regular mail. Please send original form and the required non-refundable deposit to TSC, **36-06 43rd Avenue, Long Island City, NY 11101**. If you will be paying deposit by credit card, please call 718-389-2103 to request a credit card authorization form and a member of the TSC dept. will process the payment upon receipt of the completed form. If you will be paying by check, a copy of the check must be included at the time the registration form(s) is returned via fax and the original payment should immediately be sent via mail. Your space **will not** be guaranteed without a non- refundable deposit payment of 50% of total course fees.

Please indicate course selection:

- 7-Hour Orientation Course*** \$295.00 per participant (Non-refundable deposit of 50% of total course fees)
- 40-Hour Site Safety Manager Program*** \$850.00 (Non-refundable deposit of 50% of total course fees)

PARTICIPANT INFORMATION

Name: _____

Date of Birth: _____ Social Security #: _____

Email Address: _____

Mailing Address: _____

City	State	Zip Code
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Home Telephone #: _____ Cell Phone #: _____

EMPLOYER INFORMATION

Company Name: _____

Company Address: _____

City	State	Zip Code
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Comp. Telephone #: _____ Comp. Fax #: _____

Actual course schedule may be altered at the discretion of TSC based on class minimum. In such instances, deposits will be returned or applied towards next available program. Cancellations will be accepted up to (3) business days prior to start of training and deposit will be retained by TSC. Cancellations that occur with 3 or less days will be subject to forfeiture of full course fee (s). Class failure is automatic forfeiture of all course fees.

NYC Certified Site Safety Coordinator* Requirements

New as of 7/1/08

* Site safety coordinator certifications are applicable for those who will supervise construction or demolition of 10-14 story buildings.

Under Chapter 33, for this position a major building is either:

- A) 10 or more stories; or
- B) 125 or more feet in height; or
- C) 100,000 sq. feet or more of lot coverage, regardless of height; or
- D) As designated by the Commissioner of DOB.

As required by the NYC DOB, Applicants MUST meet these minimum requirements:

- 1) Be at least 18 old;
- 2) Be able to read, write and understand the English language;
- 3) Be able to provide the required document to verify experience for one of the qualifications that appear below;
- 4) Have completed, within one year of application filing, a DOB approved Site Safety Manager Course; and
- 5) Possess good moral character, so as to not adversely impact upon fitness to perform the duties and responsibilities of a Site Safety Coordinator.

Category A (must meet all requirements in category A):

- Be a New York State Licensed Professional Engineer; **AND**
- Within one year prior to exam application filing, have completed a DOB-approved Site Safety Manager Orientation Course; **AND**
- Have 2 years experience supervising major buildings.

OR

Category B (must meet all requirements in category B):

- Be a New York State Licensed Register Architect; **AND**
- Within one year prior to exam application filing, have completed a DOB-approved Site Safety Manager Orientation Course;
- Have 2 years experience supervising major buildings.

OR

Category C (must meet all requirements in category C):

- Have 5 years of practical construction experience in construction supervision or construction safety, including at least 3 years of such experience with major buildings; **AND**
- Within one year prior to exam application filing, have satisfactorily completed a DOB-approved 40-Hr. Site Safety Manger Course

NYC Site Safety Manager License Pre-Exam Requirements

Revised as of 7/1/08

Site safety manager licenses are applicable for those who will supervise construction or demolition of buildings 15 or more stories.

Under Chapter 33, a major building is either:

- A) 10 or more stories; or
- B) 125 or more feet in height; or
- C) 100,000 sq. feet or more of lot coverage, regardless of height; or
- D) As designated by the Commissioner of the DOB

Effective July 1, 2008, under the New Chapter 33 code requirements, to be eligible to take the NYC Site Safety Manager (SSM) exam, you **MUST** meet **ALL** requirements in **ONE** of the following categories at the time you file your exam application:

Category A (must meet all requirements in category A):

- Be a New York State Licensed Professional Engineer; **AND**
- Have 3 years experience supervising major buildings; **AND**
- Within one year prior to exam application filing, have completed a DOB-approved Site Safety Manager Orientation Course.

OR

Category B (must meet all requirements in category B):

- Be a New York State Licensed Register Architect; **AND**
- Have 3 years experience supervising major buildings; **AND**
- Within one year prior to exam application filing, have completed a DOB-approved Site Safety Manager Orientation Course.

