**Agenda Item Nine (9)**

***FOR ED POC MEMBERS…***

**WHAT TO LOOK FOR WHEN EVALUATING COURSES…**

**Compiled By: Michael Clark**

**FBC Education Administrator**

**November 9, 2020**

**1.** Please read the attached document which lists information for both training providers and accreditors, when developing courses and accrediting courses. This information should give you a more thorough understanding of the processes that make up course development and course accreditation.

**2**. Also, please look over the attached **61G20-6.002 Commission Approval and Accreditation of Advanced Building Code Training Courses** rule language (as a refresher)

**3**. As the Education Administrator (who is not an expert in any area or aspect of the construction industry or construction design industry), I conduct what I call administrative reviews of courses. **I look to make sure that:**

**a**. The materials (syllabus, learning objectives, course outline, course description, course timeline, actual course materials) are included and make sense. I don’t comment about the quality. I just ensure that they are understandable.

**b**. All dates and code versions are current, throughout all the materials.

**c.** The syllabus is correct and thorough, according to 61G20-6.002, paragraph (4), sections (a) through (m), which is **posted below.** A common error is that a “Method of Evaluation” is not stated on the syllabus. Another common error is that an online test or quiz is stated in the syllabus and missing from the materials.

**d.** No errors exist in the actual participant materials, such as spelling, grammatical, incorrect references, unreadable words, or numbers, etc.

**e.** All tables, graphs, figures are correct, correctly titled, and match the attached verbiage.

**f**. Code references and code changes in the materials (especially the PowerPoints) are correct and current (with the newest code version). **Again, I am** **not an expert**, so I randomly choose some code references, or where a code change is noted in the materials, and check it against the newest version, to ensure correctness.

**4**.) As a “Subject Matter Expert” in the construction trades, ***your*** (ED POC members) ***main focus when you review advanced course materials is to make sure that all code references, code language, code referenced tables, graphs, etc. are both correct and up******to date with the newest version of the building code***. Obviously, you may also find structural or administrative issues with courses, such as a missing piece or test. So, as I have listed as part of number 3 (above), you can look for those administrative mistakes as you review courses. However, your focus is to determine whether the code content is correct and current, especially regarding the code content you are most familiar with.

**5**.) As a side note, I have had a few conversations with Ed POC members over the years about course quality. The Florida Building Commission made the decision (around 2005 or 2006) that the Commission was more concerned about course correctness than course quality. The hope was that a free, competitive market would weed out those courses that were not of high quality. As a result, courses are evaluated and approved based on their correctness, again--not quality.

**6.)** The **most common mistakes** found (by the Education Administrator) when advanced courses are reviewed for approval are:

a. The syllabus is not complete.

b. A” Method of Evaluation” is missing from the syllabus

c. A test or online quiz is noted on the syllabus but is missing from the materials.

d. Both an online course and instructor led course is noted in the “Method of Course Presentation”. Only one method can be noted.

e. Mistakes are made on slides in the PowerPoint, such as misspellings.

f. The correct answers for a quiz or test are not identified for review.

g. The code date/version is incorrectly noted in the course materials.

h. Mistakes are made regarding code content on the PowerPoint slides

Rule Language Re Course Content:

**(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 law, administrative rule, 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) The course title and number shall include:

1. The code edition, law, or administrative rule;

2. The word “advanced”; and

3. If appropriate, the term “internet”;

(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, law or administrative rule 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.