Course Number: 629.4

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 1)***
- ✓ 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 1)***
- ✓ Course/learning objectives. *61G20-6.002(4)(e), F.A.C.* ***(Syllabus – Page 1)***
- ✓ 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 4 and Page 6)***
- ✓ Course certificate of completion. *61G20-6.002(4)(k), F.A.C., Form FBCED 2003-03.* The certificate shall contain: ***(Syllabus – Page 5)***
  - 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.* ***(PowerPoint)***
- ✓ 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.* ***(PowerPoint)***
- ✓ Course presentation materials shall be legible. *Form FBCED 2003-03.* ***(PowerPoint)***
  - All fonts shall be at least equivalent to 12 pt. font ***(PowerPoint)***
  - If slides are part of the materials, only two slides per page shall be submitted ***(PowerPoint)***
  - All presentations shall contain a title page or title slide ***(PowerPoint)***
  - Only one course presentation may be uploaded per course. ***(PowerPoint)***
- ✓ Method of Course Presentation. *Form FBCED 2003-03.* ***(Syllabus – Page 4)***
  - At least one method should be selected.

+ Excellent Course