



How To Register:

Online: at www.tscta.com -or-
Email: form to info@tscta.com -or-
Fax: form to 718-389-6155

30-HR Concrete Safety Manager Training

As of July 15, 2010, a registered Concrete Safety Manager will be required on major building construction projects that involve the placement of 2,000 cubic yards or more of concrete. No person is permitted to perform any concrete safety manager duties without being registered with the NYC Department of Buildings. As of April 19, 2010, the NYC DOB will begin accepting applications for Concrete Safety Manager registrations.

As part of one of the requirements brought forth by the NYC DOB, each applying candidate must have completed a **30-HR Concrete Safety Manager Training** (in addition to a 10 HR OSHA Safety & Health Outreach Training—also provided by TSC TA) prior to filing for registration.

What attendees will receive:

- Clear understanding of the roles of a Concrete Safety Manager and how to register with the NYC DOB
- A full color, waterproof picture ID card and a Course Completion Certificate, each with its own individual assigned number to prove its authenticity.

Important FYI:

- Applicants must have completed a **30-HR Concrete Safety Manager Training** within 5 years prior filing for registration. Applicants must have also completed a **10-HR OSHA Safety & Health Outreach Training**.
- CSMs must have **5 years of experience in concrete operations** and must be able to document this experience. (For a list of more detailed requirements, please see attached documents)
- Along with the required documentation, participants must also submit a **check or Money Order made out to the Licensing Unit - NYC Depart. Of Buildings in the amount of \$150** – for the application fee. (For a list of more detailed requirements, please see attached documents)
- Once designated, the CSM must be present to oversee all concrete operations for the duration of the project.
- CSMs must coordinate directly with the Site Safety Manager on record for that project and must have their name and contact information in the Site Safety Manager logbook.
- In order to register, you must make an appointment with the Licensing Unit of the NYC DOB to submit your documentation in person. **Registration can ONLY be done in person.** Appointments are available Monday-Friday from 9:00 AM – 1:00 PM and can be made by calling (212) 566-4100.

30-Hour Concrete Safety Manager Training Registration Form

Section I- Participant Information

Please PRINT

NAME (LEGAL NAME ONLY) _____

COMPLETE ADDRESS: (include APT, FLR or STE #) _____

CITY _____ STATE _____ ZIP _____

TELEPHONE: _____ CELL: _____

E-MAIL ADDRESS: _____

DATE OF BIRTH : _____ SOCIAL SECURITY #: _____

SECTION II- COMPANY INFORMATION (if registering through a company)

Please PRINT

COMPANY NAME _____

COMPANY CONTACT: _____

COMPLETE COMPANY ADDRESS: (include APT, FLR or STE #) _____

CITY _____ STATE _____ ZIP _____

TELEPHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

REGISTRATION

This form is to be filled in completely and faxed back to 718-389-6155 or sent via regular mail to 36-06 43rd Avenue, Long Island City, NY 11101. **Please make sure to write in the language and class date (s) of the training you are registering for at the top of the form. Otherwise, we cannot properly process your request and the class may be closed for additional registrations by the time we are able to contact you to obtain this information. Additionally, in order to reserve your space (s), a non-refundable deposit payment of 50% of the total course fees is due at the time of registration.** If paying deposit by credit card, please contact TSCTA @ 718-389-2103 to request a credit card authorization form. No charges can be applied to any credit card without TSCTA's receipt of this written authorization. Deposits made with check payments will require a copy of the check at the time the registration form (s) is returned via fax, with the original check immediately being sent via regular mail. All check payments will require a 5-7 business day hold on the release of any course materials.

Course Fees

Unless otherwise indicated, registration fee (s) includes cost of all seminar materials. Discounted course fees available for group registrations, for the same event, paid in full prior to the class.

- Individual Course Fee: **\$500.00 per participant**
- For 4 – 5 attendees: **\$450.00 per participant**
- For 6 – 9 attendees: **\$425.00 per participant**
- For 10 or more **\$400.00 per participant**

Accepted Forms of Payment

Check box if paying by credit card & CC Auth form will be sent for completion of transaction.

- Visa, MasterCard, AMEX or Discover
- Money Order
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Cancellation policy

Cancellation or rescheduling requests will be accepted with no penalty up to 3 business days prior to the start of event. When authorized by TSCTA, you may transfer registration fees of cancelled course to a future course or to another person of same organization. Cancellation requests that occur with less than 3 days notice will be subject to forfeiture of deposit or full course fees. Class failure is automatic forfeiture of **ALL** course fees.

TSCTA reserves the right to reschedule or cancel any course date (s) for any reason, including insufficient enrolment. In such instances, deposits will be returned or applied towards next available training program.

For all questions on courses or registration process, please contact us at 718-389-2103 or info@tscta.com

NYC Concrete Safety Manager Registration Qualifications

Effective on or after **April 19, 2010** under Chapter 33, Title 1 of Rules of the City of NY, section 3310-02, Concrete Safety Manager (**CSM**) registration is required by NYC DOB for any major building construction involving the placement of 2,000 cubic yards or more of concrete, including the placement of the foundation. To be eligible to register as a CSM, you are required to:

- **Have completed a DOB approved 30-Hour Concrete Safety Manager Training Course AND**
- **10-Hour OSHA Construction Safety Outreach Training Course AND**

You must meet be able to meet ALL requirements in ONE of the following categories at the time you file your application:

Category A (must meet all requirements in category A):

- Be a registered design professional;
- Have within the last **10 years**, prior to date of CSM application, have **5 years** experience in concrete operations
- At least **one -year** of the above referenced 5-years in concrete operations where the concrete portion of the project (s) involved the placement of a minimum of 2,000 cubic years of concrete

