

## **Evaluation Process/Timelines**

To provide a comprehensive review of course materials and to ensure compliance with the most recent versions of relevant Florida Building Codes or reference standards, the “Evaluation Process Flowchart of Processes/Timelines” will be:

- Step 1:** Receive course as submitted to Building Code Information System (BCIS)
- Step 2:** Identify and review ALL relevant Florida Building Code, code supplements, and amendments.
- Step 3:** Within 10 days provide initial review of the materials and, if necessary, request additional information. Review to determine if the course contains:
- Goals and measurable objectives
  - Topical outline of the course components in order of presentation
  - Teaching methods that can include one or more , but not limited to; exercises, quizzes, discussion groups, reading assignments, projects, simulations and presentations
  - Teaching recourses and course references cite in the course materials accurately reflect the Florida Building Code and other topics under the jurisdiction of the Florida Building Commission
- Step 4:** Within 20 days receive any additional information and conduct second review.
- Step 5:** Within 25 days prepare and submit report to course applicant and BCIS.
- Step 6:** Submit any additional information on course approval/denial/suggestions.

The timeline can be modified to expedite the review process if possible. All correspondences with course provider will be done thru the BCIS s instructed by DBPR.