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FBC Education Administrator Report

November 26, 2013

- A. Provided administrative support for FBC Education POC for October 10, 2013 meeting
- B. Drafted minutes for FBC Education POC October 10, 2013 meeting
- C. Prepared agenda for FBC Education POC meeting on December 5, 2013 meeting
- D. Inquiries from the public October 5, 2013 to November 26, 2013 as follows:

9 inquiries: 6 telephone; 3 e-mail

Category of inquirers:

2 Engineers 1 Contractor
5 Consumer 1 Unlicensed person, general public

Types of Inquiries:

2 Advanced course requirement for engineers
1 Training on building code for unlicensed person
2 Construction lien law
1 Mortgage payment assistance
1 Product approval
1 Code requirement for water heater
1 Window film covering requirement

E. Please make sure to check and, if necessary, update your e-mail address (and other contact information) on the BCIS. This is crucial to ensure you are able to receive any notices sent out to all FBC education providers or accreditors.

F. In October 2013, the FBC Education POC heard public comments expressing concerns about certain provisions in rule 61G20-6.002, Florida Administrative Code, including:

- No specific requirement that code edition year be included in title of course
- Treatment of advanced courses relating to law or rule (rather than a code edition)
- Sufficient time to submit courses based on a future code edition

Inclusion of provisions relating to a course based on Florida Statute or rule raises the issues of need, appropriate time and deadline for revision of such courses (which is different from the same for new code editions). FBC staff drafted proposed provisions to cover these issues and requests input from members of the Education POC and the public on the draft provisions below.

All new provisions are shown in bold. For ease in reading, subsections (3) and (4) of the proposed rule with changes incorporated is shown in *italics* below.

61G20-6.002 Commission Approval and Accreditation of Advanced Building Code Training Courses.

(3) Training Provider Registration and Requirements.

(a) Training providers approved by the Department of Business and Professional Regulation who desire Commission approval and accreditation for advanced building code courses shall register with the Building Code Information System using the Register Training Provider function and associated online screens, Form FBC-ED-002, effective September 10, 2010, adopted herein by reference and available from the Building Code Information System at www.floridabuilding.org/ce/ce_tporgapp_dtl.aspx, and pay a registration fee of \$25.00.

(b) Registered training providers shall submit materials and information pertaining to courses for which Commission accreditation and approval is sought utilizing the Submit a Course Application function and associated online screens, Form FBCED 2003-03, effective October 2012, adopted herein by reference and available from the Building Code Information System at http://www.floridabuilding.org/ce/ce_default.aspx or <https://www.flrules.org/gateway/reference.asp?NO=Ref-02166>.

(c) The provider shall select an approved accreditor and shall provide payment for services directly to the accreditor. The accreditor selected shall meet the criteria for independence identified in paragraph (d) and shall be listed with the expertise in the field for which approval is sought.

(d) Upon submittal by a training provider, the selected accreditor shall receive an e-mail notification from the Building Code Information System and shall review the materials provided by the provider in accordance with the criteria identified herein. The accreditor shall complete the application by providing comments containing the results of the accreditor's review and approving or denying accreditation of the course on the Building Code Information System. An accreditor may not approve for accreditation a course application that is not complete and accurate as specified in subsection (4). The accreditor shall also provide a certification of independence that attests the person or entity does not have, nor does it intend to acquire or will acquire, a financial interest in the training provider seeking accreditation.

(e) The Building Code Information System shall assign an accreditation number to the application upon submittal. The application shall be accredited completely and placed in the "Pending FBC Action" file on the Building Code Information System at http://www.floridabuilding.org/ce/ce_tp_coursestrp_dtl.aspx no later than 23 ~~calendar~~ days prior to the next scheduled meeting of the Florida Building Commission. The Commission or its designee shall finalize the accreditation process utilizing the Building Code Information System at www.floridabuilding.org and notify the provider and accreditor within 3 business days of the Florida Building Commission's action on the applications. If a provider has not taken any action on a submitted but incomplete application in 180 days, the Commission may withdraw the application.

(f) On or before the effective date of changes to the Florida Building Code, **Florida Statutes or rule relating to the Florida Building Code**, providers shall update existing accredited courses affected by the code, **law or rule** changes **pursuant to subsection (3)(g)** and submit for accreditation on the Building Code Information System at http://www.floridabuilding.org/ce/ce_default.aspx. **If the course is not updated, the course expires and cannot be updated.** The code version, **law or rule** that initiated the update and reaccreditation process must be noted on the application. Accreditation of revisions to approved accredited

courses shall be accomplished in the same manner as described in paragraphs (a) through (f) hereof, except only the revision submitted shall be subject to review. These courses shall be approved by the administrator of the education program subject to ratification by the Florida Building Commission.

