



Course Provider Application

(application must be typewritten)

FOR OFFICE USE ONLY
Tracking No. _____

INSTRUCTIONS

STEP 1: Complete the Course Provider Application. Once completed, print the application, and have the document notarized. Then scan the completed notarized Course Provider Application.

STEP 2: Submit the required documentation. This information can be found on the Department’s website on the [Become a Course Provider](#) page.

STEP 3: Save the application and document submission item(s) as a PDF and attach to an email with the subject line “<Business Name> Application”. For existing Course Providers, use the subject line “<Provider ID#> Application”. The body of the email must include the name and telephone number of the contact person. Email the completed application and supporting documents to trainingproviders@buildings.nyc.gov.

1	Application Type	Union Affiliation	Provider ID No. (for current providers)
	<input type="checkbox"/> New <input type="checkbox"/> Course Addition	<input type="checkbox"/> Union <input type="checkbox"/> Non-Union	

2 Business Information *(if a DBA is applicable, supporting documents must be submitted)*

Business Name _____ Business Phone No. _____

DBA or Tradename (if applicable) _____

Business Address _____ Business Fax _____

City _____ State _____ Zip _____ Website _____

3A Applicant Information *(Owner/Director authorized to submit application on behalf of the organization; (email address must be from the business)*

Last Name _____ First Name _____ MI ____ Phone No. _____

Business Title _____ Email Address _____

3B Point of Contact Information *(if different than applicant, is a person authorized to handle all NYCDOB inquiries and requests on behalf of business)*

Last Name _____ First Name _____ MI ____ Phone No. _____

Business Title _____ Email Address _____

4 The Business is...

- The Business **must** provide proof that it is: *(select one)*
- Approved by the New York State Department of Education, such as through a registered New York State Department of Labor vocational, trade or apprenticeship program; **or**
 - Licensed as an educational institution by the New York State Department of Education; **or**
 - Accredited by an accrediting organization recognized by the United States Department of Education or the Council for Higher Education Accreditation; **or**
 - Certified by an organization accredited by the American National Standards Institute (ANSI) as a Standards Developing Organization with published standards for continuing education and training.

5A Department-approved Courses

Use this section to list all courses for which you are requesting approval. Only select course(s) you are not yet approved to deliver.

Concrete Courses

- 8-Hour Concrete Safety Manager Refresher
- 30-Hour Concrete Safety Manager

Cranes & Derrick Courses

- 4-Hour Mast Climber User/Operator and Refresher
- 8-Hour Climber/Tower Crane Rigger Renewal
- 8-Hour Hoisting Machine Operator Class B Rating
- 8-Hour Hoisting Machine Operator Refresher
- 8-Hour Lift Director Refresher
- 8-Hour Rigging Worker Refresher
- 8-Hour Special Rigger Renewal
- 16-Hour Rigger Supervisor Refresher
- 16-Hour Rigging Worker
- 16-Hour Special Rigger
- 30-Hour Climber/Tower Crane Rigger
- 32-Hour Lift Director
- 32-Hour Rigging Supervisor
- 40-Hour Hoisting Machine Operator

Electrical Course

- 8-Hour Master & Special Electrician Renewal

Plumbing Courses

- 7-Hour Master Plumber & Master Fire Suppression Piping Contractor Renewal
- 7-Hour Periodic Gas Piping Inspector Qualification
- 16-Hour Limited Gas Work Qualification

Safety Courses

- 8-Hour Site Safety
- 40-Hour Site Safety

Scaffold Courses

- 4-Hour Supported Scaffold User & Refresher
- 8-Hour Supported Scaffold Installer & Remover Refresher
- 8-Hour Suspended Scaffold Supervisor Refresher
- 8-Hour Suspended Scaffold User Refresher
- 16-Hour Suspended Scaffold User
- 32-Hour Supported Scaffold Installer & Remover
- 32-Hour Suspended Scaffold Supervisor

5B Department-approved Site Safety Training (SST) Courses

Use this section to list all courses for which you are requesting approval. Only select course(s) you are not yet approved to deliver.

SST General Elective Courses

- 1-Hour Electrocution Prevention
- 1-Hour Fire Protection and Prevention
- 1-Hour First Aid and CPR
- 1-Hour Handling Heavy Materials and Proper Lifting Techniques
- 1-Hour Hoisting and Rigging
- 1-Hour Materials Handling, Storage, Use and Disposal
- 1-Hour Protection from Sun Exposure
- 1-Hour Repetitive Motion Injuries
- 1-Hour Stairways and Ladders
- 1-Hour Tools Hand and Power

SST Prescribed Courses

- 2-Hour Drug and Alcohol Awareness
- 2-Hour Pre-Task Meeting
- 2-Hour Site Safety Plan (SSP)
- 2-Hour Tool Box Talks
- 4-Hour Fall Prevention
- 8-Hour Fall Prevention

SST Specialized Elective Courses

- 1-Hour Asbestos/Lead Awareness
- 1-Hour Concrete and Masonry Construction
- 1-Hour Confined Space Entry
- 1-Hour Cranes, Derricks, Hoists, Elevators & Conveyors
- 1-Hour Demolition Safety
- 1-Hour Ergonomics
- 1-Hour Excavations
- 1-Hour Flag Person
- 1-Hour Health & Safety Programs in Construction
- 1-Hour Job Hazard Analysis
- 1-Hour Personnel Lifts: Aerial Lifts, Scissor Lifts & Mobile Scaffolds
- 1-Hour Motor Vehicles, Mechanized Equipment and Marine Operations; Rollover Protective Structures and Overhead Protection; Signs, Signals and Barricades
- 1-Hour Risk Assessment & Accident Investigation
- 1-Hour Scaffolds-Suspended
- 1-Hour Steel Erection
- 1-Hour Welding and Cutting
- 2.50-Hour Foundations for Safety Leadership

6A Course Provider Statement

I hereby state that as a condition to having the checked course(s) approved, I attest that as the course provider, I must comply with all applicable laws, Department rules, regulations and directives governing Department approved courses. I will ensure that any of the checked courses required will be taught in accordance with the most current NYC DOB Department approved course requirements as posted on the Department's website. I understand that any code or rule violations including failure to adhere to approved course requirements may result in the Department's revocation of its approval for any and all courses.

I understand that course instructors must be credentialed or trained in instructional methods, and knowledgeable in the subject matter being taught. Additionally, if to the extent that the course instructor(s) holds, or has held, a trade license issued by the Department, it must be in good standing and not have been suspended by, surrendered to, or revoked by the Department

NOTICE: Once approved, you will receive an approval letter, be posted on the Department-approved Course Providers List, and receive access to NYCDOB Training Connect.

6B Notarization & Signature

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a City employee to accept, any benefit, monetary or otherwise, as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment, fine, or both.

Name (type): _____	State of New York, County of: _____	Notary Seal
Owner's Signature _____	Sworn to before me this day of 20	
Date _____	Notary Signature _____	

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Date Reviewed: _____ Reviewed by: _____ Accepted Rejected