



## Code Outreach Program – BSI and CEO Training Requirements

This edition of the Code Outreach program provides a general overview of the training requirements for certified Code Enforcement Officials (CEOs) and certified Building Safety Inspectors (BSIs) as mandated by [19 NYCRR Part 1208](#). CEOs and BSIs must refer to Part 1208 for the complete requirements.

### BSI and CEO Enforcement Activities

A BSI is an individual who successfully completed the BSI basic training program described in [19 NYCRR 1208-3.2\(b\) and \(d\)](#). BSIs are certified to perform only fire safety and property maintenance inspections of existing buildings and structures.

A CEO is an individual who successfully completed the CEO basic training program described in [19 NYCRR 1208-3.2\(c\) and \(d\)](#). CEOs are certified to perform any enforcement activity, such as performing fire safety and property maintenance inspections of existing buildings and structures, construction inspections performed during and/or upon completion of the construction or alteration of buildings and structures, and review and/or approval of plans incidental to the issuance of a permit for the construction or alteration of buildings and structures. The term “*enforcement activity*” is defined in [19 NYCRR 1208-1.2\(h\)](#). A CEO may utilize a qualified third-party service to conduct plan reviews and inspections in accordance with [19 NYCRR 1203.2\(e\)\(1\) and \(2\)](#). More information on third-party contracted-for services may be found [here](#).

### Maintaining an Active Certification

BSIs and CEOs are required to maintain their certification by completing a specified number of in-service training hours in specific topics each calendar year, as described in the paragraph that follows. Failure to maintain a certification will result in the Secretary of State (Secretary) designating a certification as *inactive*. **BSIs and CEOs may not conduct any enforcement activity with an inactive certification ([19 NYCRR 1208-6.2\(b\)\(5\) and \(c\)\(4\)](#)).** The Secretary’s list of BSIs and CEOs who have successfully completed their in-service training for the previous calendar year is posted on the Division’s website and may be obtained by clicking [here](#). Individuals who completed their basic training or in-service training requirements within the current calendar year may not appear on the list, but the DBSC may be contacted for confirmation.

### In-Service Training and Advanced In-Service Training

BSIs are required to complete 6 hours of in-service training annually, 3 hours of which must be in *approved courses* that address the topic area of code enforcement and administration. CEOs are required to complete 24 hours of annual in-service training. Of these 24 hours, at least 12 hours must be in *approved courses* which must include at least 3 hours in each of the following topic areas: code enforcement and administration, the Uniform Code, and the Energy Code. *Approved courses* are only those courses that are approved or developed by the Secretary. BSIs and CEOs shall refer to [19 NYCRR 1208-3.3](#) for a complete description of topics areas. A list of approved online in-service courses may be obtained by clicking [here](#).

The remainder of the required in-service training hours may be obtained through professional development electives (PDE), as established by [19 NYCRR 1208-3.3\(d\)](#). PDEs, which are defined in [19 NYCRR 1208-1.2\(o\)](#), are training courses whose subject matter advances the professional development of BSIs and CEOs. Click [here](#) for the PDE application form. The DOS may grant an adjustment to the in-service training requirement for reasons of health and as certified by an appropriate health care professional, for extended active duty with the Armed Forces, or for other good cause acceptable to the Secretary.

The Secretary may, from time to time, require CEOs and BSIs to receive advanced in-service training ([19 NYCRR 1208-3.4](#)). Advanced in-service training may be required due to amendments to the Uniform Code and/or Energy Code, changes in law, development in construction technologies or techniques, or other matters that may warrant specific training. A statement will be issued on the [Division’s website](#) indicating when advanced in-service training is required, what certification (BSI or CEO) the training is applicable to, the topic area(s), the minimum number of hours of training, and the time in which the training must be completed. Each hour of advanced in-service training counts toward 1 hour of annual in-service training.

### Consequences of an Inactive Certification

An individual whose BSI or CEO certification is classified as *inactive* may obtain an active certification by completing the in-service training for the current calendar year. If an individual allows their certification to be classified as *inactive* for 3 or more consecutive years, the individual must repeat and successfully complete the applicable basic training program ([19 NYCRR 1208-3.5\(d\)](#)).

If a person whose certification has been designated as *inactive* is found after a hearing to have materially failed to uphold his or her code enforcement duties, such as by performing any enforcement activity with an *inactive* certification ([19 NYCRR 1208-6.2](#)), such certification shall be subject to suspension or revocation ([19 NYCRR 1208-6.8](#)). An individual whose certification is revoked can never become recertified.

### Checking In-Service Training Records

As a reminder, it is not the responsibility of the Division to remind individuals to maintain their BSI or CEO certification. It is the sole responsibility of the certificate holder to maintain an active status. Instructions on how to create a Statewide Learning Management System (SMLS) account, how to enroll in an online in-service training course, and how to check an in-service training record may be found by clicking [here](#).

How to check In-Service Training credits: <https://www.dos.ny.gov/DCEA/pdf/Check%20training%20credits.pdf>

How to View Your Training Credits in SLMS: <https://youtu.be/jgMPIQtV7c>

Please look for our next edition of the Code Outreach Program at the beginning of next month.

**DBSC - A Division of Department of State**  
**OFPC – An Office of the Division of Homeland Security & Emergency Services**

If you have questions pertaining to the Code Outreach Program, email us at [COP.codes@dos.ny.gov](mailto:COP.codes@dos.ny.gov)

If you have questions pertaining to the Uniform Code or Energy Code, email our technical support group at: [codes@dos.ny.gov](mailto:codes@dos.ny.gov).

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