

# SERVICE NOTICE

## **NEW: Course Provider Application Form and Registration Fee**

Per 1 RCNY105-03, beginning July 1, 2025, to become a course provider, applicants must submit a [Course Provider Application \(CPA-1\)](#) and pay the registration fee of \$3,250. The registration is valid for one year. Applications for renewal must be made at least 30 days but not more than 60 days prior to the expiration of the registration and must be accompanied by the renewal fee of \$3,185. All current providers must register to remain in the Course Provider Program.

The [CPA-1](#) form **must be filled out completely, signed and notarized**. Applicants have two (2) options to submit the CPA-1:

- **Mail**

Mail the completed form, supporting documentation, and payment via check or money order made payable 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 **NYC Department of Buildings**. The information can be dropped off at

NYC Department of Buildings  
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:  
NYC Department of Buildings  
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.

ACCEPTABLE PAYMENT METHOD**	BY MAIL	IN-PERSON
credit cards * (Visa, MasterCard, Discover, and American Express) <i>* credit card charges carry a 2.00% convenience fee</i>	No	Yes
personal checks, company checks, certified checks, bank or cashier's checks, and money orders	Yes	Yes

- Once the completed CPA-1 form and the payment are submitted, the application will be processed.
- Course Provider Program Administration will issue an approval or denial letter via email once payment is received and the CPA-1 form and background reviews have been completed.

### **Additional Information**

For questions about completing the [CPA-1](#) form or how to pay the registration fee, please contact the **Course Provider Program** at [CPAdmin@buildings.nyc.gov](mailto:CPAdmin@buildings.nyc.gov) or **(212) 393-2729**.