Draft Information/Instructions Page

1. Course reference materials shall, at a minimum, include the following:
	1. The hours of course credit earned by completing the course.
	2. Name, address, telephone number, and email address of the course provider.
	3. Course description-A description completely describing what a particular course is designed to address.
	4. Course/learning objectives-A description of what attendees should learn during the course.
	5. Course outline and instruction methods-A detailed description of course content in sequence of how taught and the methods used to teach the content.
		1. All course reference materials cited in the course outline shall be provided to the accreditor for review.
		2. Course time allotments/timeline describing how much time will be spent on each subject during a course.
	6. Method of course evaluation-Description of how attendees will provide feedback on the course to the course provider.
	7. Course certificate of completion template- A template of the certificate of completion that will be provided to attendees when they complete the course.
		1. The course certificate of completion template shall, at a minimum, include the following:
			1. Course title.
			2. The course provider’s name, address, telephone number, and email address.
			3. The hours of continuing education credit earned by completing the course.
			4. A place for the appropriate licensing board(s) course approval number.
			5. Florida Building Code Edition
	8. For an example of course descriptions, course/learning objectives, course time allotments/timelines, course outlines, instruction methods, course evaluation methods, and certificates of completion templates, please visit <http://www.floridabuilding.org> (Specific hyperlink/page to come later).
2. Course presentation materials
	1. All course materials that will be used for instruction or provided to attendees during the course shall be provided to the accreditor for review.
	2. All submitted course presentation materials shall be easily legible.
		1. All fonts appearing in the submitted course presentation materials shall be at least equivalent to 12 pt. font.
		2. If slides are a part of the course presentation materials only two slides per page shall be submitted.
	3. All course presentations shall contain a title page or title slide.
	4. Only one course presentation may be uploaded per course. If more than one presentation is required then separate course applications need to be submitted for each presentation.