

STEP 1: Preliminary Requirements

You must meet the minimum qualifications to become a New York City Registered Concrete Safety Manager. Applicants must be:

- At least 18 years old;
- Able to read, write, and understand the English language; and
- 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-approved Concrete Safety Manager course](#) within five (5) years prior to registration; and
- Completed a 10-Hour OSHA course in Construction Safety and Health or Hazard Recognition; and
- Good moral character, so as to not adversely impact upon fitness to perform the duties and responsibilities of a Concrete Safety Manager.

STEP 2: Applying for Concrete Safety Manager Registration

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. 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. School transcript sent directly from the institution where 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 card; 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 below.
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Once you have verified you meet one of the above requirements, you must submit all required documentation to the Licensing Unit, Monday through Friday from 9:00am – 12:45pm.

You must submit the following **original** documentation:

- Typed [LIC3](#) and [LIC4](#) application forms
- 30-Hour Concrete Safety Manager course certificate
- 10-hour OSHA Construction Safety and Health card
- [Supplemental Investigation Questionnaire](#)
- [NYC Buildings' Experience Verification Form](#) located on the Department website, to be completed by supervisors/managers/contractors who are verifying your work experience

NOTE: If you are self-employed, Experience Verification Forms should be completed by your clients/contractors or others who hired you and who can verify your work experience. If you are self-employed or if you have missing/insufficient documents, additional information will be requested from you.

- [Social Security History of Earnings](#) for the years you are claiming as experience – this is **not** the Social Security Statement

NOTE: 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.

- 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
- Original proof of home residence (utility bill, lease or deed, bank statement).
- [Child Support Certification Form](#)
- \$150.00 application fee

STEP 3: Approval of Concrete Safety Manager Registration

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

For more information, visit the [Licensing \(http://www1.nyc.gov/site/buildings/industry/licensing.page\)](http://www1.nyc.gov/site/buildings/industry/licensing.page) page located in the Industry section of the Department's website.