

# AN OVERVIEW: THE ADVANCED COURSE ACCREDITATION PROCESS

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For: Florida Building Commission  
April 13, 2021

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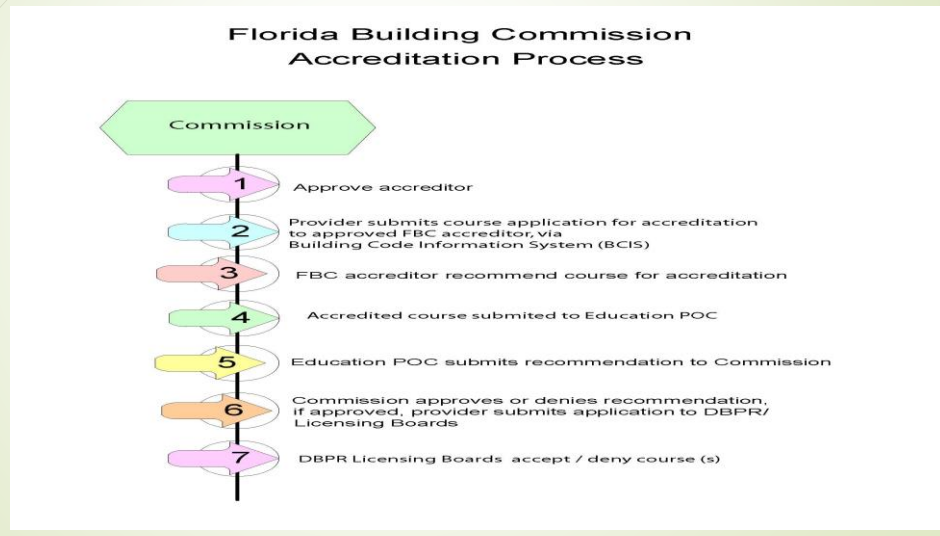
## EDUCATION ADMINISTRATOR HISTORY & ROLE

- Worked in the construction business for 10 years
- Have been the FBC Education Administrator for 16 years
- Have worked in the Education/Training/Consulting business for 36 years
- Role... (Regarding the Accreditation Process)
  - Coordinate activities between providers and accreditors, create ED POC Agenda, conduct administrative (not subject matter) reviews of all courses
  - Ensure all materials are included and make sense
  - Ensure all dates & code versions are current, through all materials
  - Ensure the syllabus is correct, according to 61G20-6.002 (4) (a) through (m)
  - Ensure no errors exist (e.g., spelling, grammatical, incorrect references, etc.)
  - Ensure all tables, graphs, figures are correctly titled and match verbiage
  - Randomly check code references to make sure correct and current

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## DEPICTION OF THE COURSE ACCREDITATION PROCESS



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## WHAT DOES AN ADVANCED COURSE APPLICATION CONSIST OF?

Described in Rule 61G20-6.002, (4) (a) through (m)

- Syllabus
- Course description, learning objectives, course outline, course timeline
- Trainer materials (e.g., lecture notes, script, etc.)
- Participant materials (e.g., PowerPoints, handouts, manuals, tests, etc.)
- Method of course evaluation (stated in syllabus)

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## **ADVANCED COURSE DEVELOPMENT CONSIDERATIONS**

- At least 50% of course content must be directly related to current version of the building code
- Course itself must be developed using the current version of Fla. Building Code (7<sup>th</sup> edition)
- Course materials must be converted to PDF format to be uploaded into BCIS
- Must be checked for building code content accuracy and currency through the accreditation process
- Must be technical in nature and relate directly to the design and building construction industries

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## **HOW A PROVIDER WORKS WITH AN ACCREDITOR**

- When course is uploaded into BCIS, and accreditor is chosen, the accreditor will be notified via the BCIS
- Accreditors are considered private entities (approved by the FBC) and will explain the process to the provider and identify their fee
- Average review time for a one-hour course is 3-5 workdays
- Accreditors may have to contact providers with questions and requested revisions
- Accreditor will complete the course application with comments (if needed)
- Both accreditor and provider will receive email notice generated by BCIS after course is accredited

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## ACCREDITOR REVIEW OF MATERIALS

- To determine if code content (e.g., references, tables, graphs, pictures, numbers, verbiage, etc.) is accurate (Most Important)
- To determine if at least 50% of content is directly related to the current code
- To determine if course description describes course materials
- To determine if objectives met through the materials
- To determine if course outline/timeline reasonable – given the course topics
- To determine if the course materials are complete, based on the FBC Rule 61G20-6.002 language of what is identified as part of the course (e.g., such as a test noted in the syllabus for an online course)

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## STEPS FOR THE ADVANCED COURSE (AC) ACCREDITATION PROCESS

- AC is uploaded into the BCIS
- AC is reviewed by the accreditor (chosen when submitting and uploading materials into the BCIS)
- AC is accredited (according to building code content accuracy and currency with the latest version of the code)
- Accredited AC is reviewed and approved (or not) by the FBC ED POC
- Accredited AC is reviewed and approved by FBC at the Plenary Session
- Approved AC moved to approved status in the BCIS
- BCIS will generate an email and send to provider verifying a course's approved status
- Accredited/approved AC is submitted by provider to appropriate professional board at DBPR

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