A HOW TO MANUAL FOR ADVANCED COURSE DEVELOPMENT

DEVELOPED FOR FLORIDA BUILDING COMMISSION TRAINING PROVIDERS

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The Florida Department of Community Affairs

DRAFT DRAFT

(Does not yet include "Creating Course" part and some screenshots---am preparing sample course materials… all procedures from outline have been included.)

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Waiting for almost final version……………

FORWARD

This manual has been created to be used as a toolkit or reference document for training providers, who create/develop advanced courses. These courses are created to fulfill the statutory requirements of continuing education for license renewal in the construction and design trade areas in the State of Florida.

As stated, the intended primary users of this manual are training providers, who develop, get accredited, and update advanced building code courses. However, anyone seeking information about the educational and/or administrative processes that make up the Florida Building Commission's responsibilities regarding licensee advanced education may find this manual helpful.

The content of the manual is not meant to be totally inclusive regarding cited information. In fact references are made to various websites throughout topical areas of explanation, which can offer more thorough information about a given topic. However, all procedural areas regarding the approval of accreditors and the accreditation of advanced courses are covered.

The basis or foundation of information for this manual can be found in Chapter 553.841 (**See Attachment A**) and Rule 9B-70.002 (**See Attachment B**).

WHAT IS AN ADVANCED COURSE?

An advanced course is a course that is titled as such, with the content reflecting the technical nature of the Florida Building Code, or other topics under the jurisdiction of the Florida Building Commission.

Advanced courses are checked/reviewed for building code content accuracy through the Florida Building Commission's accreditation process (See page xx). Advanced courses are initially approved by the Florida Building Commission, then approved by the respective Department of Business and Professional Regulation (DBPR) licensing board. Also, an advanced course will have the term "Advanced" in the title. Advanced courses are required, as part of the continuing education (number of hours) requirements, by the following State of Florida licensing boards:

- Construction Industry Licensing Board (CILB) = 1 hour
- Electrical Contractor's Licensing Board (ECLB) = 1 hour
- Board of Architecture and Interior Design = 2 hours
- Board of Landscape Architecture = 2 hours

MAJOR DIFFERENCES BETWEEN ADVANCED COURSES AND REGULAR CE COURSES

Advanced courses must be updated when the building code changes, either as a result of the base code changing or off year supplemental changes. Those updates to advanced courses must occur on or before the effective date of the new code version, which usually occurs in the next calendar year. For example, the new 2007 building code was approved by the Florida Building Commission in August, 2007. The effective date for that code is October 1, 2008.

Regular Continuing Education (CE) courses can be technical, non-technical, or some combination of both. They (regular CE courses) do not have to meet the advanced course standard of at least 50% of the content be directly related to the Florida Building Code. Regular CE courses must be approved by each Department of Business and Professional Regulation's licensing boards, from which approval is sought. At this time, if a provider wanted to submit a CE course for approval, to be used for both the Construction Industry Licensing Board and the Electrical Contractor Licensing Board, then that provider would have to fill out two different applications seeking approval (one for each board). Regular CE courses do not have to be approved by the Florida Building Commission. Also, training course expiration dates are different among the various boards, but do not exceed four years for any board.

WHY SHOULD ADVANCED COURSES BE DEVELOPED?

There are a variety of reasons for the development of advanced courses. Those reasons are:

- Advanced courses must be developed to fulfill the statutory requirements for license renewal, under the following DBPR Boards:
    - o Construction Industry Licensing Board
    - o Electrical Contractor Licensing Board
    - o Board of Architecture and Interior Design
    - o Board of Landscape Architecture
- Advanced courses should be developed to fill an actual identified learning need. Those learning needs are identified through many sources, such as Florida Building Commission initiated surveys, industry association surveys, training provider surveys, independent industry entity surveys, and licensing board surveys.
- Advanced courses should be developed as a result of emerging technology (E.g., Green building) or new industry practices.
- Advanced courses could be developed because an audience (E.g., CILB licensees) has grown to the point that there are not enough courses to fill the need.

