

## UPCOMING CHANGE

### Filing Representative Training Course Extension

Filing Representative training courses will be extended through December 31, 2014.

The training requirement for Class 1 applicants is 16 hours. The training requirement for Class 2 applicants is 36 hours. Please review the Filing Representative rule [1 RCNY 104-24](#) for more information on training requirements.

#### **Affidavit Required for Incomplete Training:**

Filing Representatives who have not completed their training requirements by June 30, 2014 are required by the Department, upon application for the 2014 renewal, to complete the [affidavit](#) located on our website stating that he or she agrees to complete the training requirements for Class 1 (16 hours) or Class 2 (36 hours) by December 31, 2014, and acknowledging that his or her registration may not be renewed on July 1, 2015 if the training requirements are not completed by December 31, 2014.

2014 renewal applications and supporting documentation, including the affidavit, will be accepted starting May 1, 2014.

#### **Completed Training Requirements:**

Filing Representatives who have completed all training requirements for Class 1 (16 hours) or Class 2 (36 hours) can begin to apply for their renewal starting April 30, 2014 without completing an affidavit.

#### **Training Course Details:**

[http://www.nyc.gov/html/dob/html/development/filing\\_rep\\_training\\_scheduling.shtml](http://www.nyc.gov/html/dob/html/development/filing_rep_training_scheduling.shtml)