

Course evaluation would be performed in the following fashion.

1. Course is received via the Building Code Information System (BCIS) from the applicant.
2. Confirm reception of the course to the applicant by means of electronic communication so a record of such is developed and to start the clock on the time for review.
3. Determine the applicability of all relevant Florida Building Codes, supplements, amendments and other ancillary codes that might be pertinent to the course.
4. Within seven to ten (7-10) business days, provide an initial review to the applicant. Determine if the course meets necessary items such as:
 - Intent of the goals of the course and direction of the way the goals can be reached.
 - The chronology and time line of the course and does it meet with the syllabus or outline.
 - The resource materials used for the course and the citations from the Florida Building Code family and respective volume of the code.
 - What methodology will be used for presentation and how will comprehension be measured (quizzes, tests, group discussion, live presentation).
5. Within fifteen to twenty (15-20) business days, perform secondary review following reception of any corrections or additional information supplied by applicant following initial review.
6. Within twenty-five (25) days, provide evaluation report to the applicant and BCIS as necessary.
 - Provide areas of specific points that lead to approval (if so applicable)
 - Provide areas of deficiency that lead to denial (if so applicable)
 - Make suggestions as to improvement if denial was the final result

This would be for the most common course application. This could easily be modified as necessary to meet the needs of other specific courses yet still fall within the established parameters of the BCIS and the FBC.