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## FBC Education Administrator Report

August 6, 2013

- A. Provided administrative support for FBC Education POC for June 3, 2013 meeting
- B. Drafted minutes for FBC Education POC June 3, 2013 meeting
- C. Prepared agenda for FBC Education POC meeting on August 15, 2013 meeting
- D. Inquiries from the public May 27, 2013 to August 5, 2013 as follows:

14 inquiries: 5 telephone; 7 e-mail; 2 telephone and email

### Category of inquirers:

7 Provider	2 Consumer	1 Modular building contractor	2 Architect
2 Engineer			

### Types of Inquiries:

7 Provider approval/renewal	1 Water heater
1 Modular building webinar	3 CE on renewal
1 Portable building	
1 Temporary building	

E. Potential Research Projects – Under the 2013-2014 contract, Building A Safer Florida will be conducting a survey asking affected licensees (architects, building officials, contractors, engineers, interior designers, and landscape architects) to submit and/or express interest in building code subjects of interest, issues, and training or research needs. The results of this will be due at the end of December.

F. FBC Course Application Wizard – We are in the process of developing a course application wizard that should help all providers complete a course application on the BCIS. We will have a brief presentation during the POC meeting, and we have a test site available where you can enter fake course application information and go through the proposed wizard. Please feel free to do this and send us any comments you have on this. Here is how to access the test site:

To access TEST site, go to: <http://test.floridabuilding.org/c/default.aspx>

Use any one of the following TEST provider logins and passwords:

Login: aaacs	Login: FBC360	Login: markredd
Password: test1234	Password: test1234	Password: test1234

G. Grant Money for Training Available – Please consider providing some training with grant funds. Here is a brief summary of this program:

- Available to any approved continuing education provider
- Participating providers will be required to attend a webinar (about 1 hour) about course requirements under board and FBC rules (no cost for this and should be scheduled early September)
- Training must be 50% advanced codes courses and all must be codes-related and, for licensees, board approved continuing education
- Training with grant funds may be part of a larger training program
- Funding will be \$23 per attendee per hour
- For payment, copy of sign-in sheets must be submitted (and copy of evaluations, if any)
- Deadline to provide training and submit invoice and documentation: June 15, 2014
- Total funds available: \$230,000 (first come, first served)

Please contact Building A Safer Florida for more information or if interested

H. Board Rules for Distance/Online/Video Courses – Each board for licensees required to comply with the Florida Building Code has one or more requirements for distance or online continuing education courses. These requirements are *in addition to* any requirement for FBC approval of internet or online advanced courses.

For your information, below is a listing of these provisions from these boards, but please be sure to read all of each board's rules (rather than rely on the partial information below).

## ARCHITECTS

### **Rule 61G1-24.002, Florida Administrative Code:**

#### **61G1-24.002 Continuing Education Approval of Subjects and Providers.**

The approval of continuing education courses and providerships is covered in-depth by the Board's publication "Architecture Continuing Education Handbook Instructions, Applications and General Information for Architecture Continuing Education" ("the Handbook") (2012), which is hereby incorporated by reference, effective July, 2012, a copy of which may be obtained from <http://www.flrules.org/Gateway/reference.asp?No=Ref-02061> or the Board office. The Handbook contains three forms for use with the booklet. The applicant shall submit the applicable form, (DBPR AID 4003/Revised July 2012), Architecture Continuing Education Provider/Course Application, (DBPR AID 4003-Part A/Revised July 2012), Architecture Education Course Evaluation Summary Form, or (DBPR AID 4003-Part B/Revised July 2012), Provider Course Evaluation Summary Form, which are hereby incorporated by reference, effective July 2012, copies of which may be obtained from the Board office. The Board office is located at 1940 North Monroe Street, Tallahassee, FL 32399-0751.

