

Course Number: 1259.0

Course Review Checklist:

Courses shall contain the following elements:

- ✓ The course title includes: (*Syllabus – Page 1*)
 - The code edition, law, or administrative rule to which the course relates 61G20-6.002(4)(a)1., F.A.C. (*Syllabus – Page 1*)
 - The word “advanced.” 61G20-6.002(4)(a) b., F.A.C. (*Syllabus – Page 1*)
- ✓ The hours of credit. 61G20-6.002(4)(b), F.A.C. (*Syllabus – Page 2*)
- ✓ The name, address, telephone number, and e-mail address of the provider. 61G20-6.002(4)(c), F.A.C. (*Syllabus – Page 1*)
- ✓ A course description which completely describes what the course is designed to address. 61G20-6.002(4)(d), F.A.C. (*Syllabus – Page 2*)
- ✓ Course/learning objectives. 61G20-6.002(4)(e), F.A.C. (*Syllabus – Page 5*)
- ✓ Course time allotments for course content. 61G20-6.002(4)(f), F.A.C. (*Syllabus – Pages 2-4*)
- ✓ 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. (*Syllabus – Pages 2-4*)
- ✓ Any course references cited in the outline. 61G20-6.002(4)(i), F.A.C. (*Syllabus – Pages 2-4*)
- ✓ Method of course evaluation. 61G20-6.002(4)(j), F.A.C. (*Syllabus – Page 2*)
- ✓ Course certificate of completion. 61G20-6.002(4)(k), F.A.C., Form FBCED 2003-03. The certificate shall contain: (*Syllabus – Page 7*)
 - 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. (*Presentation doc*)
- ✓ 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. (*Presentation doc*)
- ✓ Course presentation materials shall be legible. Form FBCED 2003-03. (*Presentation doc*)
 - All fonts shall be at least equivalent to 12 pt. font (*Presentation doc*)
 - If slides are part of the materials, only two slides per page shall be submitted (*Presentation doc*)
 - All presentations shall contain a title page or title slide (*Presentation doc*)
 - Only one course presentation may be uploaded per course. (*Presentation doc*)
- ✓ Method of Course Presentation. Form FBCED 2003-03. (*Syllabus – Page 1*)
 - At least one method should be selected.