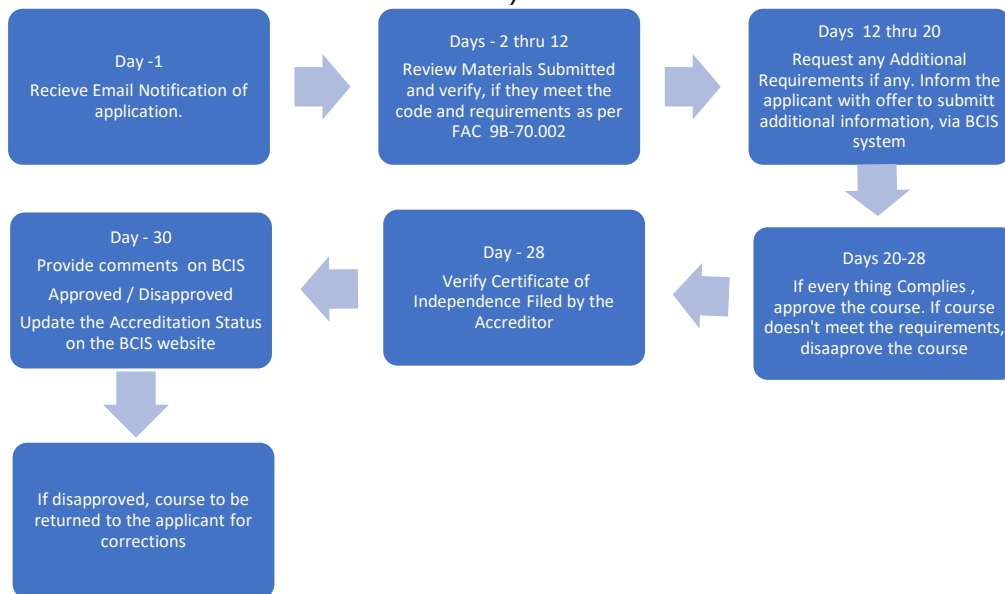


## EVALUATION PROCESS FLOWCHART OF PROCESSES/TIMELINES

(Please review attached narrative for details)



### DAY 1. Course is submitted by sponsor.

Course sponsor submits a detailed outline course syllabus, including section-by-section outline of subject matter and code topics, along with recommended time required to cover each topic.

**DAY 2-12. Course is reviewed point by point for compliance with Florida Building Codes.** The submitted course syllabus would be reviewed for a point by point comparison of subject matter for compliance to the current edition of the Florida Building Code. A checklist will be developed to maintain consistency of judging and for sponsor reference with regard to compliance with the Code and amendments.

1. Are goals and measurable objectives addressed?
2. Is a topical outline of course components in the order of the presentation provided?
3. Does the provider state the teaching method or methods to be used?
4. What teaching resources and/or references are referenced in the course materials? Are the references appropriate?
5. Do the materials represent training that accurately reflects the requirements of the code or other areas within the purview of the Florida Building Commission?

**DAY 12-20. If information is incomplete, sponsor will be notified and given a chance to submit further information.** A written notice shall be submitted to the course sponsor if any information is lacking to make a judgment on compliance. Additional information may be asked for including more details in the syllabus, course outline, copies of references used in the development of the course, or handouts planned for participants.

**DAY 20-30. If course complies with Code, the course will be approved – the course does not comply with Code, course will not be approved.** Sponsors will be notified in writing of approval/non-approval within 30 days of submission of course. Sponsors whose courses are not approved should make amendments to their original course outline and re-submit the course as a new submission.