Requests for Changes to Rule 61G20-6.002, F.A.C., and Form FBCED 2003-03

1. Change the two answers for Question 1 on the “Course Details” page. (Pg. 9 of FBCED 2003-03.)
	1. Current Requirement:
		1. The advanced code course application requires the applicant to choose if the course is “Instructor Led” or “Online.”
	2. Options for Changes:
		1. Change “Instructor Led” to “In Person-Classroom.”
		2. Change “Online” to “Distance Learning/Online-Live Instruction” and “Distance Learning/Online-On Demand.” (AIA Florida)
		3. Other.
		4. Remain the same.
	3. POC’s Recommendation
		1. Option III, Other. Remove Form FBCED 2003-03’s “Instructor Led” and “Online” buttons at the top of page 9 and have the applicant designate if the course is “Instructor led” or “On-Demand/Self-Study” in the “Method of Presentation Section” of Form FBCED 2003-03. The “Method of Presentation Section” already allows for multiple boxes to be checked.
	4. Commission Approved 4/13/21.
	5. Screen shots of amended form FBCED 2003-03 are on the Commission’s 6/10 agenda.
2. Changes to course title requirements (Staff and Discussion from December 2020 meeting)
	1. Current Requirement:
		1. Rule 61G20-6.002(4)(a)(3.), F.A.C., requires course titles to contain the word “internet” if appropriate.
	2. Options for Changes:
		1. Change “internet” to “distance learning.” (Phil Stamatyades Comment #1)
		2. Add the term “online.”
		3. Remove the term “internet” and add “online.”
		4. Remove requirement to include the term “internet” or any other descriptive term in a course title.
		5. Other.
		6. Remain the same.
	3. POC’s Recommendation
		1. Option IV. Remove the requirement to include the term “internet” or any other descriptive term from the course title. These designations will be made in the “Method of Presentation” section of Form FBCED 2003-03.
		2. Commission approved 4/13/21.
		3. The approved changes to Rule 61G20-6.002 are posted to the Commission’s 6/10 agenda.
3. For all advanced code courses, require a title slide or title page that contains certain specified information (Commissioner John):
	1. Current Requirement:
		1. Rule 61G20-6.002, F.A.C., does not contain a requirement for a title slide or title page.
	2. Options for Changes:
		1. Require each presentation to contain a title slide or page that contains the following:
			1. Course Title.
			2. Licensing board approval number (once it becomes available).
			3. Hours of credit.
			4. Contact information for the continuing education provider.
		2. Other.
		3. Remain the same (no requirement for a title page or title slide).
	3. POC’s Recommendation
		1. The POC took no affirmative action. So, the rule and the form will remain the same.
		2. Commission took no action 4/13/21.
4. Require separate uploads in the advanced code course application (Commissioner John)
5. Current Requirement:
	1. The advanced code course application does not require 5 separate uploads in order to complete the advanced code course application. This has led to some users uploading only one or two lengthy documents containing information related to all five categories.
		1. Current upload categories in advanced code course application are as follows: (See screenshot attached to agenda pgs. 48-56)
			* 1. Course syllabus.
				2. Course materials.
				3. Detailed course outline.
				4. Detailed course timeline.
				5. Learning objectives.
6. Options for Changes:
	1. Require separate uploads into each specific category.
	2. Reduce the amount of upload categories and provide clear examples of what should be uploaded into each upload category/field (Phil Stamatyades Comment #1).
	3. Other.
	4. Remain the same.
7. POC’s Recommendation
	1. Option III, Other. Reduce the upload categories to two mandatory categories with directions about what type of documents are to be included in each category.
		1. Category 1: Course Reference Materials
			1. Including:
				1. Course Outline and Instructional Methods
				2. Course Syllabus
				3. Course Timeline
				4. Course Description
				5. Learning Objectives
		2. Category 2: Course Presentation Materials
			1. Actual course presentation (slideshow, handouts, and other teaching materials).
	2. Commission approved 4/13/21.
	3. Screen shots of the amended form FBCED-2003-03 are posted to the agenda.
8. SKIP. Replaced by proposed change “G.” Require a sixth upload category containing a description of the course evaluation method and a copy of the course’s certificate of completion that will be used by course attendees to claim continuing education credit for the course (Commissioner John and Staff).
	1. Current Requirement:
		1. The advanced code course application does not contain a requirement for a sixth upload category. However, the rule does require that the method of course evaluation be included in the application.
	2. Options for Changes:
		1. No separate upload category. Include a description of the course evaluation method and a template of the course’s proposed certificate of completion in the “Course Reference Materials.” See proposed change “G.”
		2. Require a sixth upload category for a description of the course evaluation method and a copy of the course’s certificate of completion.
		3. Other.
		4. Remain the same (no sixth upload category).
	3. POC’s Recommendation
		1. Tabled 4/1/21.
9. Require course accreditation to be completed by independent accreditation bodies pursuant to specific national standards (ANSI National Accreditation Board).
	1. Current Requirement:
		1. Rule 61G20-6.002, F.A.C., requires accreditors be approved by the Florida Building Commission to accredit and review advanced code courses.
	2. Options for Changes:
		1. Revise Rule 61G20-6.002, F.A.C., to require that course accreditation be completed by independent accreditation bodies pursuant to specific national standards.
		2. Other.
		3. Remain the same.
	3. POC’s Recommendation
		1. Tabled 4/1/21.
		2. The POC did not recommend approving this proposed change during its 5/27/21 meeting.
10. Remove “Course Syllabus” from course reference materials upload categories. Add method of course evaluation to course presentation materials upload categories and add template of course completion certificate to course presentation materials upload. (Staff and Commissioner John)
	1. Currently Approved Requirement
		1. The Commission has approved course reference materials uploads that include the following categories:
			* 1. Course Outline and Instructional Methods
				2. Course Syllabus
				3. Course Timeline
				4. Course Description
				5. Learning Objectives
	2. Options for Change.
		1. Revise approved course reference materials uploads to include, at a minimum, the following:
			* 1. Course Outline and Instructional Methods
				2. ~~Course Syllabus~~
				3. Course Timeline
				4. Course Description
				5. Learning Objectives
				6. Method of Course Evaluation
				7. Certificate of Completion Template

See Item 1g. in the “Draft Information/Instruction Window” for specific certificate of completion template requirements.

* + 1. Other.
		2. Leave course reference materials upload categories the same as approved in proposed change “D.”
	1. POC’s recommendation
		1. The POC recommended approving the revisions outlined in Option i. above. The POC also recommended some additional changes to the “Example Reference Materials,” and the “Draft Information/Instructions Page” which are highlighted in green in those documents.