WHAT DOES A TRAINING COURSE CONSIST OF?

A normal training course usually consists of:

- Participant materials (Handouts, tests, etc.)
- Instructor/Trainer materials (Lecture notes, exercise instructions, etc.)
- Course Syllabus
- Course Evaluation

The participant materials may be constructed in different ways. The usual construction is either as a word document or a PowerPoint handout. It is extremely important that the content be easily understandable and that the sequencing of the material follow both the visual presentation (PowerPoint) and the verbal presentation by the instructor. Try to use a lot of space, which makes the text easier to read.

The instructor/trainer materials may also be constructed in many ways. In fact, an instructor's lecture notes can be in any format, but should be easily readable, and must coincide with the visual presentation (PowerPoint) and the participant materials.

The course syllabus should consist of:

- Course title/number (Should include "advanced" and/or "internet", if online)
- Hours of credit
- Name, address, phone #, email address of provider
- Course description
- Course learning objectives
- Time allotments for content
- Course outline/Instructional methods
- Code edition
- Course references cited in outline
- Stated method of course evaluations
- **(See Attachment C For Sample Course Syllabus**)

The course evaluation can be formatted in various ways. The intent of an evaluation is to generally measure the value of both the course content and the presenter's skills, by the participants. Usually a written evaluation asks questions about the quality of the instruction and the ease of understanding and applicability of the content. Evaluations are always given at the conclusion of a course. (**See Attachments D and E For Sample Evaluation Forms)**.

TYPES OF COURSE DELIVERY FORMATS

There are many training course delivery formats. Those formats most typically used are:

- Classroom (Instructor led)

- Online (Using a Learning Management System (LMS)software program)

- Home Study materials

- DVD (Computer assisted)

- Video-conferencing (Using a satellite feed or internet)

- Streaming video (Usually on the internet)

Most training programs are delivered in the traditional classroom format that is lead by an instructor. The American Society of Training and Development's guidelines (http://www.astd.com) should be followed as much as possible when scheduling and conducting a training program. Specifically, those guidelines should be used when:

- Preparing course materials

- Preparing for course content delivery

- Marketing the course

- Managing the logistics of the course

- Conducting/presenting the course material

- Evaluating the course

- Course follow up activities

Online course delivery formats are being used more often, and will continue to grow in numbers in the future. Courses delivered online use a Learning Management System (LMS) software as the delivery mechanism. LMSs vary in structure, complexity, and cost—but for the most part are similar in that they are easy for the participant to "click" through, interact with, and come and go (login) according to the participant's schedule. Some features of a Learning Management System software program are:

- Usually no programming skills are required for the user to build a course

- Is very customizable to meet specific user needs or requirements

- Many times has free software updates

- Internet based administration

- Can be up and running quickly

- Many times can generate reports

- Can create online tests applicable to course

- Can incorporate PowerPoint and Word documents

- Ability to set logins and passwords for secure usage

- Can set up chat rooms and message boards to aid with instruction

Learning Management System software programs vary in price. One may go to capterra.com and review and compare hundreds of LMS software programs. Another option is to go to moodle.org, which is a free downloadable LMS. When using a LMS to build a course, just follow the sequential directions.

Home study course materials can be developed using single or multiple delivery formats. For example, a home study course could consist of all print materials (E.g., participant guide, peripheral materials, test(s), and evaluation or could be delivered with the same material on a DVD, to be interacted with using a home computer). Also, a home study course could consist of a combination of a DVD and print materials. The DVD contents could be the training materials (handouts, etc.), a streaming video of the course, delivered by a Learning Management System software program. Regardless of the delivery format, the basic guidelines of easy to use, easy to read and understand, and logical sequencing of content, should be followed.

