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FBC Education Administrator Report

October 4, 2013

- A. Provided administrative support for FBC Education POC for August 15, 2013 meeting
- B. Drafted minutes for FBC Education POC August 15, 2013 meeting
- C. Prepared agenda for FBC Education POC meeting on October 10, 2013 meeting
- D. Inquiries from the public August 6, 2013 to October 4, 2013 as follows:

5 inquiries: 3 telephone; 1 e-mail; 1 telephone and email

Category of inquirers:

2 Provider 2 Consumer 1 Contractor

Types of Inquiries:

2 Course accreditation 1 Pool alarms 1 Roofing product 1 Burglar alarms

E. In August 2013, the Florida Building Commission adopted a change in the effective date of the revised Florida Building Code. The Commission also approved the name for the new code as *Fifth Edition Florida Building Code (2014)*. With this change, the new code is scheduled to go into effect on December 31, 2014. **You must take action on your existing advanced code course(s) before December 31, 2014.**

Rule 61G20-6.002(3)(f), Florida Administrative Code states:

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. 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.

Any course that needs to be updated or revised must be completed by December 31, 2014. "Completed" means submitted AND accredited AND approved (merely submitting a course for revision by the deadline is not enough).

If you review your course and find that no change is needed, you must still take action by following the process for "no change" on the BCIS by December 31, 2014.

IF YOU DO NOT TAKE ACTION, THE COURSE WILL EXPIRE ON DECEMBER 31, 2014.

Once a course is expired, it cannot be revised. Your only choice will be to start again by submitting a new course.

F. Proposed Rule Change Added – Below is an additional proposed rule change (also included in item G below). This new proposed change is to address language that needs clarification and

unnecessarily limits the ability to submit course applications to teach future versions of the Florida Building Code. In summary, the clarification is to say that courses relating to future editions of the Florida Building Code are capable of review if developed to an adopted version (rather than a proposed or discussed version). The limitation to be removed is the language that limits this option for only revised existing courses and allows review of new courses as well as revised existing courses.

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

(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 adopted future editions of the Code 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. Accreditors shall not mutually accredit each others' courses. The accreditor shall determine if the course meets the following minimum criteria:

G. Proposed Rule Changes – Proposed changes to rule 61G20-6.002(3) and (4), Florida Administrative Code, including one new proposed revision in subsection (4):

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, 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_coursetrp_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, 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. 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~~ 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.

(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 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.

~~(h)~~ (i) If an approved accredited course is submitted as self-affirm no change or one change, but 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.

(j) 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 adopted future editions of the Code 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. 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 word "advanced" and, if appropriate, "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.