



Licensing

How to Become a Registered Concrete Safety Manager

STEP 1: GUIDELINES

You must meet the following criteria to become a registered Concrete Safety Manager:

- ☐ Be at least 18 years old
- ☐ Be able to read, write and understand the English language
- ☐ Have good moral character so as to not adversely impact upon fitness to perform the duties and responsibilities of a Concrete Safety Manager
- ☐ Complete a 30-hour Department of Buildings-approved Concrete Safety Manager Course within 5 years prior to registration
- ☐ Complete an OSHA 10-hour construction safety and health course
- ☐ Meet the Registration Qualifications and provide the required documentation to verify experience in accordance with one of the qualifications in the below table
- ☐ Submit required documentation to the Department of Buildings (see Step 2)

	REQUIREMENT	DOCUMENTATION
A.	<ul style="list-style-type: none">New York State Licensed Professional Engineer or Registered Architect5 years of experience in concrete operations within 10 years prior to application with at least 1 year of experience in concrete operations where the concrete portion of the project(s) involved the placement of at least 2,000 cubic yards of concrete	<ul style="list-style-type: none">a) Current New York State Licensed Professional certificationb) Certificates of completion for the required training coursesc) Documentation verifying all years of experience and additional required documentation detailed in Step Two below
B.	<ul style="list-style-type: none">5 years of experience in concrete operations within 10 years prior to application with at least 3 of the 5 years being in concrete operations where the concrete portion of the project(s) involved the placement of at least 2,000 cubic yards of concrete	<ul style="list-style-type: none">a) Certificates of completion for the required training coursesb) Documentation verifying all years of experience and additional required documentation detailed in Step Two below
C.	<ul style="list-style-type: none">Bachelor's Degree in engineering or an appropriate engineering technology from an accredited college or university5 years of experience in concrete operations within 10 years prior to application with at least 2 of the 5 years being in concrete operations where the concrete portion of the project(s) involved the placement of 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) Certificates of completion for the required training coursesc) Documentation verifying all years of experience and additional required documentation detailed in Step Two below
D.	<ul style="list-style-type: none">Certified site safety manager5 years of experience in concrete operations within 10 years prior to application with at least 2 of the 5 years being in concrete operations where the concrete portion of the project(s) involved the placement of at least 2,000 cubic yards of concrete	<ul style="list-style-type: none">a) Current site safety manager certification cardb) Certificates of completion for the required training coursesc) Documentation verifying all years of experience and additional required documentation detailed in Step Two below

STEP 2: APPLYING

Once you have verified that you meet one of the above qualifications, you must submit all required documentation in person to the Licensing Unit. Applications can be submitted to the Licensing Unit Monday – Friday from 9:00am-12:45pm at:

Licensing Unit
NYC Department of Buildings
280 Broadway, 6th floor
New York, NY 10007

You must bring the following original documentation with you, copies will not be accepted:

- Typed LIC3 and LIC4 application forms
- 30-Hour Concrete Safety Manager course certificate
- 10-hour OSHA construction safety and health card
- Notarized letters from all supervisors for the years the applicant is claiming as experience stating the applicant's:
 - 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: Union representatives are an accepted method of verifying your experience. However, letters from companies' Human Resources will not be accepted.

- Social Security History of Earnings for the years the applicant is claiming as experience

Note: The Social Security Administration charges a fee for this service. You must request the report to be run by Company Name. Visit <http://www.ssa.gov/online/ssa-7050.html> for more information

- Union extracts for the years you are claiming as experience (if applicable)
- Original driver's license, learner's permit ID card, current passport or alien registration card with photo (Green Card)

- Original Social Security card
- Proof of applicant's home residence (utility bill, bank statement, lease or deed)
Note: Cell phone/Voice Over Internet Protocol (VOIP) bills will not be accepted
- Child Support Certification Form (located on the Department's website at www.nyc.gov/buildings)
- \$150 application fee

Additional required documentation:

- New York State-licensed Engineers and Architects must bring their current certification as a New York State licensed professional
- Site Safety Managers must bring their current Site Safety Manager certification
- Individuals with qualifying Bachelor's Degrees must have the institution send a copy of their school transcript directly to the Licensing unit

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STEP 3: APPROVAL

Once you have submitted all of the required documentation to the Licensing Unit and your application is approved, you will receive your Concrete Safety Manager registration number and photo identification.