



How To Register:

Online: at www.tscta.com -or-

Email: form to info@tscta.com -or-

Fax: form to 718-389-6155

Site Safety Manager Refresher Training

AS OF 2/9/2012: Each student will be responsible to prepare and submit their renewal application to the Department of Buildings as **TSCTA no longer provides this service. Due to this change, the course fee has been reduced to \$225 per person. TSCTA is still available to answer any questions regarding your application and the renewal process.*

The NYC Site Safety Managers Refresher program provided by TSCTA allows you to complete the 7 hours of continuing education that is required every three years when renewing your license by the Department of Buildings. The Refresher course is required for client's renewing the following licenses/registrations: **Site Safety Manager, Construction Superintendent, or Site Safety Coordinator.**

Information on how to renew your license can be found in the licensing section of the Department of Buildings website: http://www.nyc.gov/html/dob/html/development/licensing_main.shtml. This information is also outlined below:

Construction Superintendent

- Typed, signed and notarized [LIC3](#) application
- Completed, typewritten [LIC34](#) License Affidavit (if applicable)
- Copy of your Site Safety Manager Refresher Course certificate (course must be taken within one year of renewal).
- One 2x2 current photograph (passport size)
- \$50 fee payment (check or money order); If paying by check, make sure to include your address. * see below for information regarding late fee
- If your business information has changed, include a notarized letter from your employer on business letterhead stating your: Title, Duties and Start Date

Site Safety Coordinator

- Original, typewritten [LIC2](#) License Application
- Completed, typewritten [LIC34](#) License Affidavit (if applicable)
- Copy of Site Safety Manager refresher course completion certificate (course must have been taken within two years prior to renewal)
- One 2x2 current photograph (passport size)
- \$50 fee payment (check or money order). If paying by check, make sure to include your address. * see below for information regarding late fee

Site Safety Manager

- Original, typewritten [LIC2](#) License Application
- Completed, typewritten [LIC34](#) License Affidavit (if applicable)
- One 2x2 current photograph (passport size)
- Copy of Site Safety Manager Refresher Course Certificate (course must be taken within one year of renewal)
- \$150 fee payment (check or money order). If paying by check, make sure to include your address. * see below for information regarding late fee

DOB Renewal Fee:

- Site Safety Manager Renewal: \$150
- Construction Superintendant/Site Safety Coordinator Renewal: \$50
- * Late Fee (if applicable): \$50 (in addition to the standard renewal fee)

*Applications must be submitted to the DOB at least 30 days PRIOR to your expiration date. If applications are submitted LESS than 30 days, you are required to submit a Late Fee in addition to the standard fee (see above). The standard fee and late fee must be submitted in ONE check or Money Order.

If your license has been expired in excess of 1 year, immediately skip to page 3 for important information on how to renew your license and the Reinstatement Process.

7-HR Site Safety Manager Refresher Training Registration Form

Section I- Participant Information

PLEASE PRINT ALL FIELDS LEGIBLY.

Class Date: _____

Check box of license type: SSM CS SSC **License #:** _____ **EXP Date #:** _____

NAME (LEGAL NAME ONLY) _____

COMPLETE ADDRESS: (include APT, FLR or STE #) _____

CITY _____ STATE _____ ZIP _____

DATE OF BIRTH: _____ **SOCIAL SECURITY #:** _____

HOME TELEPHONE: _____ **CELL:** _____

DRIVERS LICENSE# _____ **STATE ISSUED:** _____ **DRIVERS LIC EXP DATE:** _____

E-MAIL ADDRESS: _____

SECTION II- COMPANY INFORMATION (If registering through a company)

COMPANY NAME _____

COMPANY CONTACT: _____

COMPLETE COMPANY ADDRESS: (include APT, FLR or STE #) _____

CITY _____ STATE _____ ZIP _____

TELEPHONE: _____ **FAX:** _____

REGISTRATION

This form is to be filled in completely and faxed back to 718-389-6155 or sent via regular mail to 36-06 43rd Avenue, Long Island City, NY 11101. **Additionally, in order to reserve your space (s), a non-refundable deposit payment of 50% of the total course fees is due at the time of registration.** If paying deposit by credit card, please contact TSCTA @ 718-389-2103 to request a credit card authorization form. No charges can be applied to any credit card without TSCTA's receipt of this written authorization. Deposits made with check payments will require a copy of the check at the time the registration form (s) is returned via fax, with the original check immediately being sent via regular mail. All check payments will require a 5-7 business day hold on the release of any course materials.

Course Fees:

- **Individual Course Fee:** \$225.00
- **For 10 or more:** \$202.50 per participant

Accepted Forms of Payment

Check box if paying by credit card & CC Auth form will be sent for completion of transaction.

- Visa, MasterCard, AMEX or Discover
- Money Order
- Check (requires 5-7 day hold on material release)

Cancellation policy

Cancellation or rescheduling requests will be accepted with no penalty up to 3 business days prior to the start of event. Cancellation requests that occur with less than 3 days notice will be subject to forfeiture of deposit or full course fees.

TSCTA reserves the right to reschedule or cancel any course date (s) for any reason, including insufficient enrolment. In such instances, deposits will be returned or applied towards next available training program.

For all questions on courses or registration process, please contact us at 718-389-2103 or info@tscta.com.



For licenses expired MORE than 1 year:

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>

Approved license reinstatements will only be granted once the license holder satisfies payment of all required fees.

SSM 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.