OTHER COURSE DEVELOPMENT CONSIDERATIONS

Advanced courses are developed using the most current version of the Florida Building Code. Specifically, at least 50% of the content of an advanced course must directly relate to the Florida Building Code. Use your best judgment regarding the 50% standard.

During the online application of a course, all course materials, regardless of format, must be converted to PDF files, in order to be uploaded into the Building Code Information System (BCIS). Courses are uploaded into the BCIS so accreditors can review the materials for Building Code content accuracy. To create a PDF file, one must purchase ADOBE Acrobat Professional. The program ADOBE Acrobat Reader will not create a file (Will only read it).

Depending upon the size of the course being entered into the BCIS (Due to size and time limit constraints), one of two attachment options could be used. If the total size of all files is greater than 48 MB, the BCIS system will not allow the files to be attached. If this occurs, a PDF file containing "Links" that direct the accreditor to the actual website where the files are stored will need to be created. In addition to maximum file size constraints, the BCIS stem is set to "time out" if the uploading of the documents takes more than 10 minutes to finish. So, large files that fall below the 48 MB limit could still not be accepted if the user is connected through a slow internet connection, such as a 56K dial-up. (**See Attachment F for detailed explanations of both attachment options**.)

The PowerPoint software program is an excellent tool to use to convey information during a training session, especially during an instructor-led session in a classroom setting. Usually, the PowerPoint program is sold as one of several software programs in the Microsoft Office Suite software. Some excellent tips for creating presentations when using PowerPoint are:

- As a general guide, try not to use more than six lines per slide

- Use simple, short sentences

- Try to use images to make point or explain

- When using graphics/charts, use text sparingly

- Use "San Serif" fonts—more clear

- Use large enough fonts

- Use colors that complement each other

- Maximum viewing distant for audience is six times the size of the screen diameter

For more tips on how to build and show PowerPoint presentations, go to the following url, http://library.humboldt.edu/~ccm/fingertips/pptpointers.html.

For more free information on how to build PowerPoint presentations, go to the following url to view multiple free tutorials, http://presentationsoft.about.com/od/powerpoint101/a/begin_guide.htm.

HOW TO REGISTER AS A FBC TRAINING PROVIDER

Before registering as a FBC Training Provider, one must register as a training provider with DBPR. The required criteria to be considered as a provider are included on the various board application forms. If a provider wants to offer training courses for more than one board, then he/she must register separately for each board. As an example, an instructor assigned to teach a course to licensees of the Construction Industry Licensing Board (CILB), must meet one of the following criteria:

1. A four year college degree or graduate degree in their area of instruction
2. A state certified or registered contractor with at least five years of construction experience may teach any technical course in the area of licensure
3. Approval by the Board regarding the qualification of a particular instructor for a particular course

To register as a training provider for the various DBPR boards, please go to http://wwwmyflorida.com/dbpr/servop/testing/providers.html.

To register as a training provider for the FBC,

- Go to floridabuilding.org
- Select Building Code Training Program (red box)
- Select Course Accreditation (on left side)
- Select "Register Training Provider"
- Fill out—Summit
- Pay $25.00 application fee

(See Attachment G for sample application form)

HOW TO APPLY FOR A NEW COURSE

Before filling out a new course application in the BCIS, all of the actual training materials must be converted to PDF files. As previously explained on page XXX, the software program called ADOBE acrobat should be used to create those files. Also, when linking and/or uploading the PDF files, it is important to remember there are both size and time limits to consider. Again, refer back to page XXX to review the specific steps required to create and link PDF files. The documents which must be converted to the PDF format are:

- Course materials
- Course syllabus (which may include a course description, course outlines, learning objectives and course evaluation)
- Course outline (if not included in syllabus)
- Course timeline (minutes allotted to each section)
- Learning objectives (if not included in syllabus)

The following are the basic steps for submitting a "New Course Accreditation Application" in the BCIS:

