Fire Code Section 113-04
Accreditation of Training Courses

(a) Scope

(1) This section sets forth general procedures, standards and requirements for the accreditation of training courses by the Department.

(2) Training courses for the fire safety director certificate of fitness shall additionally comply with the provisions of R113-05.

(3) Training courses for the fire safety/EAP director certificate of fitness shall additionally comply with the provisions of R113-06.

(4) Training courses for the refrigerating system operating engineer certificate of qualification shall additionally comply with the provisions of R113-07.

(b) General Provisions

(1) Prohibited claims and representations. It shall be unlawful for any educator, educational institution or program or other person or entity to offer a course purporting to train or otherwise qualify an individual for a certificate of fitness for fire safety director or fire safety/EAP director or certificate of qualification to direct, control or supervise the operation of a refrigerating system or related technology, or to make a similar claim, or purport to be approved by the Department, or otherwise make reference to the Department in connection with such certificates, prior to receiving Department accreditation of such course.

(2) Term of accreditation. Original and renewal accreditations will be issued for a term of one (1) year, unless a shorter term is specified by the Department.

(c) Accreditation Standards. The Department will grant accreditation to a training course only if the applicant establishes that the training course will meet the following minimum standards:

(1) The training course provides the hours and topics of instruction required by the Department for that type of training course.

(2) A written examination of a type acceptable to the Department is administered and a passing grade acceptable to the Department is required for successful completion of the course.

(3) The training course has been developed and will be taught and evaluated by individuals possessing the requisite knowledge, skills, experience or other appropriate qualifications. The
Department may require applicants who are instructors at Department-accredited training schools to hold the applicable certificate of fitness or to establish their eligibility for issuance of such certificate.

(4) Records satisfactorily demonstrating compliance with accreditation standards and requirements, including records of course administration and student performance, are maintained.

(5) Department representatives are allowed to attend training courses and audit records to monitor compliance with accreditation standards and requirements.

(6) Each student is required to complete a Department-approved course evaluation form upon completion of the training course, and the completed forms are returned to the Department no later than five (5) days after course completion.

(d) Application Requirements

(1) Application information. Information relating to training course accreditation application requirements and procedures, including application forms, may be obtained from the Department's web site, www.nyc.gov/fdny, and from the Licensing Unit of the Bureau of Fire Prevention, Fire Department Headquarters, 9 MetroTech Center, 1st Floor, Brooklyn, NY 11201-3857.

(2) Submission. All applications for training course accreditation shall be submitted to the Licensing Unit of the Bureau of Fire Prevention, and shall include the fee set forth in FC A02.1.

(3) Original applications. All original applications shall include the following information and documentation, and such other information and documentation as the Department may require:

(A) The name and address of the educator or educational institution or program proposing to offer the training course;
(B) The name and contact information, including a telephone number, of a designated representative;
(C) The course location and course schedule (dates and time), including the location of any practical skills exercise/hands-on demonstrations;
(D) The type of course for which approval is being requested;
(E) A detailed outline of the course curriculum;
(F) A description of the teaching methods to be used to present each topic, (e.g., lectures, discussions, practical skills exercises and audio-visual materials);
(G) Copies of all written materials to be distributed, including
sample examinations;
(H) Tuition fees, study material fees and any other fees to be charged students;
(I) A list of instructors, documentation of their qualifications (including a resume), and a list of the subjects each instructor will teach;
(J) The instructor-to-student ratio for classroom, practical skills exercises/hands-on demonstrations;
(K) Procedure for documenting student attendance of each student at each training session;
(L) Any affiliations with other educational institutions or trade, union or professional organizations;
(M) A summary of the applicant’s prior history and experience in conducting similar training courses, including the location and approximate date of each such course;
(N) A list of all other licensing authorities for which the training courses have been approved or disapproved; and
(O) Evidence of compliance with New York State Department of Education regulations, or a statement from the applicant that the applicant and/or the training course are not subject to such regulations.

(4) Renewal applications
(A) An application for renewal of accreditation shall include updated course information, including any course schedule, curriculum or personnel changes.
(B) The Department will evaluate the effectiveness of any training course, including consideration of the success of its students in achieving passing grades on certificate of fitness or certificate of qualification examinations, in determining whether to grant an application for renewal of accreditation.

(e) Training Course Changes

(1) Notice required. Application shall be made to the Department for approval of the following training course changes prior to implementing such changes:
(A) personnel;
(B) course schedule (dates, times and location);
(C) course curriculum; or
(D) teaching methods.
(2) Conditional approval. Conditional approval may be granted pending a complete evaluation of the changes.

(f) Misconduct. In addition to any other penalties provided by law, misconduct on the part of an applicant for accreditation, or any
educator or educational institution or program granted accreditation, shall be grounds for denial, non-renewal, suspension or revocation of Accreditation. Such misconduct includes, but is not limited to, the following acts or omissions:

(1) any false or fraudulent conduct in connection with an application for accreditation or other Department approval;

(2) the failure to conduct the course in accordance with standards and requirements for accreditation;

(3) the failure to timely notify the Department of training course changes or to obtain approval therefor;

(4) the failure to maintain proper recordkeeping;

(5) the failure to allow Department representatives to attend a training course and/or audit records in order to monitor compliance with accreditation standards and requirements;

(6) the failure to disclose to the Department training course information, including relating to the preparation, security and administration of examinations and students' grades; or

(7) any other conduct that bears on the integrity of the applicant or accredited educator or educational institution or program, or the effectiveness of the training course.