

## SERVICE UPDATE

### Local Law 196 of 2017 Course Requirements and Additional Course Provider Requirements

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The Department released a list of course topics in May 2018 detailing the required training [curriculum](#) for supervisors and workers, including a list of topics that could satisfy the training requirements. Course requirements for each topic are now available on the Department's [website](#). All courses must comply with the requirements.

The Department will be hosting information sessions on [Local Law 196 of 2017](#), including the course requirements and additional course provider requirements on:

- **July 26, 2018 at 3:30 p.m.**  
280 Broadway, 3<sup>rd</sup> Floor Conference Room  
New York, NY 10007  
[Register](#) for the July 26th information session.
- **August 15, 2018 at 10:30 a.m.**  
280 Broadway, 3<sup>rd</sup> Floor Conference Room  
New York, NY 10007  
[Register](#) for the August 15th information session.

*NOTE: [Local Law 196 of 2017](#) requires certain workers and supervisors to receive safety training at construction sites that are required to designate a Construction Superintendent, Site Safety Coordinator or Site Safety Manager.*

#### Additional Course Provider Requirements

Per [1 RCNY §105-03](#), all Department-approved Course Providers **must** comply with existing course provider requirements as well as the following requirements, until further notice:

##### Course Delivery Method

Training may be conducted in-person or in an actively proctored online format. If training is offered in an actively proctored online format, such training must comply with the following requirements:

- If conducted in-person in a classroom setting, the course provider must confirm the identification of the individual taking such training and must ensure that the site of such training is actively observed for the duration of the training.
- If the online training is not performed in person, the course provider must confirm the identification of the individual prior to providing secure access to the online training. The individual must attest that they are the individual who received the online access and that

they will complete the training without assistance. The online program must have secure access and monitor participation during the course of training to ensure that the individual receiving the training is present for the entirety of the training.

### Card Issuance

Upon course completion, the course provider must issue a wallet-sized **Site Safety Training Card**, which may include a **Temporary Site Safety Training Card**, **Limited Site Safety Training Card**, **Site Safety Training Card**, or **Supervisor Site Safety Training Card**, as applicable. Site Safety Training cards must include, at a minimum, the following information and security features:

- Document security features designed to deter forgery and counterfeiting, promote an adequate level of confidence in the authenticity of cards, and facilitate detection of fraudulent cards. The cards must not be capable of being reproduced using technologies that are commonly used and made available to the general public.
- Unique identification card number. This cannot be an individual's Social Security Number.
- Photographs of the person to whom it was issued (may be in black and white or in color).
- The printed name and signature of the card holder.
- Date of course completion.
- Expiration date.
- Name and address of provider of issuance.
- A summary description of the type of training and number of credit hours completed.
- Any additional information the Department may require.

### Recordkeeping and Reporting

The course provider must maintain a record of all Temporary Site Safety Training Cards, Limited Site Safety Training Cards, Site Safety Training Cards, or Supervisor Site Safety Training Cards issued for a minimum of seven years.

The course provider must maintain a secure on-line verification system containing an up-to-date list of the name of the card holder, the unique identification card number, and the issuance and expiration date of the card. Such verification must be available to the City, including the Department, and contractors, to enable readily accessible confirmation of the names of card holders who have completed training through the particular course provider.

As of July 1, 2018, and on October 1, January 1, April 1 and July 1 of each year thereafter, the course provider must report the number Temporary Site Safety Training Cards, Limited Site Safety Training Cards, Site Safety Training Cards, or Supervisor Site Safety Training Cards issued each quarter in a format required by the Department.



### **Applying to Become a Department-approved Course Provider**

Visit the Department's [website](#) for a list of Department-approved Course Providers and for more information on becoming a Department-approved Course Provider, including access to the [Department's Course Provider Application](#).

Please contact [trainingproviders@buildings.nyc.gov](mailto:trainingproviders@buildings.nyc.gov) if you have any questions about becoming a Department-approved course provider or the requirements in this notice.