FBC Education Administrator Report   January 22, 2013

A. Provided administrative support for FBC Education POC for November 19, 2012
     and January 11, 2013 meetings
B. Drafted minutes for FBC Education POC November 19, 2012 and January 11, 2013 meetings
C. Prepared agenda for FBC Education POC meeting on January 11 and 28, 2013 meetings
D. Inquiries from the public November 14, 2012 to January 21, 2013 as follows:

        5 inquiries: 2 telephone; 1 email; 2 telephone and email

Category of inquirers:
        1 Provider   1 Licensee   1 Contractor
        1 Utility company   1 Consumer

Types of Inquiries:

        1   Mechanical Code
        1   HVAC code requirements
        2   Course providers
        1   DBPR board application process

E. We have training grant money available generally described here:

Association training:
-- Advanced codes courses
-- $40.00 per hour per attendee for first hour
-- $35.00 per hour per attendee for each hour after the first hour
-- Maximum of 50 persons per training session
-- Total of $230,000 available, first come, first served

Energy training:
-- Specified courses (FBC courses, already developed and approved)
-- Must be delivered by instructors who have had FSEC train-the-trainer
-- $25.98 per attendee for 2.5 hours of training
-- Persons trained must be contractors or building officials (for grant funding)
-- Total of $100,000 available, first come, first served

F. Information attached on three courses on January 28, 2013 Education POC agenda.
Accreditation and application submittal deadline was January 12, 2013, and this is indicated in each
listing in **bold** and underline in the attached.

FBC Course Number 270.0 by Adcox Group
*Note: Some entries below reflect provider effort to respond to request posted in note section on BCIS, submission, then inability to upload modified/corrected/revised materials. This problem was eventually cured by uploading materials first, then responding to request in note section on BCIS. Entry in **bold** and <u>underlined</u> shows date provider ready, willing, and able and had attempted to upload modified/corrected/revised materials.*
11-21-12 Course submitted
12-7-12 Accredited by Bill Dumbaugh
1-11-13 Administrator note: needs general update
1-11-13 Jim Hammers email to MRC stating that course needs to be reset to "Needs More Info"
1-11-13 Application reset to allow upload of changes/information
1-11-13 Provider not able to upload
<u>1-11-13 Changes submitted by provider</u>
1-11-13 More information requested by accreditor
1-11-13 Information submitted by provider
1-12-13 Provider email to MRC stating difficulty when uploading materials
<u>1-12-13 Deadline for accreditation and application submittal</u>
1-14-13 Provider email to MRC stating that course materials still not uploaded and called someone for help
1-14-13 Provider call to MRC asking for more help
1-14-13 MRC call to provider trying to identify issue re upload
1-14-13 Accreditor email to provider acknowledging uploaded and approval
1-14-13 Provider email to accreditor stating course appeared uploaded, but BCIS would not let him upload
1-14-13 Accreditor email to provider asking for notice when course is uploaded so he can accredit
1-14-13 Provider call to MRC stating still having upload issues
1-14-13 Provider email to accreditor stating BCIS would not upload corrected materials, but would re-upload
          original non-corrected materials
1-14-13 Accredited by Bill Dumbaugh
1-15-13 Administrator note: requesting provider upload materials
1-15-13 Provider email to MRC asking when to try to upload again
1-15-13 Application reset to allow upload of changes/information
1-15-13 MRC email to provider that course has been reset and try to upload again
1-15-13 Provider email to MRC stating could not upload materials
1-15-13 Provider not able to upload
1-15-13 Information submitted by provider
1-15-13 MRC email to DBPR tech help stating course was sent to accreditor so MRC could not reset
1-15-13 MRC call to DBPR tech help asking for options for assistance
1-15-13 Provider call to MRC stating still could not upload
1-15-13 Provider email to MRC stating could not upload course materials
1-15-13 MRC call to provider about status
1-16-13 MRC email to DBPR tech help asking for help with course 270.0
1-16-13 DBPR tech help email to MRC asking that accreditor place course in "Needs More Info" mode
1-16-13 Provider email to accreditor asking accreditor to place course in "Needs More Info"
1-16-13 Accreditor email to provider stating that he accredited the course accidentally
1-16-13 Provider email that accreditor is ready to accredit again
1-16-13 Accredited by Bill Dumbaugh
1-17-13 Administrator note: requesting change DCA to DBPR
1-17-13 MRC email that course is again in "Needs More Info" mode
1-17-13 DBPR tech help email asking if course was in "Needs More Info" mode
1-17-13 MRC email to DBPR tech help stating that course is in "Needs More Info" mode
1-17-13 Application reset to allow upload of changes/information
1-17-13 Provider call to MRC stating his frustrations
1-17-13 Information submitted by provider
1-17-13 MRC call to provider asking if he tried again to upload
1-17-13 MRC call to provider asking for request to have 270.0 placed on agenda
1-17-13 MRC call to DBPR tech help asking if other options are available re uploading of materials
1-17-13 Request by provider to place course on January 28 POC agenda
1-17-13 Email from provider requesting that 270.0 be placed on POC agenda
1-17-13 Provider call to MRC asking if request sent via email was sufficient
1-18-13 Provider call to MRC asking if upload complete