- Go to www.floridabuilding.org, which is a section of the Department of Community Affairs website, specifically for the Florida Building Commission
- Disable (turn off) the pop-up blocker in the web browser being used. To do this,
    1. Select "Tools" at the top of the browser
    2. Select "Turn off pop-up blocker"
- Select "Log In" near the top of the page. A login screen will appear and a log-in username and password will need to be entered. Then select the "Log In" button at the lower right side of the login screen.
- Select the "Course Accreditation" button on the left side of the screen. If the login is correct, the username will be displayed across the top of the screen. If the user name is not there and a "Log Out" button is to the right, then the pop-up

blocker has not been disabled. Go back to "Tools" in your web browser and disable again.

- At the "Course Accreditation" page, at the top—are four options, "Inbox," "Registration," "New Course," and "Search." Select the "New Course" button, which will bring up the application for submitting courses for Accreditation.

- Fill in the following fields (Must be filled in online and the fields indicated in blue are required fill-ins):
  - Course title (If advanced course, place "Advanced" in title)
  - Short course description
  - Author of course (If other than provider)
  - Course accreditor (Important: click on and a drop box will appear, choose accreditor. Make sure that the accreditor chosen is approved to accredit topic of course)
  - Target audience (Who is course for—contractors, etc.)
  - Number of hours
  - Has course been previously approved (If it is a DCA purchased course or re-accreditation, select "yes." If it is a new course yet to be accredited, select "no."
  - Subject trade area—select all areas that apply to the course
  - Method of presentation—select all methods that apply
  - (**See Attachment H to view sample new course accreditation application form**)

- The next step is to upload all files in PDF format (Which have been previously converted)

- Important—the file names must not contain any symbols in it (e.g., /, \, #, etc.) because the BCIS will not accept it. The file will appear to upload correctly, but will be blank when it is eventually downloaded by an accreditor.

- Important—BCIS also has a limitation of 50 characters for a file name. If it exceeds 50 characters, then it will not upload properly and, again, cause a delay in the accreditation process.

- The following files are required to be uploaded to complete the application:

- o Course Syllabus
- o Course Materials
- o Course Outline
- o Course Timeline
- o Course Learning Objective

- To upload any of the above listed files, select the "Attach" button next to the name of the file to be uploaded. A new screen will pop up for attaching the file.
  - o Select the "Browse" button and this will allow a file to be selected and uploaded from some location in the computer. Once the file has been located, double click on that file, which will enter it into the field for uploading.
  - o Select the "Upload" button. Depending on the size of the file, it may take a few minutes to upload. Upload all files in the same manner. If information for several of the required uploaded documents is in one file, then re-upload this file for each required file. For example, if the course outline and timeline are in the same document, then upload this file twice (once for "Course Outline," and again for "Course Timeline").
  - o After all files have been uploaded, select the "Submit" button
- After selecting the "Submit" button the BCIS will automatically display a message stating that the course has been submitted for accreditation and basically explains the rest of the accreditation process, including timelines, payment of fees, and final DBPR approval of all courses
- Select the "Continue" button to complete the application process. An email will be sent to the Accreditor and Provider, notifying both that the application has been submitted for accreditation.

HOW DOES THE ACCREDITATION PROCESS WORK

The basic steps in the "Advanced Course Accreditation Process" are:

- The advanced course is entered into the BCIS by using the "New Course Accreditation Application"

- The advanced course is reviewed by an accreditor (Accreditors pre-approved by FBC)

- The advanced course is accredited (topic related to building codes, information is accurate, and 50% of content is code related)

- The advanced course is reviewed and approved by the FBC Educational Program Oversight Committee (POC)

- The advanced course is reviewed and approved by FBC

- The accredited /approved course is presented to appropriate DBPR board(s) for approval

- (See Attachment I to view steps of advanced course accreditation process)

The Accreditors who review the courses are approved by the Florida Building Commission. Providers can find/contact accreditors in two ways. The first is during the completion of the "New Course Accreditation Application," an accreditor can be chosen while filling out the application. The other way to contact an accreditor is:

- Go to floridabuilding.org

- Select "Building Code Training Program"

- Select "Course Accreditation"

- On Search page---Select "Type"---Select "Accreditor"

- On Search page---Select "Status"---Select "Approved"

- Select "Search"---Contact Accreditor

- As previously stated, accreditors are approved by the Florida Building Commission. They have to meet a set if criteria to be approved, with the bottom

line being they can review training courses for building code content accuracy in specifically approved areas (Such as accessibility, building-commercial, etc.).

