

***Instructions for Completing the Application
for Certification of an Approved Training Course Relating to
the Required Training for Fire District Commissioners***

The attached [2-page application](#) is to be completed by those course providers interested in obtaining certification of an approved training course relating to the required training for Fire District Commissioners in accordance with Part 153 of Chapter IV of Title 2 of the official compilation of codes, rules and regulations of the State of New York.

Interested parties must complete the application on the forms provided and submit it with the required attachments. Please send your submission by mail to: Local Official Training Unit, Office of the State Comptroller, Training Unit, 110 State Street, 12th Floor, Albany, NY 12236. If submitting electronically, please email to: localtraining@osc.state.ny.us

Important: Applications should be sent *in a manner to ensure delivery confirmation* by the Office of the State Comptroller. This means that applications sent by US mail or other ground delivery services should require a signature at delivery. Applications (and attachments) that are sent electronically must be in Microsoft Word and should have a delivery confirmation.

Successful applicants must demonstrate their ability to comply with the requirements of Part 153 of Chapter IV of Title 2 of the official compilation of codes, rules and regulations of the State of New York . Within 45 days of receiving a completed application, the Office of the State Comptroller will approve or disapprove the application. An applicant whose course is approved will receive written confirmation of certification. An unsuccessful applicant will receive written notice that their course has not been approved. After receiving a notice of non-certification, an applicant may reapply by submitting a new application.

Please direct any questions to Local Official Training Unit at (518) 473-0005 or by email to: localtraining@osc.state.ny.us.