

STEP ONE: You must meet all of the following requirements.

- (a) You must:
- Be at least 18 years old
 - Be able to read, write, and understand the English language
 - **Meet one of the six qualifications listed in the table on the next page and be able to provide the required documentation to verify experience**
 - Have completed a Department of Buildings [approved Site Safety Manager training course](#)
 - Have good moral character so as to not adversely impact upon your fitness to perform the duties and responsibilities of a Site Safety Manager

STEP TWO: Apply to take the Site Safety Manager Exam

A. Thoroughly complete the [Examination Application \(LIC-41\)](#) and check the box that indicates you are a Site Safety Manager exam candidate. This application is used to register applicants for examinations. Read the [Prometric Candidate Information Bulletin](#) for additional information on the exam and application process.

B. Submit the examination application and the examination fee of \$350.00 payable by money order only to:

**NYC Department of Buildings
Licensing Unit – Exams
280 Broadway, 6th Floor
New York, NY 10007**

STEP THREE: Schedule your Site Safety Manager Examination

- A. If your application is accepted you will receive a letter from [Prometric](#), the exam administrator, in three to four weeks. It will include instructions about how to schedule your examination. Exams are given at several New York City locations.
- B. The exam is a multiple-choice test assessing your knowledge of the rules assuring the safety of the public and property at New York City construction sites. You will NOT be allowed to use reference materials during the exam.
- C. To pass, you must score at least 75 percent on the Site Safety Manager exam. You will be notified of your score immediately upon finishing the exam.

STEP FOUR: Submit a [Background Investigation Questionnaire](#)

After successfully passing the Site Safety Manager examination, you are required to submit a [background investigation questionnaire](#) and all supporting documentation of qualifying work and training experience listed in the following table. You must call the Buildings Special Investigations Unit at (212) 825-3330 to schedule an appointment. Candidates without an appointment will not be seen. **If you fail to answer any questions on your background investigation questionnaire or do not submit all required supporting documentation (including, but not limited to: Social Security History of Earnings, Certificate of Completion of the required course, notarized letters from all employers being used towards qualifying experience, copy of your driver's license, Social Security card, and exam report) your background will be returned, delayed, or denied.** You must submit notarized letters from your immediate supervisor(s) for all your relevant experience. The letters must include your dates of employment, titles held, daily duties, specific addresses and time frames for experience working with major buildings, as defined on page 2 of this document.

STEP FIVE: Apply for your Site Safety Manager Certificate

If you successfully pass the written examination and the background investigation, you will be notified in writing by the Department of Buildings Licensing Unit that you are eligible to apply for a Site Safety Manager Certificate. You have one year from the date of that letter to begin submitting the required documents for your license. If you do not complete the process within one year of the date of the first document submission, you will be required to retake the examination. You can make an appointment to apply for a certificate by calling (212) 566-4100 between 9:00 a.m. and 4:00 p.m. Monday through Friday.

Requirements for Becoming a Certified Site Safety Manager

For all requirements listed below, the definition of a **major building** is a building that is either:

- 1) 10 or more stories or
- 2) 125 feet or more in height or
- 3) 100,000 square feet or more of lot coverage regardless of height or
- 4) as designated by the Commissioner

	REQUIREMENT	DOCUMENTATION
A.	Be a New York State Licensed Professional Engineer, have three years of experience supervising major buildings (as defined in BC Chapter 33) <i>within 10 years prior</i> and has satisfactorily completed a Buildings approved Site Safety Manager orientation course , within one year prior to application.	<ol style="list-style-type: none"> a. Copy of certification as a New York State Licensed Professional Engineer b. Certificate of Completion of the required course c. For each year of experience that counts towards your years of experience you must submit your Social Security History of Earnings* d. Notarized letters from your immediate supervisor(s) for all experience being used as qualifying employment including dates of employment, titles held, daily duties, specific addresses and time frames for three years of experience working with major buildings (see definition above)
B.	Be a New York State Licensed Registered Architect, have three years of experience supervising major buildings (as defined in BC Chapter 33) <i>within 10 years prior</i> and has satisfactorily completed a Buildings approved Site Safety Manager orientation course , within one year prior to application.	<ol style="list-style-type: none"> a. Copy of certification as a New York State Registered Architect b. Certificate of Completion of the required course c. For each year of experience that counts towards your years of experience you must submit your Social Security History of Earnings* d. Notarized letters from your immediate supervisor(s) for all experience being used as qualifying employment including dates of employment, titles held, daily duties, specific addresses and time frames for three years of experience working with major buildings (see definition above)
C.	Has eight years of construction supervision experience <i>within 10 years prior</i> to application including 5 years supervising major buildings (as defined in BC Chapter 33) and has satisfactorily completed a Buildings approved Site Safety Manager 40-hour course within one year prior to application	<ol style="list-style-type: none"> a. Certificate of Completion of the required course b. For each year of experience that counts towards your years of experience you must submit your Social Security History of Earnings* c. Notarized letters from your immediate supervisor(s) for all experience being used as qualifying employment including dates of employment, titles held, daily duties, specific addresses and time frames for five years of experience working with major buildings (see definition above)
D.	Has completed a paid 18 month on-the-job training program working on major buildings (as defined in BC Chapter 33) under the direct and continuing supervision of a certified Site Safety Manager covering all aspects of site safety management and all phases of building construction, from the commencement of construction until the building is completely enclosed; and has within one year prior to application, satisfactorily completed a 40 hour Buildings approved Site Safety Manager course AND a 30 hour OSHA safety course	<ol style="list-style-type: none"> a. For each year of experience that counts towards your years of experience you must submit your Social Security History of Earnings* b. The site safety log or other contemporaneous record that has 18 detailed monthly summaries of the trainee's activities c. Certificate of Completion of the required course (SSM and OSHA) d. Notarized letter from the certified Site Safety Manager for whom you worked under his/her direct and continuing supervision, stating that you successfully completed the on-the-job training program, daily duties, specific addresses and time frames working with major buildings (see definition above)
E.	Have a satisfactory equivalent of related experience and/or education (to be determined pursuant to Rule) and has within one year prior to application, satisfactorily completed a 40-hour Buildings approved Site Safety Manager course AND a 30 hour OSHA safety course	<ol style="list-style-type: none"> a. Certificate of Completion of the required courses (SSM and OSHA) b. For each year of experience that counts towards your years of experience you must submit your Social Security History of Earnings* c. Notarized letters from your immediate supervisor(s) for all experience being used as qualifying employment including dates of employment, titles held, daily duties, specific addresses and time frames for years of experience working with major buildings (see definition above)
F.	Has three years of experience as a Department certified site safety coordinator and within one year prior to application has satisfactorily completed a 40-hour Buildings-approved Site Safety Manager course .	<ol style="list-style-type: none"> a. Certificate of Completion of the required course b. For each year of experience that counts towards your years of experience you must submit your Social Security History of Earnings* c. Notarized letters from your immediate supervisor(s) for all experience being used as qualifying employment including dates of employment, titles held, daily duties, specific addresses and time frames for years of experience working with major buildings (see definition above)

* 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) but your background investigation will not proceed until this information is received (<http://www.ssa.gov/online/ssa-7050.html>).