- Accreditors are considered private entities in that they charge a fee to review course materials. The fees vary from $50 per hour to $200 per credit hour. The fee is agreed upon between the accreditor and provider, with no official or state fee standard. When accreditors are reviewing the course materials, he/she may have a reason to ask the provider questions about the course information.

- Accreditors review material to determine if the code content is accurate, if at least 50% of the material relate directly to the code, does the course description accurately describe the course materials, are the learning objectives met through the course materials, and are the course outline and course timeline reasonable for the instruction of the included course topics

- Accreditors will review a course and either approve, deny, or request additional information

- The average review time for an accreditor is approximately 3 – 5 business days for a 1 hour course. The timeline is negotiated during the initial contact between provider and accreditor.

- If a course has been successfully reviewed/accredited, then the accreditor will complete the "New Course Application" with comments

HOW TO GET A NEW ADVANCED COURSE APPROVED

A new advanced course is defined as:

- An actual new course developed from scratch (new material, new slant, new technology), or

- A current course where the delivery format has been changed (e.g., Instructor-led to online)

After a course has been accredited, the BCIS will send an email to accreditor and provider notifying both of the completed accreditation and the BCIS will assign an accreditation number to the application.

- At this point, the application moves to the "Pending FBC Action" file in the BCIS

  - If the application is placed in the "Pending" file no less than 23 calendar days before the next Florida Building Commission meeting, then the application will be placed on the Education POC agenda

  - If the application is placed in the "Pending" file 22 days or less before the next FBC meeting, then the course will skip to the agenda of the following meeting

- After the application is placed on the agenda, the members of the Education POC will review the course material prior to the FBC meeting. At the FBC meeting, the POC will meet and discuss the reviewed courses. They will either approve or deny (with reasons) a course with a vote. That approval or denial is noted in the POC minutes. The actions of the POC are then stated to the entire Commission, who then can approve or deny a course.

- If a course is approved by the full Commission, it is moved to the "Accreditation Complete" file in the BCIS within 3 business days. The provider can then take the course to the appropriate DBPR board for approval.

- If a course is denied, the reason for denial is given to the provider. The provider can then change the course based on those reasons for denial, and re-submit the course for approval at the next FBC meeting.

ADMINISTRATIVE APPROVAL OF COURSES

Courses that a provider has developed or purchased and that have been previously accredited and then updated and re-accredited, will be administratively approved.

- An administratively approved course is one that after it has been accredited and placed in the "Pending FBC Action" file (As a new course), it will then be immediately moved to the "Accreditation Complete" file.

- An administratively approved course will be placed on the Commission agenda for a "Consent Agenda" approval. A consent agenda approval of a course does not receive the same amount of scrutiny from the POC, as a new course approval does.

- Administratively approved courses can still be taught after they are accredited.

- Administratively approved courses can be submitted to the respective licensing board for approval after re-accreditation (Unlike a new course which is on hold until Commission approval).

HOW TO UPDATE AN ADVANCED COURSE

Training providers will update courses using the newest version of the Florida Building Code. The reason advanced courses are updated is to make sure that the course content is current with a new code or code changes.

