



# NYCDOB Training Connect Migration Notice

[Local Law 196 of 2017](#) requires workers at job sites that must designate a Construction Superintendent, Site Safety Coordinator or Site Safety Manager will need 40 hours of site safety training and Supervisors will need 62 hours of site safety training.

Our goal is to standardize existing data across all Course Providers and create a central platform to issue and reissue SST cards in New York City. Beginning November 1<sup>st</sup>, 2021 Course Providers are required to solely use Training Connect to collect and print SST Cards for workers.

To begin the migration process Course Providers, need to have the mandatory data fields collected and properly formatted. The following steps will guide your organization to prepare for the data transition to this new platform.

*Note: The information provided by Course Providers should only reference workers that have received SST cards.*

### Gather – Student Data and Identity Verification

1. Course Providers are to collect the following required data points for **all** trainees including:

Field	Example
First Name	John
Last Name	Doe
House Number	1234
Address Name	Main Street
City	New York
State	NY
Zip Code	10005
Birth Date	1/31/1980
Height	5' 11"
Eye Color	Green
Gender	Male
SST Card Type	Supervisor
SST Issue Date	10/10/2020
SST Card #	4MC4123456
Photo	Image

*Note: Although not required, Email Address, Phone Number, Middle Name and Suffix are recommended*



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## Verify – Certifications and OSHA Card

2. Course Providers are to collect the following required data points for certificates and OSHA Cards:

- P. Course ID
- Q. Issued Date
- R. Expiration Date
- S. Issued by Course Provider ID
- T. Verified by Course Provider ID
- U. Photo
- V. Certificate Number\* (optional)

Field	Example
Course ID	SST-104
Issued Date	3/31/2021
Expiration Date	3/31/2026
Issued by CP ID	4MC4
Verified by CP ID	4MC4
Photo	IMAGE
Certificate Number	12-123456789

- W. OSHA Card Type
- X. OSHA Card Trainer Name
- Y. OSHA Card Issued Date
- Z. OSHA Card Number

Field	Example
OSHA Card Type	30 Hour OSHA
OSHA Card Trainer Name	Jane Trainer
OSHA Card Issued Date	3/31/2021
OSHA Card Number	01-123214321

While Course Providers have been submitting this data to the Department, in some instances it is incomplete. To ensure the accuracy and dependability of the Data you will need to verify the above data points including an individual’s identity, photo ID, mailing address and certificates before reissuing an SST ID Card.

Once the data has been migrated into Training Connect, Course Providers will be able to reprint SST Cards. We will be assessing the Data and feedback we receive from Course Providers to determine a Compliance deadline. At which point all cards must have been printed via Training Connect.