#### **Architecture Continuing Education Handbook, page 7 Method of Instruction Guidelines**

Methods of instruction used for course delivery includes in-person presentation, on-line or internet, correspondence and video courses or other learning techniques which may be approved. Instructional guidelines for the presentation of such courses include the following:

- 1) In-person presentation courses include any of the following:
  - a. Pre-course instruction book;
  - b. Course presentation and materials;
  - c. Question and answer; and
  - d. Evaluation by the licensees (non-classroom).
- 2) Correspondence, video, and internet courses may include any of the following:
  - a. Pre-course instruction book;
  - b. Lecture;
  - c. Questions and answer;
  - d. Evaluation; and
  - e. Testing.

Please note that in-person classroom courses are evaluated on at least 50 minutes of instruction and non-classroom courses are evaluated on an hour for hour basis pursuant to Section 481.215(3)(4), F.S.

## **BUILDING CODE ADMINISTRATORS AND INSPECTORS**

### **Rules 61G19-9.001, 61G19-9.0045, and 61G19-9.007, Florida Administrative Code: 61G19-9.001 Continuing Education for Biennial Renewal.**

...

(2) “Interactive Distance Learning” means the delivery of educational offerings or courses via the internet and/or other interactive electronic media. Such offerings or courses shall be interactive, providing for the interchange of information between the student and the teacher, and shall provide for the registration, evaluation, monitoring, and verification of continuing education. The courses shall be accessible at locations and times determined by the student.

(3) “Interactive Distance Learning Hour” means sixty minutes of instruction presented in an alternative nonclassroom interactive distance learning setting, exclusive of any breaks, recesses, or other time not spent in instruction.

#### **61G19-9.0045 Approval of Proctored Telecourses and Interactive Distance Learning Courses.**

(1) Telecourses which are proctored shall be subject to the same conditions of approval as a classroom or seminar course wherein the course completion is measured by attendance and credits provided in the form of contact hours.

(2) An interactive distance learning continuing education activity offered by a provider registered under this rule chapter must meet the standards for approved courses outlined in this rule chapter and, furthermore, must include a testing mechanism on which a passing score must be attained by the licensee prior to the issuing of credit.

(3) An application for approval of an interactive distance leaning continuing education activity shall include the total number of interactive distance learning hours, the course syllabus, a detailed outline of the contents of the course, and the name and qualifications of all instructors.

#### **61G19-9.007 Records Required to be Maintained by Course Providers.**

(4) For interactive distance learning courses, in lieu of the original sign-in sheet required in (1)(d) above, the course provider shall maintain and provide a record of the registration, login, course access log, and course completion. In lieu of providing a document bearing the contractor’s signature, the course provider shall provide the student’s identity verification data, which shall include the student’s password and the student’s mother’s maiden name.

## **CONTRACTORS – CONSTRUCTION**

### **Rules 61G4-18.002, 61G4-18.004, and 61G4-18.007, Florida Administrative Code: 61G4-18.002 Definitions.**

When used in this rule, the following terms shall have the following meanings:

...

(4) “Interactive Distance Learning Hour” means fifty minutes of instruction presented in an alternative nonclassroom interactive distance learning setting, exclusive of any breaks, recesses, or other time not spent in instruction.

(5) “Interactive Distance Learning” means the delivery of educational offerings or courses via the internet and/or other interactive electronic media. Such offerings or courses shall be interactive, providing for the interchange of information between the student, and teacher, and shall provide for the registration, evaluation, monitoring, and verification of continuing education.

#### **61G4-18.004 Approval of Continuing Education Courses.**

...

(3) The application shall include the total number of classroom or interactive distance learning hours, the course syllabus, a detailed outline of the contents of the course, the name and qualifications of all instructors known at the time of the application and the minimum qualifications of any instructors not known at the time of

the application. In addition, a course provider making application to offer interactive distance learning must submit documents indicating the following:

(a) The means by which the course will demonstrate interactivity between the student and course provider within a maximum of 24 hours, which promotes student involvement, and demonstrates that the course measures learning and addresses comprehension of content at regular intervals.

(b) The means by which the course provider is able to monitor student enrollment, participation and course completion.

(c) The means by which the course provider will be able to satisfactorily demonstrate that stated course hours are consistent with the actual hours spent by each student to complete the course.