- Courses should be updated no later than the effective date of the new code (e.g., October 1, 2008)

- Updated courses should be submitted for re-accreditation months before the effective date of the Code in order to meet this requirement

- The Code version that initiated the update should be noted on the course application

To actually update a course:

- Download/print the new version of the Building Code, which is located on the BCIS at www.floridabuilding.org

- With a paper copy of the Building Code in hand, review the course information against the new code or code changes, then make all appropriate changes

- Instead of a paper copy of the code, an electronic version can be used. Usually changes are made electronically by using the copy/paste method

- After a course is updated, then it is put through the normal re-accreditation process

ADVANCED COURSE AUDIT PROCESS

Advanced courses are audited to make sure that the accreditation process is working effectively. Also, an audit can be conducted to make sure that providers are conducting their courses appropriately, including the dissemination of correct, up-to-date Building Code related information. As alluded to, the key elements of an audit are:

- The accuracy of Building Code content in the materials and during the verbal presentation
- Basic classroom effectiveness regarding the provider's interaction with the participants and the flow of the content

The basic steps in the audit process are:

- Course is chosen to be audited
- Course materials reviewed prior to the actual audit visit (Optional)
- Auditor contacts the instructor/provider or not (Optional)
- The auditor uses an audit form during the audit
- The auditor can choose/not choose to discuss results with the instructor right after audit
- Auditor will prepare report for next FBC meeting
- Auditor will contact the provider within two weeks of the audit to give audit results
- (**See Attachment J to view part of the audit form**)

HOW TO DEVELOP A COURSE USING INSTRUCTIONAL DESIGN METHODS

The basic steps to follow when developing a course are:
- Identify the overall instructional goal
- Consider the audience's level of knowledge and skills
- Develop learning objectives
- Develop an evaluation method
- Develop the instructional strategy
  - Sequence of content
  - Methods of instruction (E.g., Lecture, small group, quizzes, simulations, etc.)
  - Time allotments for content
- Develop instructional materials (E.g., PowerPoint, etc.)
- Conduct external evaluation of course materials

NEED TO DEVELOP………………

(**Attachment**)

SAMPLE COURSE SYLLABUS

Course Title:
Advanced – Fire Resistance and Fire Protection in the Florida Building Code (Course # - xxxxxxxxxxx)

Hours of Credit
50-Minutes (1 CEU)

Provider Information
Mr. Joe Smith
2000 Day Street
Two Egg, Fla. 347999
877.555.1111
jsmith@aol.com

Course Category
Advanced – 1 hour

Course Description
This course discusses the requirements of Chapter 7 (Fire Resistant Construction) and Chapter 9 (Fire Protection Requirements in the Florida Building Code). The instruction will provide an understanding of different fire resistant walls and their applicable use and requirements, exterior wall fire resistant requirements, opening protection, shaft enclosures, required fire protection systems and standpipes. When the course has been completed, the contractor will understand the terminology used in Chapter 7, know the differences between a fire partition, fire barrier and fire wall, be able to determine opening protection, and understand the required fire protections systems.

Course Learning Objectives
Upon completion of the course, contractors will be able to:
- Understand the terminology used in Chapter 7
- Differentiate between a fire partition, fire barrier, and fire wall
- Determine opening protection
- Understand the required fire protection systems

Outline/Timeline
Introduction
Definitions (702) = 5 minutes
Fire Walls (705) = 5 minutes
Fire Barriers (706) = 5 minutes
Exterior wall protection (704) = 5 minutes

Protection of openings (704.8) = 5 minutes
Shaft enclosures (707) = 5 minutes
Fire Partitions (708) = 5 minutes
Prescriptive Fire Resistance (720) = 5 minutes
Fire Protection Systems required by Occupancy Groups (902, 903) = 5 minutes
Standpipes (905) = 5 minutes
Total Time = 50 Min.

Course Type/Method of Presentation
The course will be delivered using multiple instructional methods. Some lecture will be used with much questioning of the participants. A PowerPoint presentation of the information will be visible throughout the instruction. The participants will be asked to do one brief exercise in a small group setting.

