



# Candidate Information Bulletin

## City of New York

### Site Safety Manager Examination

#### At a glance

The New York City Department of Buildings (Department) is responsible for, and determines eligibility to take qualification exams governing the licensing of New York City Site Safety Managers. The Department has contracted with Prometric Inc. (Prometric) to conduct its examination program.

This bulletin is your guide to the process of obtaining a **New York City Department of Buildings Site Safety Manager License**. The steps below summarize the process.



#### To obtain your license

- 1 Submit your Examination Application form, a copy of your Site Safety Manager course completion certificate and \$350 exam fee to the Department. An application form is available at [www.prometric.com/newyork/nyother](http://www.prometric.com/newyork/nyother) or [www.nyc.gov/html/dob/downloads/pdf/lic41.pdf](http://www.nyc.gov/html/dob/downloads/pdf/lic41.pdf).
- 2 Once you are approved to take an exam, you will receive an approval letter from Prometric. You must then schedule an appointment with Prometric to take your exam—Page 3.
- 3 Prepare for your exam using the exam content outline in this Bulletin and other materials—Page 7.
- 4 Present the required identification and take the exam—Page 5.
- 5 If you pass your exam, you will be required to submit a **background investigation questionnaire** and all supporting documentation to the Department. If you pass your background investigation, you will be notified by the Department of Buildings Licensing Unit about how to apply for your license.



#### To get answers not provided in this bulletin

##### For questions about exams:

Prometric  
1260 Energy Lane, St. Paul, MN 55108  
Phone: 800.343.6001  
Fax: 800.347.9242  
[www.prometric.com/newyork](http://www.prometric.com/newyork)

##### For questions about eligibility and licensing requirements:

New York City, Department of Buildings  
Licensing Unit – Exams  
280 Broadway – Sixth Floor  
New York, NY, 10007  
[www.nyc.gov/buildings](http://www.nyc.gov/buildings)

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#### Key

- Overview information
- Important note

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## *Pre-exam requirements*

Effective July 1, 2008, to be eligible to take the NYC Site Safety Manager exam, you must meet all requirements of one of the following categories:

### A:

- Be an active New York State Licensed Professional Engineer.
- Have three years of experience supervising major buildings (as defined in chapter 33)
- Have satisfactorily completed a Buildings-approved Site Safety Manager orientation course, within one year prior to application.

### B:

- Be an active New York State Licensed Registered Architect
- Have three years of experience supervising major buildings (as defined in chapter 33)
- Have satisfactorily completed a Buildings-approved Site Safety Manager orientation course, within one year prior to application.

### C:

- Have eight years of construction supervision experience within 10 years prior to application, including five years supervising major buildings (as defined in chapter 33)
- Have satisfactorily completed a Buildings-approved 40-hour Site Safety Manager course, within one year prior to application.

### D:

- Have completed an 18-month on-the-job training program working on major buildings (as defined by chapter 33) under the direct and continuing supervision of a certified Site Safety Manager covering all phases of building construction, from the commencement of construction until the building is completely enclosed, and have all required documents to show a satisfactory completion of the training program (determined pursuant to **Rule**).
- Within one year of application, have satisfactorily completed a 40-hour Buildings-approved Site Safety Manager course.
- Within two years of application, have satisfactorily completed an OSHA 30-hour course.

### E:

- Have a satisfactory equivalent of related experience and/or education (determined pursuant to **Rule**).
- Within one year of application, have satisfactorily completed a 40-hour Buildings-approved Site Safety Manager course.
- Within two years of application, have satisfactorily completed an OSHA 30-hour course.

### F:

- Have three years of experience as a Department-certified Site Safety Coordinator.
- Within one year of application, have satisfactorily completed a 40-hour Buildings-approved Site Safety Manager course.

## Submitting your exam application

Before you can schedule an exam, you must complete an Examination Application form and submit it, along with a copy of your Site Safety Manager course completion certificate and the exam fee, to the Department at the address on Page 1. Application forms are available at [www.prometric.com/newyork/nyother](http://www.prometric.com/newyork/nyother) or [www.nyc.gov/html/dob/downloads/pdf/lic41.pdf](http://www.nyc.gov/html/dob/downloads/pdf/lic41.pdf).

The application must be typed. Incomplete applications or an application without the exam fee will be returned. Any false statement on your application may result in your disqualification to take the exam.

### Exam fees

The exam fee is \$350. This fee does not include the fee for the issuance of a license after passing the exam and background investigation.