(d) The means by which the provider will assure qualified instructor(s) will be available to answer questions and provide students with necessary support during the duration of the course.

(e) That the student will be required to complete a statement at the beginning and end of the course that indicates that he/she personally completed each module/session of instruction.

(f) The means by which the course provider will verify student identification.

**61G4-18.007 Required Records Maintained by Course Providers.**

Each course provider must maintain the following records with respect to each course:

...

(6) For interactive distance learning courses, in lieu of the original sign-in sheet required in subsection (4), the course provider shall maintain and provide a record of the registration, login, course access log, including total time accumulated which demonstrates that course hours are consistent with the actual hours it takes to complete the course, and course completion date and time. In lieu of providing a document bearing the contractor's signature, the course provider shall provide the student's identity verification data, which shall include the student's password and the student's mother's maiden name.

## **CONTRACTORS – ELECTRICAL**

### **Rules 61G6-9.003, 61G6-9.004, and 61G6-9.005, Florida Administrative Code:**

#### **61G6-9.003 Definitions.**

When used in this rule, the following terms shall have the following meanings:

...

(6) "Homestudy Course" means a continuing education course approved pursuant to this rule chapter, that is offered as a correspondence course and requires a multiple-choice test at the end of the session with a minimum passing score of 75%.

(7) "Interactive Distance Education Course" means a continuing education course, the delivery of which is done via the internet and/or other interactive electronic media. Such offerings or courses shall be interactive, providing for the interchange of information between the student, the teacher, and shall provide for registration, evaluation, monitoring, and verification of continuing education, as well as require a multiple-choice test at the end of the session with a minimum passing score of 75%.

(8) "Interactive Distance Education Hour" means fifty minutes of approved instruction presented in an interactive distance education setting, exclusive of any breaks, recesses, or other time not spent in instruction.

#### **61G6-9.004 Continuing Education Requirements for Renewal for Certificateholders and Registrants.**

...

(5) A licensee may obtain a maximum of 7 hours of continuing education credits by taking a home study course. A minimum passing score of 75% must be obtained to receive the required CE credits.

#### **61G6-9.005 Registration of Course Providers.**

...

(2) The application for registration must be submitted on the ECLB Continuing Education Provider Approval Application, form number, BPR/ECLB/CONT.ED.PROV.APP/REV/4/2001, with instructions, hereby incorporated by reference, copies of which are provided by the Board upon request and must include the name, address, phone number and facsimile number of the course provider. The registration must also include the name and address of each person or entity who has an ownership interest in the course sponsor or who is entitled to receive any portion of the revenues from the course provider. A course provider making an application to offer interactive distance education must submit evidence of the following:

- (a) That the course contains a high level of interactivity which promotes student involvement, and demonstrates that the program measures learning and assesses mastery of content at regular intervals.
- (b) That the course provider will be able to monitor student enrollment, participation, and course completion.
- (c) That the course provider can demonstrate that stated course hours are consistent with the actual hours it takes to complete the course.
- (d) That the course provider has qualified instructor(s) available to answer questions and provide the students with the necessary assistance during the duration of the course.
- (e) That the student shall be required to complete and submit a statement at the end of the course that he/she has personally completed each module of instruction.

**ENGINEERS**

**Rules 61G15-22.0105 and 61G15-22.012, Florida Administrative Code:**

**61G15-22.0105 Approval of Continuing Education Courses in Laws and Rules.**

Each course provider approved by the Board to conduct courses in Florida Laws and Rules must meet the requirements of Rule 61G15-22.011, F.A.C., and shall submit an application for approval of a continuing education course in Laws and Rules. The application shall be submitted on the course approval application provided by the Board and shall include the following:

...

(5) A provider making application to offer interactive distance learning must also submit documents indicating the following:

- (a) The means by which the course will demonstrate the ability to interact between the student and course provider by providing answers to inquiries within two business days. The interaction must promote student involvement, and demonstrate that the course measures learning and addresses comprehension of content at regular intervals;
- (b) The means by which the course provider is able to monitor student enrollment, participation and course completion;
- (c) The means by which the course provider will be able to satisfactorily demonstrate that stated course hours are consistent with the actual hours spent by each student to complete the course;
- (d) The means by which the provider will assure qualified instructor(s) will be available to answer questions and provide students with necessary support during the duration of the course; and
- (e) That the student will be required to complete a statement that indicates that he/she personally completed each module/session of instruction.