(g) The following timelines apply for any course for which revision is required:

1. For a new edition of the Florida Building Code, a course must be revised pursuant to the provisions of subsection (4).

2. For any amendment to Florida Building Code pursuant to 553.73, a course must be revised by the effective date of any change.

3. For any change in Florida law, a course must be revised within six months of the effective date of the law.

4. For any change in Florida administrative rule, a course must be revised within six months of the effective date of the rule.

~~(g)~~ **(h)** If an approved accredited course ~~is not affected by the code change or requires revision~~ only one change to correct or update a reference, table, diagram, or quoted provision of code, law, or administrative rule, the training provider ~~shall~~ may self-affirm by completing Form FBC-ED-002, effective September 10, 2010, adopted herein by reference and available from the Building Code Information System at http://floridabuilding.org/ce/ce_tporgapp_dtl1.aspx. The same change may be made in more than one place in the course. The code version must be noted on the application. ~~If a correction or update is required,~~ The training provider must list the exact correction or update, the specific location of the correction or update, and reason for the change in the course and affirm this is the only correction or update to the course. The correction or update to the course shall be approved by the administrator of the education program subject to ratification by the Florida Building Commission.

(i) If an approved accredited course is not affected by the code change, and no change is required, but a licensure or other board requires an updated version of the course, the training provider may self-affirm by completing Form FBC-ED-002, effective September 10, 2010, adopted herein by reference and available from the Building Code Information System at http://floridabuilding.org/ce/ce_tporgapp_dtl1.aspx. The code version must be noted on the application. The course shall be approved by the administrator of the education program subject to ratification by the Florida Building Commission.

(j) If an approved accredited course is submitted as self-affirming no change or self-affirming one change, but the Florida Building Commission determines more than one change is required, the course must be reviewed by an approved accreditor in the same manner as described in paragraph (f) hereof.

~~(h)~~ **(k)** A change to the delivery format of an approved accredited course must be submitted for accreditation.

(4) Course Content and Accreditor Review. Accreditors shall review courses submitted by registered providers to determine if the course accurately presents the technical and administrative responsibilities reflected in the current edition of the Florida Building Code; or future editions ~~of the Code~~ **approved for adoption by the Florida Building Commission, if the accreditor is reviewing a course revised to comply**

~~with an updated edition of the Florida Building Code in accordance with paragraph (3)(f) of this rule or Florida Statutes or rules related to the Florida Building Code. If a course is impacted by any subsequent changes to the updates approved for adoption by the Florida Building Commission, the provider is responsible for revising the course to comply with the Florida Building Code in accordance with paragraphs 3(f) through (j).~~ Accreditors shall not mutually accredit each others' courses. The accreditor shall determine if the course meets the following minimum criteria:

- (a) Course title and number. The code edition, the word “advanced,” and, if appropriate, the term “internet” shall be in the title;
- (b) Hours of credit;
- (c) Name, address, telephone number and e-mail address of the provider;
- (d) Course description completely describing what the particular course is designed to address;
- (e) Course/learning objectives;
- (f) Course time allotments for course content;
- (g) Course outline and instructional methods – detailed description of course content in sequence of how taught and methods used to teach that content. The following instructional methods are authorized, but are not limited to: exercises, quizzes, discussion groups, reading assignments, projects, simulations and presentations;
- (h) Code edition to which the course relates;
- (i) Course references cited in the outline;
- (j) Method of course evaluations;
- (k) A minimum of 50% of the actual training materials content shall be related to the Florida Building Code or Florida Statutes or rules related to the Florida Building Code;
- (l) Course materials shall accurately reflect the Florida Building Code and other topics under the jurisdiction of the Florida Building Commission; and
- (m) Course materials provided to the attendee shall be provided to the accreditor.

WITH PROPOSED CHANGES INCORPORATED:

61G20-6.002 Commission Approval and Accreditation of Advanced Building Code Training Courses.

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(b) Registered training providers shall submit materials and information pertaining to courses for which Commission accreditation and approval is sought utilizing the Submit a Course Application function and associated online screens, Form FBCED 2003-03, effective October 2012, adopted herein by reference and

available from the Building Code Information System at http://www.floridabuilding.org/ce/ce_default.aspx or <https://www.flrules.org/gateway/reference.asp?NO=Ref-02166>.

(c) The provider shall select an approved accreditor and shall provide payment for services directly to the accreditor. The accreditor selected shall meet the criteria for independence identified in paragraph (d) and shall be listed with the expertise in the field for which approval is sought.

