Course Number:

Course Review Checklist:

Courses shall contain the following elements:

* The course title includes:
	+ The code edition, law, or administrative rule to which the course relates *61G20-6.002(4)(a)1., F.A.C.*
	+ The word “advanced.” *61G20-6.002(4)(a)b., F.A.C.*
* The hours of credit. *61G20-6.002(4)(b), F.A.C.*
* The name, address, telephone number, and e-mail address of the provider. *61G20-6.002(4)(c), F.A.C.*
* A course description which completely describes what the course is designed to address. *61G20-6.002(4)(d), F.A.C.*
* Course/learning objectives. *61G20-6.002(4)(e), F.A.C.*
* Course time allotments for course content. *61G20-6.002(4)(f), F.A.C.*
* Course outline and instructional methods – a detailed description of the course content in the sequence of how it is to be taught and the methods used to teach that content. *61G20-6.002(4)(g), F.A.C.*
* Any course references cited in the outline. *61G20-6.002(4)(i), F.A.C.*
* Method of course evaluation. *61G20-6.002(4)(j), F.A.C.*
* Course certificate of completion. *61G20-6.002(4)(k), F.A.C., Form FBCED 2003-03.* The certificate shall contain:
	+ Course title
	+ Course provider’s name, address, telephone number, and e-mail address
	+ The hours of continuing education credit earned by completing the course
	+ A place for the appropriate licensing board’s course approval number
	+ The Florida Building Code edition
* Minimum of 50% of actual training material content shall be related to the Florida Building Code, Florida Statutes, or rules related to the Florida Building Code. *61G20-6.002(4)(l), F.A.C.*
* The course materials shall accurately reflect the Florida Building Code and other topics under the jurisdiction of the Florida Building Commission. *61G20-6.002(4)(m), F.A.C.*
* Course presentation materials shall be legible. *Form FBCED 2003-03.*
	+ All fonts shall be at least equivalent to 12 pt font
	+ If slides are part of the materials, only two slides per page shall be submitted
	+ All presentations shall contain a title page or title slide
	+ Only one course presentation may be uploaded per course.
* Method of Course Presentation. *Form FBCED 2003-03.*
	+ At least one method should be selected.