



## How To Register:

**Online:** at [www.tscta.com](http://www.tscta.com) -or-

**Email:** form to [info@tscta.com](mailto:info@tscta.com) -or-

**Fax:** form to 718-389-6155

## **7-Hr Site Safety Manager Orientation Course** **~Construction Superintendent Applicants~**

**As of *January 02, 2008*, RULE 48 enforcement date, the NYC Dept. of Buildings is requiring all applications for New Building and Demolition permits up to and including 14 stories to have a designated registered Construction Superintendent named in *Section 9a of the PW-2*. As of July 5, 2008, this requirement will also apply to all one, two and three family homes.**

To ensure that construction sites are supervised by qualified people with the appropriate knowledge of construction and risk prevention, TSC is now offering the 7-Hour Site Safety Manager Orientation Course to assist those who must comply with Rule 48 training requirements.

The Site Safety Manager Orientation course is designed for qualified construction professionals interested in registering as construction superintendents, issued by the NYC DOB. The training, as a whole, focuses on an advanced comprehensive approach to the management of construction site safety. Thus, previous participants, not eligible for construction superintendent license, have taken the training for information value and to further professional stature in construction industry.

Further, the NYC Site Safety Manager Orientation Training Course is ideal for New York State Licensed Professional Engineers, New York State Registered Architects or Construction Superintendents with 5 years experience. Please note that even if you qualify for the construction superintendent license as an engineer or architect, the Department of Buildings still mandates the completion of a 7-hr Site Safety Manager Orientation course. TSC'S Orientation Training Program enables the time constrained professional to obtain this required Orientation Completion Certificate in one 7-hour class session.

The 7-Hour Orientation Course is geared towards candidates with extensive construction experience, in both practical and supervisory capacity. Construction Superintendent applicants attending Rule 48 required courses do not receive TSC's assistance with application completion or complementary application filing of application with NYC DOB since all individuals, in exception of incumbents, must register in person at the DOB main office.

### **General Rule 48 Information:**

**As per the construction safety advisory Rule 48 legislation passed by the NYC Buildings, the law indicates that ALL registered construction superintendents have major responsibilities related to safety management such as:**

(1) Availability to the Department at all times, including emergencies; advising the Department of contact information and changes thereto; engaging in sound construction practices; acting in a reasonable and responsible manner to maintain a safe construction site; reporting immediately to the Department any fatality, injury to persons resulting in hospitalization or injury to property occurring on or adjacent to the job site that arises from the construction work;

(2) To the extent that an architect or engineer is not responsible, assuring compliance with the applicable approved plans and the requirements of sections 27-132(b), 27-221, Subchapter 19 of Chapter 1 of Title 27 and all other provisions of the Administrative Code and Rules and regulations as they relate to the duties of a person superintending work.

(b) Obligation to cooperate with inquiries. All registered construction superintendents shall cooperate in any investigation by the Department, or other city or law enforcement agency, into the activities at any job site under their supervision and shall provide prompt, accurate and complete responses to reasonable inquiries by the Department and other agencies about the conduct of such business.

(c) Each Construction Superintendent may supervise up to 10 jobs; however the Commissioner may grant a waiver to extend this number in circumstances such as cluster-type construction.

**DOB Registration Fee:**

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, must be paid by cash, money order, company check, personal check or credit card.

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## ***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**

# 7-HR Site Safety Manager Orientation Training Registration Form

## Section I- Participant Information

**Please PRINT**

NAME (LEGAL NAME ONLY) \_\_\_\_\_

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

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE OF BIRTH : \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

## SECTION II- COMPANY INFORMATION (if registering through a company)

**Please PRINT**

COMPANY NAME \_\_\_\_\_

COMPANY CONTACT: \_\_\_\_\_

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

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

### **REGISTRATION**

This form is to be filled in completely and faxed back to 718-389-6155 or sent via regular mail to 36-06 43<sup>rd</sup> Avenue, Long Island City, NY 11101. **Please make sure to write in the language and class date (s) of the training you are registering for at the top of the form. Otherwise, we cannot properly process your request and the class may be closed for additional registrations by the time we are able to contact you to obtain this information. 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**

Unless otherwise indicated, registration fee (s) includes cost of all seminar materials. Discounted course fees available for group registrations, for the same event, paid in full prior to the class.

- Individual Course Fee: **\$295.00**
- For 10 or more **\$265.50 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. When authorized by TSCTA, you may transfer registration fees of cancelled course to a future course or to another person of same organization. Cancellation requests that occur with less than 3 days notice will be subject to forfeiture of deposit or full course fees. Class failure is automatic forfeiture of **ALL** 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