(d) Upon submittal by a training provider, the selected accreditor shall receive an e-mail notification from the Building Code Information System and shall review the materials provided by the provider in accordance with the criteria identified herein. The accreditor shall complete the application by providing comments containing the results of the accreditor's review and approving or denying accreditation of the course on the Building Code Information System. An accreditor may not approve for accreditation a course application that is not complete and accurate as specified in subsection (4). The accreditor shall also provide a certification of independence that attests the person or entity does not have, nor does it intend to acquire or will acquire, a financial interest in the training provider seeking accreditation.

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(f) On or before the effective date of changes to the Florida Building Code, Florida Statutes or rule relating to the Florida Building Code, providers shall update existing accredited courses affected by the code, law or rule changes pursuant to subsection (3)(g) and submit for accreditation on the Building Code Information System at http://www.floridabuilding.org/ce/ce_default.aspx. If the course is not updated, the course expires and cannot be updated. The code version, law or rule that initiated the update and reaccreditation process must be noted on the application. Accreditation of revisions to approved accredited courses shall be accomplished in the same manner as described in paragraphs (a) through (f) hereof, except only the revision submitted shall be subject to review. These courses shall be approved by the administrator of the education program subject to ratification by the Florida Building Commission.

(g) The following timelines apply for any course for which revision is required:

1. For a new edition of the Florida Building Code, a course must be revised pursuant to the provisions of subsection (4).

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3. For any change in Florida law, a course must be revised within six months of the effective date of the law.

4. For any change in Florida administrative rule, a course must be revised within six months of the effective date of the rule.

(h) If an approved accredited course requires only one change to correct or update a reference, table, diagram, or quoted provision of code, law, or administrative rule, the training provider may self-affirm by completing Form FBC-ED-002, effective September 10, 2010, adopted herein by reference and available from the Building Code Information System at http://floridabuilding.org/ce/ce_tporgapp_dt11.aspx. The same change may be made in more than one place in the course. The code version must be noted on the application. The training provider must list the exact correction or update, the specific location of the correction or update, and reason for the change in the course and affirm this is the only correction or update to the course. The correction or update to the course shall be approved by the administrator of the education program subject to ratification by the Florida Building Commission.

(i) If an approved accredited course is not affected by the code change, and no change is required, but a licensure or other board requires an updated version of the course, the training provider may self-affirm by completing Form FBC-ED-002, effective September 10, 2010, adopted herein by reference and available from the Building Code Information System at http://floridabuilding.org/ce/ce_tporgapp_dt11.aspx. The code version must be noted on the application. The course shall be approved by the administrator of the education program subject to ratification by the Florida Building Commission.

(j) If an approved accredited course is submitted as self-affirming no change or self-affirming one change, but the Florida Building Commission determines more than one change is required, the course must be reviewed by an approved accreditor in the same manner as described in paragraph (f) hereof.

(k) A change to the delivery format of an approved accredited course must be submitted for accreditation.

(4) *Course Content and Accreditor Review.* Accreditors shall review courses submitted by registered providers to determine if the course accurately presents the technical and administrative responsibilities reflected in the current edition of the Florida Building Code or future editions approved for adoption by the Florida Building Commission. If a course is impacted by any subsequent changes to the updates approved for adoption by the Florida Building Commission, the provider is responsible for revising the course to comply with the Florida Building Code in accordance with paragraphs 3(f) through (j). Accreditors shall not mutually accredit each others' courses. The accreditor shall determine if the course meets the following minimum criteria:

(a) Course title and number. The code edition, the word "advanced," and, if appropriate, the term "internet" shall be in the title;

(b) Hours of credit;

(c) Name, address, telephone number and e-mail address of the provider;

(d) Course description completely describing what the particular course is designed to address;

(e) Course/learning objectives;

(f) Course time allotments for course content;

(g) Course outline and instructional methods – detailed description of course content in sequence of how

taught and methods used to teach that content. The following instructional methods are authorized, but are not limited to: exercises, quizzes, discussion groups, reading assignments, projects, simulations and presentations;

(h) Code edition to which the course relates;

(i) Course references cited in the outline;

(j) Method of course evaluations;

(k) A minimum of 50% of the actual training materials content shall be related to the Florida Building Code or Florida Statutes or rules related to the Florida Building Code;

(l) Course materials shall accurately reflect the Florida Building Code and other topics under the jurisdiction of the Florida Building Commission; and

(m) Course materials provided to the attendee shall be provided to the accreditor.