

Course Number: 629.3

Course Review Checklist:

Courses shall contain the following elements:

- ✓ The course title includes: *(Syllabus – Page 1)*
 - The code edition, law, or administrative rule to which the course relates *61G20-6.002(4)(a)1., F.A.C. (Syllabus – Page 1)*
 - The word “advanced.” *61G20-6.002(4)(a) b., F.A.C. (Syllabus – Page 1)*
- ✓ The hours of credit. *61G20-6.002(4)(b), F.A.C. (Syllabus – Page 1)*
- ✓ The name, address, telephone number, and e-mail address of the provider. *61G20-6.002(4)(c), F.A.C. (Syllabus – Page 1)*
- ✓ A course description which completely describes what the course is designed to address. *61G20-6.002(4)(d), F.A.C. (Syllabus – Page 1)*
- ✓ Course/learning objectives. *61G20-6.002(4)(e), F.A.C. (Syllabus – Page 1) (Separate doc)*
- ✓ Course time allotments for course content. *61G20-6.002(4)(f), F.A.C. (Syllabus – Pages 2-4) (Separate doc)*
- ✓ Course outline and instructional methods – a detailed description of the course content in the sequence of how it is to be taught and the methods used to teach that content. *61G20-6.002(4)(g), F.A.C. (Syllabus – Pages 2-4) (Separate doc)*
- ✓ Any course references cited in the outline. *61G20-6.002(4)(i), F.A.C. (Syllabus – Pages 2-4)*
- ✓ Method of course evaluation. *61G20-6.002(4)(j), F.A.C. (Syllabus – Page 4) (Separate doc)*
- ✓ Course certificate of completion. *61G20-6.002(4)(k), F.A.C., Form FBCED 2003-03.* The certificate shall contain: *(Separate doc)*
 - Course title
 - Course provider’s name, address, telephone number, and e-mail address
 - The hours of continuing education credit earned by completing the course
 - A place for the appropriate licensing board’s course approval number
 - The Florida Building Code edition
- ✓ Minimum of 50% of actual training material content shall be related to the Florida Building Code, Florida Statutes, or rules related to the Florida Building Code. *61G20-6.002(4)(l), F.A.C. (PowerPoint)*
- ✓ The course materials shall accurately reflect the Florida Building Code and other topics under the jurisdiction of the Florida Building Commission. *61G20-6.002(4)(m), F.A.C. (PowerPoint)*
- ✓ Course presentation materials shall be legible. *Form FBCED 2003-03. (PowerPoint)*
 - All fonts shall be at least equivalent to 12 pt. font *(PowerPoint)*
 - If slides are part of the materials, only two slides per page shall be submitted *(PowerPoint)*
 - All presentations shall contain a title page or title slide *(PowerPoint)*
 - Only one course presentation may be uploaded per course. *(PowerPoint)*
- ✓ Method of Course Presentation. *Form FBCED 2003-03. (Syllabus – Page 4)*
 - At least one method should be selected.