The fee must be paid by **money order only** and be payable to the New York City Department of Buildings. Checks and cash will not be accepted. You must include your Social Security number on the front of the money order. Retain a copy of the money order receipt as proof of filing. **The fee is nonrefundable.**

## Scheduling an exam

Once you receive approval to take the exam, you must schedule an appointment to take your exam. Your exam will be given by computer at a Prometric testing center. A list of testing centers in New York City is located on Page 5. A complete list of all Prometric testing centers is available online at [www.prometric.com/newyork](http://www.prometric.com/newyork).



**Important** You have one year from the date you were approved to take the exam to pass the exam and begin the background investigation process. After one year, you will need to reapply and pay another \$350 exam fee.



### To schedule an exam online

- 1 Access [www.prometric.com/newyork](http://www.prometric.com/newyork).
- 2 Under New York City Department of Buildings License Exams, click Site Safety Manager Exams.
- 3 Click on Schedule, Reschedule, Cancel or Confirm an Exam and follow the prompts.



### To schedule an exam by phone

You may schedule your exam by calling 800.343.6001 between 8 a.m. and 9 p.m. (Eastern time), Monday through Friday. Please have your Visa or MasterCard information available. At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.

**Holidays.** Testing generally does not occur on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day and the day before
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day and the day after

Additional state holidays may be observed in the state where you schedule your exam appointment.

## Special consideration

**ADA accommodation.** If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 888.226.9406 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the Americans with Disabilities Act an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your application to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

**ESL note.** If English is your second language, please note that a language barrier is not considered a disability.

## Rescheduling an exam appointment

To avoid an additional fee, you must contact Prometric at least **three full business days** (does not include weekends and holidays) before the day of your originally scheduled appointment.

Rescheduling fees will apply as follows:

- **No fee** if you reschedule on the fourth business day or sooner prior to your appointment date.
- **\$40 fee** if you reschedule **one to three business days** before your appointment date.
- **Another full examination fee** if you do not take your exam on the scheduled date.

If absent or late for your appointment

If you miss your appointment or arrive late and are not allowed to test, your entire examination fee will be forfeited. You must then reapply to the Department and pay **another full exam fee** before you can schedule a new appointment.

If you are unable to attend your scheduled exam due to illness or emergency, call Prometric. Under certain circumstances, the fee to reschedule may be waived. Prometric reserves the right to request documentation to support any illness or emergency claim.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail; however, you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a testing center is open for testing and you choose not to appear for your appointment, you must reapply to the Department and pay **another full exam fee** before you can schedule a new appointment.

## Test center locations

Prometric test center locations that may be convenient for New York City candidates are listed below. A list of testing centers in other locations is available online at [www.prometric.com/newyork](http://www.prometric.com/newyork). Test center locations are subject to change.

Test Sites	Address
<b>Brooklyn</b> 718.722.1434	111 Livingston Street, 11th Floor Brooklyn, NY 11201
<b>Manhattan</b> 212.760.1137 - Suite 1540 212.631.0020 - Suite 1728	1 Penn Plaza, Suites 1540 and 1728 New York, NY 10019
<b>Manhattan</b> 646.487.6320	675 Third Avenue, Second Floor New York, NY 10017
<b>Queens</b> 718.275.3409	95-25 Queens Boulevard, 11th Floor Queens, NY 11374

## Taking your exam

Your exam will be given by computer at a Prometric testing center. You do not need any computer experience or typing skill to take your exam. Before you start the exam, you will receive a personalized introduction to the testing system. You can also take an introductory lesson on the computer.

Scores are based on the number of questions answered correctly. You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank. There is no penalty for guessing, so be sure to mark an answer for each question.

**Arrival.** You should arrive at least **30 minutes before** your scheduled exam appointment. This allows time for you to sign in and for staff to verify your identification.

**Identification required.** You must present a valid form of identification before you can test. That identification document **must**:

- Be government-issued (e.g., driver's license, state-issued identification card, military identification card or passport).
- Contain **both** a current photo (or a physical description) and your signature.
- Have a name that exactly matches the name used to register for the exam (including designations such as "Jr." and "III").



**Important** Failure to provide appropriate identification at the time of the exam is considered a missed appointment.

If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

## Testing regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each testing center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

**References** No reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

**Personal items** Prometric is not responsible for items left in the reception area of the testing center. It is recommended that personal items not be brought into the testing center. Note the following:

- Electronic equipment—cell phones, PDAs, pagers, cameras, tape recorders, etc.—is not permitted in the testing room and must be powered off while stored in a locker.
- Pocket items—keys, wallet, etc.—must remain in your pocket or be stored in a locker during testing.
- Other personal items—digital watches, outerwear that is not being worn while testing (sweater, jacket, etc.), briefcases, purses, etc.—are not permitted in the testing room.