Code Edition
2007 Florida Building Code

Method of Evaluation
The evaluation shall be conducted through a written response on the course objectives listed above. The participants will complete evaluation forms to rate the course materials, where they can express their opinion about the course, its presentation, how long they spent on the course, and a space in which they can provide additional comments.

(**Attachment**)

Course Evaluation

We'd like your thoughts on this course. In an effort to continue improving our programs, please help us by completing the following evaluation:

Course Title: **Building Structural**

Summary

Instructor: **Joe Smith**   Date: **November 3, 2007**

Instructor Information	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The instructor was knowledgeable.	5	4	3	2	1
The instructor communicated ideas clearly.	5	4	3	2	1
The instructor was enthusiastic.	5	4	3	2	1
The instructor responded well to questions.	5	4	3	2	1
The instructor stimulated discussion.	5	4	3	2	1

Course Information	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The course covered the stated objectives	5	4	3	2	1
The course content was relevant to you	5	4	3	2	1
Materials provided were helpful (handout, video, ppt)	5	4	3	2	1
The length of the course was appropriate	5	4	3	2	1
Overall evaluation of the course (5=high, 1=low)	5	4	3	2	1
Overall evaluation of the instructor. (5=high, 1=low)	5	4	3	2	1

What suggestions for improvement would you offer?

_____

_____

If you would like to be contacted regarding specific programs or course topics, please list them along with your name.

_____

_____

ATTACHMENT

Training Provider
Application Sample Format and Instructions

This SAMPLE print application is provided to make it easier for you to collect the application information before completing the application online.

Please note: The application MUST be completed ONLINE (it <u>cannot</u> be completed on paper and mailed).

Please note:

    - Once you start to complete the application online, you cannot "save in progress" so you must complete it all at once.

    - You will need to disable pop-up blockers before you can access the BCIS system.

    - Payment must be made in the amount of $25 at the end of the application process – the application will not go through without it. Payment methods accepted are American Express, Discover, Mastercard, and Visa credit cards or electronic check.

Training Provider Application – As formatted in the BCIS

Individual Information
(Required fields are notated with an *)

Login (*)

_____

Password (*)

_____

Confirm Password (*)

_____

Last Name (*)

_____

First Name (*)

_____

Middle Name

_____

Suffix (Jr., III…)

_____

Title

_____

_

Mailing Address (*)

_____

City (*)

_____

State (*) (Select from drop-down list)

_____

Zip (*)

_____

County (*) (Select from drop-down list)

_____

Country

_____

Primary Phone (*) (digits only, no hyphens or periods)

_____

Email (*)

_____

Web Address

_____

Fax (digits only, no hyphens or periods)

_____

Business Information
This information is only required if different from your individual information.

Business/Firm Name (*) (Select from drop-down list)

_____

_____

Web Site   http://

_____

Federal ID

_____

Email

_____

Fax

_____

Business Location Address (*)

_____

City (*)

_____

State (*) (Select from drop-down list)

_____

Zip (*)

_____

County (*) (Select from drop-down list)

_____

Country

_____

Board (*) (Select from drop-down list)

_____

DBPR Provider Number (*)

_____

Public   ◯   Private   ◯

ATTACHMENT

New Course Accreditation
Application Sample Format and Instructions

This SAMPLE print application is provided to make it easier for you to collect the application information before completing the application online.

Please note: The application MUST be completed ONLINE (it cannot be completed on paper and mailed).

Please note:

- You will need to disable pop-up blockers before you can access the BCIS system.

- Applications submitted and placed in the Pending FBC Action File Status no less than 23 calendar days prior to the date of the next scheduled Florida Building Commission meeting, will be placed on that agenda.

- Applications submitted within 22 calendar days or fewer of the next scheduled Florida Building Commission meeting will be placed on the following scheduled Florida Building Commission agenda.