OR

Category C (must meet all requirements in category C):

- Have 8 years of construction supervision experience, within the last 10 years, including 5 years supervising major; **AND**
- Within one year prior to exam application filing, have satisfactorily completed a DOB-approved 40-Hr. Site Safety Manger Course.

OR

Category D (must meet all requirements in category D):

- Have completed a paid on-the-job training program, on major buildings, under the direct and continuing supervision of a certified Site Safety Manager covering all aspects of site safety management and all phases of building construction from start of construction to building enclosure and have all required documents to demonstrate completion of the training program; **AND**
- Within one year prior to exam application filing, have satisfactorily completed a DOB-approved 40-Hr. Site Safety Manger Course.

OR

Category E (must meet all requirements in category E):

- Have three years experience as a DOB certified site safety coordinator; **AND**
- Within one year prior to exam application filing, have satisfactorily completed a DOB-approved 40-Hr. Site Safety Manger Course.

OR

Category F (must meet all requirements in category F):

- Have satisfactory equivalent of related experience and/or education** ; **AND**
- Within one year prior to exam application filing, have satisfactorily completed a DOB-approved 40-Hr. Site Safety Manger Course.

****Satisfactory Equivalent of Related Experience Guidelines for SSM License Applications:**

- 1) 5 years experience as a building code enforcement official; **OR**
- 2) 8 years experience as a safety official (e.g. OSHA or Safety Inspector for a construction firm); **OR**
- 3a) 10 years experience working in a construction trade such as a carpenter, mason, 3 years of which **MUST** be on buildings at least 10 stories or 125 feet in height or with a lot coverage of 100,000 sq. feet or more; and 2 years which must be in an on-site supervisory position (e.g., foreman)
- 3b) Each year of formal training or education in a program with an emphasis on construction at a college (including architecture or engineering), technical or trade school may be substituted for one year of construction work up to a maximum of three years.
- 3c) One year of experience as a Site Safety Coordinator working on-site may be substituted for the two years of the required construction supervisory experience. **OR**
- 4) 5 years of experience as the safety director of a construction firm; **OR**
- 5) 6 years experience in on-site construction supervision, five years of which must be in major buildings plus four years of formal education or training as defined in item 3 (b) above. One-half year is given for each year of education or training for a required total of eight years of equivalent experience.

Registered Construction Superintendent Requirements

As of July 1, 2008 all initial and renewal applications for New Building and Demolition permits for buildings **up to and including 9 stories** are required to have a registered Construction Supers named on the PW-2. Starting on 7/5/08, this requirement will apply to **all** permits of including 1, 2 and 3 family homes and garages.

To be eligible to become a registered Construction Superintendent, an applicant must meet one of the following qualifications:

Category A (must meet all requirements in category A):

- Be a New York State Registered Architect or Professional Engineer; **AND**
- Within the past 3 years, have taken either a Department-approved site safety manager orientation course **OR** a 10-hour OSHA class

OR

Category B (must meet all requirements in category B):

- Have 5 years of experience in the last 10 as a Construction Superintendent; **AND**
- Within the past 3 years, have taken a Department-approved site safety manager orientation course **AND** a 10-hour OSHA class

OR

Category C (must meet all requirements in category C):

- Have 5 years of experience in the last 10 as a carpenter, mason or building inspector; **AND**
- Within the past 3 years, have taken a Department-approved 40-hour site safety manager course **AND** a 10-hour OSHA class

To register as a Construction Superintendent:

1. Complete and sign LIC3 form
2. Provide original Social Security card or letter from Social Security stating your number
3. Show proof of address with a bank statement, utility or telephone bill
4. Provide a valid driver license, learner permit, passport or alien registration card with photo
5. Pay \$100 filing fee

Applicants applying with experience as a Construction Superintendent, carpenter, mason or building inspector **MUST** also submit a notarized **LIC-4** form in addition to a notarized letter from all employers. If you are the owner of your own company, you must write this letter on your own behalf. These letters must cite **specific job responsibilities** that match the responsibilities on the LIC-4 Work History for License Application, the dates of employment and title the applicant held. If you are not able to obtain a letter from a previous employer, a W-2 and notarized letter from the applicant describing the employment and responsibilities held during that time period will be accepted.

Applicants must come to the Licensing Unit at 280 Broadway, 6th Floor in person to obtain your registration – mailed applications will not be accepted