FBC Course Number 541.0 by FRSA

Note: Some entries below reflect provider effort to respond to request posted in note section on BCIS, submission, then inability to upload modified/corrected/revised materials. This problem was eventually cured by uploading materials first, then responding to request in note section on BCIS. Entry in **bold** *and* <u>underlined</u> *shows date provider ready, willing, and able and had attempted to upload modified/corrected/revised materials.*
9-12-12 Course submitted
9-18-12 Request by accreditor for provider contact information
9-18-12 Contact information provided by provider
9-19-12 Accredited by Bill Dumbaugh
11-29-12 Deferred by POC (no "Advanced" in title, slide 29, answers for exam missing)
12-2-12 MRC email to provider and accreditor informing of course 541.0 deferral by ED POC
12-7-12 Application reset to allow upload of changes/information
12-7-12 Provider note: new presentation attached
12-10-12 MRC email to provider reminding of deferral and how to fix within BCIS
1-9-13 MRC email to provider reminding of deferral and deadline of 1-12-13
1-11-13 MRC call to provider asking about status of changes to materials and reminder of deadline
1-11-13 Provider call to MRC stating that changes will be made---currently attending board meeting
1-12-13 Deadline for accreditation and application submittal
1-14-13 Provider call to MRC stating having difficulties uploading materials
1-14-13 MRC call to provider asking about status
1-15-13 MRC call to provider checking on status
1-15-13 Information submitted by provider
1-16-13 More information requested by accreditor
1-16-13 Accreditor or administrator note: "????"
1-16-13 Information submitted by provider
1-16-13 Provider note: new timeline and outline attached
1-16-13 Provider email stating course information finally updated
1-16-13 Accredited by Bill Dumbaugh
1-17-13 Request by provider to place course on January 28 POC agenda
1-17-13 MRC call to provider asking for request to have 541.0.0 placed on agenda
1-17-13 Provider email requesting that 541.0 be placed on POC agenda

FBC Course Number 544.0 by FRSA

Note: Some entries below reflect provider effort to respond to request posted in note section on BCIS, submission, then inability to upload modified/corrected/revised materials. This problem was eventually cured by uploading materials first, then responding to request in note section on BCIS. Entry in **bold** *and* <u>underlined</u> *shows date provider ready, willing, and able and had attempted to upload modified/corrected/revised materials.*
9-19-12 Course submitted
9-20-12 Accreditor note: course time table does not include times
9-20-12 Provider note: course timeline attached
10-24-12 Accredited by Bill Dumbaugh
11-29-12 Deferred by POC (no "Advanced" in title, exam missing, slide 17 needs ASCE 7 information)
12-2-12 MRC email to provider and accreditor informing of course 544.0 deferral by ED POC
12-7-12 Application reset to allow upload of changes/information
12-7-12 Provider note: new presentation attached
12-10-12 MRC email to provider reminding of deferral and how to fix within BCIS
1-9-13 MRC email to provider reminding of deferral and deadline of 1-12-13
1-11-13 MRC call to provider asking about status of changes to materials and reminder of deadline
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1-17-13 Request by provider to place course on January 28 POC agenda
1-17-13 MRC call to provider asking for request to have 544.0 placed on agenda
1-17-13 Provider email requesting that 544.0 be placed on POC agenda