

## SERVICE UPDATE

### Filing Representative Registration Renewal: Training Information and Availability

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Effective October 21, 2013, training courses will be available, free of charge, to Class 1 Filing Representatives and Class 2 Code and Zoning Representatives.

All Filing Representatives must complete their training requirements prior to renewing their registration in 2014. Training requirements for Class 1 applicants is 16 hours, and for Class 2 applicants is 36 hours. Please review the filing representative rule [1 RCNY 104-24](#) for more information on training requirements.

#### Training Availability Details

- Location: **Department of Buildings – Brooklyn Borough Office**  
210 Joralemon Street, 7<sup>th</sup> Floor – Room 701  
Brooklyn, NY 11201
- Courses Begin: **Monday, October 21, 2013**
- Course Times: **9:00am to 5:00pm, Monday-Friday** (except Holidays)
- Filing Representatives **must provide their Department-issued Filing Representative Photo ID Card** upon entry into the training facility and prior to sitting for a training course.

#### How to Register for Training Courses

Filing Representatives **must** individually register for each training course via the online [Filing Representative Training Course Scheduling](#), located on the Department's website.

Active Filing Representatives will receive an email to the address provided to the Department during registration with information on how to activate their user accounts for course scheduling. Filing Representatives who are unable to locate

their user account activation email can also register as a New User via the [Filing Representative Training Course Scheduling Tool](#).

For complete instructions on how to apply for training courses, please refer to the [Registration User Guide for Filing Representatives](#).

### **Training Course Curriculums**

The Training Course Curriculums for each Class can be accessed by visiting the [Filing Representative Training](#) website and clicking on the [Class 1 Filing Representative – 16 Hour Training Course Curriculum](#) or [Class 2 Code & Zoning Consultant – 36 Hour Training Course Curriculum](#) links, respectively.

### **Important Dates to Remember**

- Filing Representative Training Course Scheduling Tool Account Activation Emails Sent to Filing Representatives – **10/17/13**
- Filing Representative Training Course Registration Open – **10/17/13**
- First Day of Course Offerings – **10/21/13**
- Filing Representative Registration Renewal Window – **5/1/14 – 6/30/14**