

SERVICE UPDATE

AEU3321 Form Updated

Effective April 1, 2019, the Administrative Enforcement Unit (AEU) will no longer accept the [AEU3321](#) form dated '11/18.' Only the new form with the '3/19' revision date will be accepted.

The [AEU3321](#) form certifies correction for summonses issued for failing to comply with site safety training requirements. The revised form provides those who are certifying correction the opportunity to describe the corrective steps taken when the pre-printed text is not applicable. In addition, it provides a section for the submitter to add their mailing address and an additional address to receive the results of the AEU review.

Mailing Address (Text Added)

My mailing address is:	_____
	<small>(Street Address, City, State, Zip Code)</small>
Please mail results to:	_____
	<small>(Street Address, City, State, Zip Code)</small>

Revised Statement Selections

Statement in Support
I, _____, hereby state that _____ has:
<small>(Print Name)</small> <small>(Name of Business/Individual)</small>
Must check one:
<input type="checkbox"/> I have paid for department approved Site Safety training to be provided by the above-listed course provider at no cost to the listed worker. For the duration of the required Site Safety training, there have been no changes to the terms and conditions of the listed worker's employment including hours and rate of pay, as set forth in Section 28-204.1.1. Such worker continued/continues to be employed and paid the same wages they had been receiving prior to the issuance of the above-referenced summons. There are no workers at the place of occurrence, as indicated on the above-referenced summons, who have not been trained or scheduled to be trained or
<input type="checkbox"/> Department approved Site Safety training was completed prior to the listed worker's current employment. See attached supporting documentation. There have been no changes to the terms and conditions of the listed worker's employment with the above-listed employer since issuance of the above-referenced summons. There are no workers at the place of occurrence, as indicated on the above-referenced summons, who have not been trained or scheduled to be trained or
<input type="checkbox"/> Other. Please specify what actions were taken to comply with the Site Safety training requirements and attach supporting documentation. _____
There have been/will be no changes to the terms and conditions of the listed worker's employment, including hours and rate of pay as set forth in Section 28-204.1.1. For the duration of the required site safety training and, the listed worker continues to be employed and paid the same wages they had been receiving prior to the issuance of the above-referenced summons. There are no workers at the place of occurrence, indicated on the above referenced summons, who have not trained or scheduled to be trained.

For more information on how to certify correction and to access certificate of correction forms, please call AEU at (212) 393- 2405 or visit the [Department's Resolving Violations](#) page.

POST UNTIL: June 1, 2019