



## ***Site Safety Managers Refresher Training***

The NYC Site Safety Managers Refresher program provided by TSC is an all-inclusive program that allows you to complete the 7 hours of continuing education that is required every three years when renewing your license. TSC will walk you through the entire process of your site safety manager license renewal. Everything from the preparation and submission of your personalized application, to the notarizing of your DOB required Executive Order is included in your training fee. The only thing you need to bring with you on the day of the class is your interest in safety and one 2” x 2” passport photograph!

Your renewal application will be prepared prior to the class with the information that is provided on your registration form. Please carefully review registration form before submitting to ensure that all required information has been supplied is accurate and legible.

The Department of Buildings requires the submission of one 2” x 2” passport photograph to process your license renewal request. All participants are responsible for providing their own pictures; as such services will not be available in-class. Failure to provide the necessary pictures may result in a delay of the submission of your renewal application.

### **Digital Photo Policy Effective 0/05**

*The DOB has launched a new Digital Badge system to improve the professionalism of its trade licenses with a better design, electronic production, and increased security. Renewal requests submitted via mail will be responded to with written notification from DOB instructing the license holder to contact licensing unit to schedule an appointment to have their digital photograph taken. Instead of receiving the renewed license card via mail, it will be issued by the DOB immediately after taking your photograph.*

### **DOB License Renewal & Reinstatement Policy Change Effective 07/08**

As of 7/1/08, licenses that have been expired **OVER ONE YEAR BUT LESS THAN FIVE YEARS** will no longer be eligible for renewal without going through the **REINSTATEMENT PROCESS**. Briefly, reinstatement requires license holders to provide extensive documentation on their professional activities during the time the license lapsed. Applicants should anticipate submitting a current resume, Social Security earnings statement for the expiration period, as well as other documents outlined in the NYC DOB “**Reinstatement Process Change for Some Expired Licenses**” memorandum available on the DOB website, [file://localhost/www.http://www.nyc.gov/html/dob/html/home/home.shtml](http://localhost/www.http://www.nyc.gov/html/dob/html/home/home.shtml). Approved license reinstatements will only be granted once the license holder satisfies payment of all required fees.

Licenses that have been expired **IN EXCESS OF 5 YEARS** will no longer be eligible for renewal or reinstatement. Instead, applicants **MUST REAPPLY** for the expired license by meeting the original requirements for that license, including any examination and investigation requirements.

**Course Fee: \$245.00 (\*\* Does not include NYC DOB License Renewal Fee)**

Registration fee includes the cost of all seminar materials, unless otherwise indicated.

*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 (all credit card payments must be called in) 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. TSC reserves the right to reschedule or cancel any program (s) for any reason, including insufficient enrollment.*

**DOB Renewal Fee:**

As of 7/01/08, the DOB charges \$150.00 to renew the license. For renewal applications postmarked AFTER **July 1, 2008** that have been expired or will expire within 30 to 60 days of renewal request, the NEW late fee penalty is \$50.00 on top of the standard \$150.00 renewal fee.

Your license renewal fee must be provided in a separate payment, from course fee, in the form of check or money order, made payable to the “*NYC Department of Buildings, Licensing Division.*”

**Accepted Forms of Payment**

Visa, MasterCard 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\*\* Please make all checks payable to “TSC Training Academy, LLC”

\*\* Any check that is not certified will require a minimum 5 to 10 day hold on the release of course completion materials. No exceptions.

**\*\*NEW Training Location as of 07/21/08:**

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.

**TSC Training Academy, LLC**  
**36-06 43<sup>rd</sup> Avenue**  
**First Floor**  
**Long Island City, NY 11101**

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**REGISTER TODAY TO RESERVE YOUR SEAT!**