**Breaks**

- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.

- You are not allowed to use any electronic devices or phones during breaks.

**Visitors**

- No guests, visitors or family members are allowed in the testing area.

**Misconduct or disruptive behavior**

- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, sharing supplies, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

**Weapons**

- Weapons are not allowed at the testing center.

**Copyrighted questions.** All test questions are the copyrighted property of Prometric Inc. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

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## *Your exam results*

At the end of your exam, your score will be shown on the screen and you will receive a printed score report. The report indicates your overall score and grade, including the numerical percentage of questions answered correctly and whether you passed or failed.

The Department has established the recommended passing score for the New York Site Safety Manager exam by determining the minimum knowledge needed to be licensed. A score of 75 percent or above is required to pass this exam.

**Release of score information.** Exam scores are released only with the candidate's written consent. The exam registration form constitutes written authorization for Prometric to release exam scores to the Department. To ensure confidentiality, scores will **not** be disclosed over the phone or faxed.

**Passing score.** Within 60 days of passing the exam, you are required to submit a Background Investigation Questionnaire

[www.nyc.gov/html/dob/downloads/pdf/licensee.pdf](http://www.nyc.gov/html/dob/downloads/pdf/licensee.pdf) and all required documents (listed on the DOB's "How to Become a New York City Certified Site Safety Manager" guide

[www.nyc.gov/html/dob/downloads/pdf/ssm\\_req\\_guide.pdf](http://www.nyc.gov/html/dob/downloads/pdf/ssm_req_guide.pdf)). After you have all of the required documents, contact the Buildings Special Investigations Unit at 212.825.3330 to schedule an appointment with an investigator in order to review the documents and initiate your background investigation.

When you have successfully passed both the exam and background investigation, you will be notified by the Department of Buildings Licensing Unit about how to file an application for your license.

**Retake information.** If you fail the exam, your score report will also contain your numerical score and a Strength and Weakness Report. You can use the Strength and Weakness Report to help you prepare to retake the exam.

You must wait 14 days before retaking a failed exam. You may retake the same exam up to three times within a six-month period. Each time you wish to take the exam, you must reapply through the Department and pay the required fee.

## Appeals process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

**Prometric**  
**ATTN: Appeals Committee**  
1260 Energy Lane  
St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals are not accepted** because an original signature is required.

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## *Exam content outline*

Following is the content outline for the New York City Site Safety Manager Exam. The exam is closed book and contains 80 multiple-choice questions. You will have three hours to complete the exam. A score of 75 percent or above is required to pass this exam.

The outline lists all topics covered in the exam and the percentage of questions asked about each topic.

**Exam references.** The outline lists references that were used to develop the exam. You may find it helpful to study from the references listed but these materials are **not** allowed in the testing center.

## Site Safety Manager exam

**Closed Book, 80 questions, 3 hours**

**Scope** – The exam will appraise a candidate’s knowledge of rules and regulations governing safety at construction sites in New York City as specified in Chapter 33 of the 2008 New York City Building Code, including sidewalk shed, hoisting and rigging procedures, storage and usage of dangerous materials, scaffolding and ladder usage, protection of pedestrians and vehicle, traffic, governmental permits required and other related areas.

Subject Area	Percentage
General Administration	3
Requirements for Construction or Demolition of Major Buildings	10
Maintenance of Site and Adjacent Area	17
Protection of Adjoining Property	8
Excavation Operations	10
Erection Operations	10
Demolition Operations	8
Repair and Alteration Operations	1
Scaffolds	15
Structural Ramps, Runways and Platforms	5
Material Handling and Hoisting Equipment	9
Explosive Powered and Projectile Tools	1
Explosives and Blasting	1
Flammable and Combustible Mixtures, Compressed Gases and Other Hazardous Materials, and Sprinklers and Standpipes	2

### References for the Site Safety Manager exam

1. *New York City Building Code Chapter 33: Construction and Demolition; Chapter 19: Concrete; Chapter 22: Steel;* ([www.nyc.gov/html/dob/html/reference/code\\_internet.shtml](http://www.nyc.gov/html/dob/html/reference/code_internet.shtml)), As of July 1, 2008, New York City Store, Order Department, One Centre Street, Room 2223, New York, NY 10007, [nyc.gov/citystore](http://nyc.gov/citystore).
2. *New York City Local Law No. 52 Factsheet*, 2006, New York City Department of Buildings, 280 Broadway, New York, NY 10007, [www.nyc.gov/buildings](http://www.nyc.gov/buildings).