OR

Category B (must meet all requirements in category B):

- Have, within the last 10 years prior to date of CSM application, have **5-years** experience in concrete operations;
- Have at least **three-years** of the above referenced 5-years experience in concrete operations in which the concrete portion of the project (s) involved the placement of a minimum of 2,000 cubic years of concrete

OR

Category C (must meet all requirements in category C):

- Have a bachelors degree in engineering or an appropriate engineering technology degree from an accredited college or university;
- Have, within the last **10 years**, prior to date of CSM application, have **5 years** experience in concrete operations;
- Have at least **two-years** of the above referenced 5-years experience in concrete operations in which the concrete portion of the project (s) involved the placement of a minimum of 2,000 cubic years of concrete

OR

Category D (must meet all requirements in category D):

- Be a certified site safety manager;
- Have within the last **10 years**, prior to date of CSM application, have **5 years** experience in concrete operations;
- Have at least **two-years** of the above referenced 5-years experience in concrete operations in which the concrete portion of the project (s) involved the placement of a minimum of 2,000 cubic years of concrete

STEP ONE: You must meet the minimum qualifications to become a registered Concrete Safety Manager. Applicants must:

- Be at least 18 years old;
- Be able to read, write, and understand the English language; and
- Be able to provide the required documentation to verify experience in accordance with one of the qualifications below.

In addition, applicants must have:

- Completed a 30-hour Department of Buildings-approved [Concrete Safety Manager course](#) within 5 years prior to registration; and
- Completed an OSHA 10-hour construction safety and health course;
- Good moral character, so as to not adversely impact upon fitness to perform the duties and responsibilities of a Concrete Safety Manager.

Applicants must meet one set of qualifications listed in the following table:

	REQUIREMENT	DOCUMENTATION
A.	<ul style="list-style-type: none"> • Be a New York State Licensed Professional Engineer or Registered Architect; • Have within the ten (10) years prior to the date of application, five (5) years of experience in concrete operations, at least one (1) year of experience in concrete operations where the concrete portion of the project(s) involved at least 2,000 cubic yards of concrete. 	<ul style="list-style-type: none"> a) Copy of current certification as a New York State Licensed Professional; b) Certificate of completion of the required training courses; c) Documentation to verify all years of experience as detailed in Step Two below; and d) Additional documentation as specified in Step Two below.
B.	<ul style="list-style-type: none"> • Have within the ten (10) years prior to the date of application, five (5) years of experience in concrete operations, at least three (3) of which were in concrete operations where the concrete portion of the project(s) involved at least 2,000 cubic yards of concrete. 	<ul style="list-style-type: none"> a) Certificate of completion of the required training courses; b) Documentation to verify all years of experience as detailed in Step Two below; and c) Additional documentation as specified in Step Two below.
C.	<ul style="list-style-type: none"> • Has a bachelor's degree in engineering or an appropriate engineering technology from an accredited college or university; • Have within ten (10) years prior to the date of application, five (5) years of experience in concrete operations, at least two (2) of which were in concrete operations where the concrete portion of the project(s) involved at least 2,000 cubic yards of concrete. 	<ul style="list-style-type: none"> a) Copy of school transcript sent directly from the institution here degree was obtained; b) Certificate of completion of the required training courses; c) Documentation to verify all years of experience as detailed in Step Two below; and d) Additional documentation as specified in Step Two below.
D.	<ul style="list-style-type: none"> • Is a certified site safety manager; • Have within ten (10) years prior to the date of application, five (5) years of experience in concrete operations, at least two (2) of which were in concrete operations where the concrete portion of the project(s) involved at least 2,000 cubic yards of concrete. 	<ul style="list-style-type: none"> a) Current site safety manager certification; b) Certificate of completion of the required training courses; c) Documentation to verify all years of experience as detailed in Step Two below; and d) Additional documentation as specified in Step Two below.

STEP TWO: Applying for Concrete Safety Manager Registration

If you meet the above requirements, you must schedule an appointment with the Licensing Unit to submit all required documentation. Appointments are available Monday – Friday from 9:00am-1:00pm and can be made by calling (212) 566-4100.

You must bring the following **ORIGINAL** documentation to your appointment:

- Typed LIC3 and LIC4 application forms;
- Typed [LIC34](#) affidavit (if applicable);
- 30-Hour Concrete Safety Manager course certificate;
- 10-hour OSHA construction safety and health certificate;
- Notarized letters from all supervisors for the years you are claiming as experience stating:
 - dates of employment
 - titles held
 - years and addresses where 2,000 cubic yards or more of concrete work was poured
 - specific daily duties and responsibilities(Note: Letters from company Human Resources will not be accepted.)
- Social Security History of Earnings* for the years you are claiming as experience;
- Union extracts for the years you are claiming as experience, if you are a union member;
- Original Driver license, learner permit ID card, current passport or alien registration card with photo (green card);
- Original Social Security card; and
- Original proof of home residence (utility bill, lease or deed, bank statement).
- \$150 application fee

STEP THREE: Approval of Concrete Safety Manager Registration

Once all documentation is submitted and approved, you will receive your Concrete Safety Manager registration number and photo identification.

Licensing Unit
280 Broadway, 6th Floor
New York, NY 10007
Hours: 9:00am-1:00pm, Monday-Friday

For more information, visit the “[Licensing and Discipline](#)” section of our website at www.nyc.gov/buildings.

* There is a fee required by the Social Security Administration for this service. You MUST request the report to be run by “company name”. You may request the information by mail or in person (ordinarily you can receive this instantly in person). Visit (<http://www.ssa.gov/online/ssa-7050.html>) for more information.