**61G15-22.012 Obligations of Continuing Education Providers.**

To maintain status as a continuing education provider, the provider must:

...

(3) Furnish each participant with an individual certificate of attendance. An attendance record shall be maintained by the provider for four years and shall be available for inspection by the Board and the Florida Engineers Management Corporation. Providers must electronically provide to the Florida Engineers Management Corporation a list of attendees taking a course within five (5) business days of the completion of the course. The list shall include the provider's name, the name and license number of the attendee, the date the course was completed, the course number and the total number of professional development hours successfully completed. All information or documentation, including electronic course rosters, submitted to the Board or to FEMC shall be submitted in a format acceptable to the Board and to FEMC. Failure to comply with time and form requirements will result in disciplinary action taken against the provider. If the instructor is receiving credit as set forth in subsection 61G15-22.003(3), F.A.C., the instructor shall be listed with the same information required above. Providers shall maintain security of attendance records and certificates. For correspondence study courses, the provider must electronically supply the list of those individuals successfully completing the course by the fifth of the month following the calendar month in which the provider received documentation and was able to determine the successful completion of the course by the individual.

...

(5) Allow only one PDH for each hour of classroom, audio or video instruction, an "hour of classroom, audio or video instruction" being a minimum of 50 minutes instruction or presentation.

(6) Allow only one PDH for each “hour of correspondence study.” The “hour of correspondence study” must be based on the average completion time of each course as established by the provider.

(7) Provide a written examination to each participating licensee in correspondence study courses. In order to complete the course, the licensee must sign and date the examination and receive a minimum grade of seventy percent (70%). If a licensee fails the examination, they will be permitted to take the examination again in order to achieve a passing grade.

## **INTERIOR DESIGNERS**

### **Rule 61G1-21.003, Florida Administrative Code:**

#### **61G1-21.003 Continuing Education – Approval of Subjects and Providers.**

The approval of continuing education courses and providers is covered in-depth by the Board’s publication “Interior Design Continuing Education Handbook Instructions, Applications and General Information for Interior Design Continuing Education” (“the Handbook”) (2012), which is hereby incorporated by reference, effective July, 2012, a copy of which may be obtained from <http://www.flrules.org/Gateway/reference.asp?No=Ref-02060> or the Board office. The Handbook contains three forms for use with the handbook. The applicant shall submit the applicable form, (DBPR ID 4002/Revised 7/12), Interior Design Continuing Education Provider and Course Application, (DBPR ID 4002-Part A/Revised 7/12), Interior Design Education Course Evaluation Summary Form, or (DBPR ID 4002-Part B/Revised 7/12), Provider Course Evaluation Summary Form, which are hereby incorporated by reference, effective July 2012, copies of which may be obtained from the Board office. The Board office is located at 1940 North Monroe Street, Tallahassee, FL 32399-0751.

#### **Interior Design Continuing Education Handbook, page 7 Course Delivery Guidelines**

Continuing education requirements can be satisfied through various course delivery methods.

Licensees may secure credit through courses taught in traditional classroom settings, informal type gatherings, electronic means of study, or other means of independent study. Unless otherwise approved, courses of study acceptable for this purpose shall be limited to:

**Structured Study:** A minimum of 16 credit hours must be obtained via any of the following methods; however, all 20 credit hours may be obtained through this method:

- 1) College or university sponsored courses which monitor student performance.
- 2) Correspondence courses which monitor student performance.
- 3) Courses offered by a professional or technical organization.
- 4) Courses offered by architectural and/or interior design firms.
- 5) Courses organized by individual practitioners who come together for such purpose.
- 6) Courses offered by individuals or organizations who demonstrate the ability to comply with the requirement of this rule.
- 7) Instructors, lecturers, panelists and discussion leaders for professional development courses shall be credited for continuing professional education purposes at twice the credit granted licensees for the first presentation of a specific course or program, the same as the credit granted a licensee for the second presentation and none thereafter. Co-panelists and co-discussion leaders shall be credited for the portion of specific courses or programs they must prepare to discuss and lead as a co-panelist or co-discussion leader.
- 8) Florida Building Code advanced courses count towards related topics (health, safety and welfare).
- 9) Licensees may receive up to four (4) hours of continuing education credit for attending a Florida Board of Architecture and Interior Design meeting which will count toward related topics (health, safety and welfare) credit. The credit is granted one time per biennial renewal period and is not granted to licensees attending the meeting for disciplinary action against their license.

**Self-Directed Study:** Only four (4) credits can be secured via this methodology provided a log of learning is maintained for each of the following:

- 1) Visiting architecturally and/or significant sites (travel time not included).
- 2) Reading or writing published books.
- 3) Utilization of video, cassettes or other instructive media.
- 4) Researching appropriate topics.
- 5) Participating in architectural or interior design study groups.

## Methods of Instruction Guidelines

Methods of instruction used for course delivery includes in person presentation, on-line or internet, correspondence and video courses or other learning techniques which may be approved. Instructional guidelines for the presentation of such courses include the following:

- 3) In-person presentation courses include any of the following:
  - a. Pre-course instruction book;
  - b. Course presentation and materials;
  - c. Question and answer; and/or
  - d. Evaluation.
  
- 4) Correspondence, video, and internet courses may include:
  - a. Pre-course instruction book;
  - b. Lecture;
  - c. Questions and answers;
  - d. Evaluation; and/or
  - e. Testing.

Please note that in-person classroom courses are evaluated on at least 50 minutes of instruction and non-classroom courses are evaluated on an hour for hour basis pursuant to Section 481.215(3)(4), F.S.

## LANDSCAPE ARCHITECTS

### **Rules 61G10-18.002, 61G10-18.003, and 61G10-18.006, Florida Administrative Code: 61G10-18.002 Board Approval of Continuing Education Providers.**

...

(2) To allow the Board to evaluate an application for continuing education provider status, the applicant must submit the following on Provider Approval Application form Number DBPR-LA-001 effective 3-23-05; adopted and incorporated herein by reference and copy of which can be obtained from the Board office:

...

(e) A summary of qualifications to demonstrate compliance with subsection 61G10-18.002(1), F.A.C., including:

...

7. If applicant is providing a course by distanced learning: please outline the means by which the course promotes student involvement, and demonstrates that the course measures learning and addresses comprehension of content at regular intervals.

### **61G10-18.003 Obligations of Continuing Education Providers.**

To maintain status as a continuing education provider, the provider must:

...

(8) Allow only one hour of continuing education credit for each fifty minutes of in-person instruction time. Allow one hour for each monitored and verified 50 minutes of instruction via the internet to the licensee.

### **61G10-18.006 Approval of Continuing Education Courses.**

...

(3) The application shall be submitted no later than 60 days prior to the next scheduled Board meeting at which the application is to be considered for approval. It shall include:

...

(f) If the course is to be delivered by distanced learning: the means by which the course will demonstrate student involvement, and addresses comprehension of content at regular intervals.

## I. Proposed Rule Changes – Proposed changes to rule 61G20-6.002(3), Florida Administrative Code:

### **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\\_dtl1.aspx](http://www.floridabuilding.org/ce/ce_tporgapp_dtl1.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](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](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](http://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, providers shall update existing accredited courses affected by the code changes and submit for accreditation on the Building Code Information System at [http://www.floridabuilding.org/ce/ce\\_default.aspx](http://www.floridabuilding.org/ce/ce_default.aspx). The code version 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) If an approved accredited course ~~is not affected by the code change or requires revision~~ one change to correct or update a reference, table, diagram, or quoted provision of code, law, or administrative rule, the training provider shall complete 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](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. ~~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.

(h) 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 shall complete 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](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.

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