

## PURPOSE OF FORM

The Course Provider Application (CPA-1) form is used to become a registered Department of Buildings (DOB) course provider, to renew an existing registration, request the approval of new courses, or information update with the Department.

## GENERAL GUIDELINES

The **CPA-1 form** must be typewritten and notarized. Handwritten applications will not be accepted. A printable, fill-in CPA-1 form can be found at [nyc.gov/buildings](http://nyc.gov/buildings), in the **Training Section** under **How to Become a Course Provider**. Applicants must complete, print, sign, and notarize the CPA-1 form. Applicants have two (2) options for submission:

- **By Mail**

Mail the completed CPA-1 form, supporting documentation, and payment via check or money order made payable to the **NYC Department of Buildings** can be mailed to:

NYC Department of Buildings  
Attn: Course Provider Program  
280 Broadway, 6th Floor  
New York, NY 10007

- **In-person**

Drop-off on **Tuesdays** or **Wednesdays only**, from **10:00 am to 3:00 pm**. The completed CPA-1 form, supporting documents, and payment via check or money order made payable to the **NYC Department of Buildings** can be dropped off at **280 Broadway, 6th Floor reception**, New York, NY 10007

**or**

Applicants can pay in-person with a credit card, check, or money order made payable to the **NYC Department of Buildings** at **280 Broadway, 1st Floor Atrium**, New York, NY, 10007. After the payment is made, the applicant must drop-off the completed CPA-1 form, supporting documents, and a receipt of payment at 280 Broadway, 6th Floor reception, New York, NY 10007.

Review **SECTION 2: CRITERIA** to determine which documentation must be submitted with the application. All required fields must be filled out completely.

## PAYMENT INFORMATION

Payment is due with all new and renewal applications.

Payment can be submitted by mail or in-person. Follow the information above to submit payment either by mail or in-person.

## FEES

- Initial Fee ..... \$3,250
- Renewal Fee ..... \$3,185

## REQUIRED DOCUMENTS FOR APPLICANT

- Copy of Social Security Card
- Copy of Photo ID (Driver's License, NYS Non-Driver's ID, current passport or Green Card)
- Typewritten and notarized **LIC34** (if applicable)

## CRITERIA

- Documentation demonstrating Course Provider Category

## INSTRUCTIONS

### SECTION 1: Application Type

Select the purpose of your application:

- New
- Annual Renewal
- Course Addition
- Information update

### SECTION 2: Criteria

Review the appropriate category that corresponds to your organization's category and attach the required documentation with your submission. Incomplete submissions will be rejected.

COURSE PROVIDER CATEGORY	REQUIRED DOCUMENTS
ANSI Accredited	<ul style="list-style-type: none"> <li>• Certified copy of either <a href="#">Articles of Incorporation</a>, <a href="#">Articles of Organization</a>, <a href="#">or Business Certificate</a></li> <li>• Certified by an organization accredited by <a href="#">the American National Standards Institute (ANSI)</a> as a Standards Developing Organization with published standards for continuing education and training.</li> </ul>
Higher Education Institution	<ul style="list-style-type: none"> <li>• Verification of accreditation from accrediting organizations recognized by the United States Department of Education or the <a href="#">Council for Higher Education Accreditation (CHEA)</a></li> </ul>
Not-for-Profit	<ul style="list-style-type: none"> <li>• Certified copy of <a href="#">Articles of Incorporation</a></li> <li>• Latest copy of <a href="#">IRS Determination Letter</a> and <a href="#">IRS Form 990, 990-EZ, or 990-N</a></li> <li>• Proof that applicants have at least 3 years of experience in providing construction-related workforce development, construction-related education, or site safety training as per <a href="#">Local Law 219 of 2019</a>. Valid forms of proof include training logs, attendance sheets, and other relevant documents.</li> </ul>
NYC Department of Education & Government Agency	Correspondence on Government Agency Letterhead from the Principal <a href="#">or</a> Executive Staff.
NYS Education Department/Trade School	Proof of an approved continuing education program, or Copy of License issued by the <a href="#">New York State Education Department</a> .
Union	Copy of re-certification letter of registered <a href="#">New York State Department of Labor vocational</a> , trade, or <a href="#">apprenticeship program</a> .

### SECTION 3: Business Information

- Provide the complete legal name and DBA (Doing Business As) name, if applicable. Include the Business headquarters address, business telephone, city, state, zip, email address, and active business website. Information must match the documentation submitted for the **2 COURSE PROVIDER CATEGORY**.

**SECTION 4: Applicant**

Applicant must be an owner, director, officer, partner, or principal and must provide a complete set of information in this section. Applicant must provide last name, first name, middle name, social security number, date of birth, job title, mobile telephone, home address, city, state, zip, and email address. Include the applicable required documents for the applicant.

**SECTION 5: Point of Contact Information**

This section is required if different than SECTION 4. Applicant must provide point of contact information for anyone, in addition to the applicant, who can communicate with the Department. Provide the last name, first name, middle name, job title, home address, mobile telephone, city, state, zip, and email address.

**SECTION 6: Employees for Training Connect Access**

Use this section to list names and email addresses of individuals who will have access to [Training Connect](#).

**SECTIONS 7 & 8: Course Selection**

Use this section to select courses for which you are requesting approval. **(P)** in-person, **(V)** virtual, or **(O)** on demand. *(Only SST courses can be on demand.)*

**SECTION 9: Licensing History**

- Indicate the name, type, number, the current status (active, expired, revoked, or surrendered), and expiration date of any license issued to you.
- If any License/Certification/Registration issued to you has ever been suspended, restricted, surrendered, or revoked; or if any disciplinary action has been taken against said License/Certification/Registration, you must list it in SECTION 10.

**SECTION 10: Comments**

Use this section to explain the reason for any suspension, restriction, surrendering, revocation, or disciplinary action of any Licenses/Certifications/Registrations issued to you.

**SECTIONS 11: Convictions and Fines for Applicant**

- Type an (X) in the appropriate box to indicate your answer to each of the questions in this section.
- If you answer yes to either of these questions, you must complete the **Licensing Supplemental Affidavit (LIC34)**
- **DO NOT include parking fines**

**SECTION 12: Course Provider Statement & Signatures**

- All statements should be reviewed in detail in this section before it is signed and notarized.
- Print name, date, sign, and notarize the CPA-1 form.

**INTERNAL USE ONLY**

This section is to be completed by the Department.

**NEED HELP?**

For questions about completing the application or how to pay the registration fee, please call **(212) 393-2729** or email **CPAdmin@buildings.nyc.gov**.