Accreditor Application – As formatted in the BCIS system

New Course
(Required fields are notated with an *)

Course Title (*)
_____

Short Course Description   (*)
_____

_____

_____

Author of Course
(if other than Provider)
_____

Course Accreditor (*) (Select One from drop-down list)
_____

Target Audience

_____

Number of Hours (*)

_____

Previous Course Approval (*)　　⬭　Yes　⬭　No

Subject/Trade Area: (Select one or more areas)

☐ Accessibility	☐ Commercial Pool/Spa	☐ Plumbing
☐ Administration Storage System	☐ Electrical – Commercial	☐ Pollutant Storage
☐ Building – Commercial	☐ Electrical – Residential	☐ Residential Pool/Spa
☐ Building – Residential	☐ Energy	☐ Roofing
☐ Building – Special Occupancy	☐ Existing Building Code	☐ Sheet Metal
☐ Class A Air Conditioning	☐ Fire	☐ Solar
☐ Class B Air Conditioning	☐ Fuel/Gas	☐ Other
☐ Class C Air Conditioning	☐ Mechanical	

Method of Presentation: (select one or more methods)

☐ Case Study	☐ Handout Materials
☐ Computer/Internet	☐ Lecture
☐ Discussion	☐ Multimedia
☐ Group Participation	☐ Panel Discussion
☐ Other　　Describe Other:	

_____

Required Attachments: (*)
(PDF files required)

Course Syllabus (*)　　[Attach]　　File Location:

_____

Course Materials (*) [Attach] File Location:

_____

Detailed Course Outline (*) [Attach] File Location:

_____

Detailed Course Timeline (*) [Attach] File Location:

_____

Learning Objectives (*) [Attach] File Location:

_____

Attachment

FLORIDA BUILDING COMMISSION AUDIT FORM FOR ADVANCED COURSES

Auditor/Audit Information

Date of Audit: _____

Name of Auditor: _____

Auditor Phone: _____ Email: _____

Course/Provider Information

Course Title: _____

Instructor Name: _____

Provider Name: _____

Provider Phone: _____

Provider Address: _____

_____

Provider Email: _____

Number of Participants: _____

Materials Review (Prior To Session---Optional)

Date of Training Materials Review: _____

Syllabus: Yes ____ No ____

Participant Handbook: Yes ____ No ____

Trainer Handbook: Yes ____ No ____

Other Handouts: Yes ____ No ____ Describe: _____

_____

Evaluation: Yes ____ No ____

Syllabus (Check applicable)

Course Title/Number ___   Hours of Credit ___

Information Re Provider ___   Course Description ___

Learning Objectives ___   Time Allotments ___

Course Outline ___   Code Edition ___

Course Reference(s) ___   Course Evaluation ___

Participant Materials

Does content follow outline of course? Yes   ___   No   ___

Is content easy to read/follow? Yes   ___   No   ___

Comments: _____

_____

_____

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_____

Was content correct/current to current code edition? Yes   ___   No   ___
If not correct, cite area and page/slide number. (E.g., Bldg. Height, Slide #14)

1. _____

Corrected Information:

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2. _____

Corrected Information:

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6. _____

Corrected Information:

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7. _____

Corrected Information:

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Note: If more space is needed, please use Page Six, "Materials Review". Remind Provider/Instructor to also correct Trainer Handbook and/or other handouts.

Presentation/Session Review

Date of Session: _____

If Applicable, Were Changes Made To Print Materials Based On Materials Review:

Yes ___   No ___

Training Materials Present: Yes ___   No ___   If not, explain:

_____

_____

Start Time: _____   End Time: _____   Timelines Followed: Yes ___   No ___

Classroom Environment Comfortable: Yes___ No___ If not, explain:

_____

_____

Course Evaluation: Yes ___   No ___

During session, was content correct/current to current code edition?

Yes ___   No ___

If not correct, cite statement (What was said), or topical area and page/slide number. (E.g., Bldg. Height, Slide #14), and what is correct information (If immediately known).

1. _____

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Correct Information:

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2. _____

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