

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ARCHITECTURE AND INTERIOR DESIGN

ARCHITECTURE

CONTINUING EDUCATION HANDBOOK

& Forms

2001

PREAMBLE

The Florida Board of Architecture and Interior Design recognizes continuing education for the sole purpose of building upon the basic knowledge of architecture, thereby increasing protection of public health, safety and welfare. Section 481.215(3), Florida Statutes, requires architects licensed by the state to complete 20 hours of continuing education within a given re-establishment period in order to renew a license for the concurrent biennium. Courses taken to fulfill this requirement must be approved by the board. A Task-Force on continuing education has been established by the board in an effort to provide guidance and advise on matters surrounding this issue. The Task-Force is likewise charged with review of each program submitted for board approval pursuant to guidelines established within this publication. Consequently, this handbook is generated to familiarize those interested in becoming a Provider with established requirements and afford licensees an in-depth understanding of the criteria necessary to maintain this mission. For further information, you may want to contact board staff at 850.487.1395, or write to the Department of Business and Professional Regulation, Board of Architecture and Interior Design, 1940 North Monroe Street, Tallahassee, Florida 32399-0751.

TABLE OF CONTENTS

	<u>PAGE NUMBER</u>
DEFINITIONS	1
CONTINUING EDUCATION REQUIREMENT OVERVIEW	3
COURSE INFORMATION	5
PROVIDER INFORMATION	8
LICENSEE RESPONSIBILITIES	10
BOARD RESPONSIBILITIES	11
DEPARTMENT RESPONSIBILITIES	11
FORMS FOR USE WITH BOOKLET	12

APPLICATION/FORM APPENDICES

Continuing Education Provider/Program Application

Continuing Education Course Evaluation Summary Form

Provider Course Evaluation Summary Form

Checklist For Architecture Continuing Education Provider And Program

DEFINITIONS

ADVANCED:	A level of instruction which teaches participants how to apply practical concepts and professional skills to complex problems, or newly emerging or highly specialized subject areas including mastery of skills, evaluation, management and supervision.
AUDIT:	The collection and verification of record-keeping forms which will be used to determine licensee compliance with continuing education requirements.
AUTOMATIC PROVIDER:	Organizations recognized by the board whose courses are automatically accepted for architecture continuing education without pre-review. The American Institute of Architects (national level only) is recognized as an automatic provider.
BIENNIAL RENEWAL:	A period of time consisting of two, 12 month years identified for the purpose of renewing a license. The biennium for renewal of an architecture license begins each odd year on February 28th and continues for two consecutive years.
BOARD:	The Board of Architecture and Interior Design establishes rules, guidelines and policies for the effective implementation of Florida Statute (FS) 481, Part I.
CEH:	Continuing education hour. One CEH is equal to 50 minutes contact (clock) time.
CORE:	Instruction level which teaches participants how to apply knowledge, practical concepts and basic professional skills to frequently encountered problems; includes acquisition, awareness, identification and review.
DEPARTMENT:	The Department of Business and Professional Regulation (DBPR).
EDUCATIONAL INSTRUCTION:	Programs of learning which contribute directly to professional competency following licensure.
INTERMEDIATE:	Level of instruction which expands beyond basic professional skills including application, coordination, assessment and preparation.
LOG OF LEARNING:	A log of learning may consist of diaries, summary of activities, photographs, receipts, etc., which are created contemporaneously during a specified period of study.

OPTIONAL TOPICS:	Any area related to the practice of architecture not specified as a related topic.
PROVIDER:	A person or entity approved by the board who is directly responsible for making continuing education courses available to registrants.
QUALIFIED COURSES:	Courses that meet board standards and have been approved by the board.
QUALIFIED INSTRUCTOR:	Any individual or group which could include individual practitioners who, by virtue of education, training or experience, possesses knowledge on a relevant or optional topic and can convey that knowledge in a structured course of study.
RE-ESTABLISHMENT:	A period of time wherein continuing education credits necessary for license renewal must be gathered. This period begins February 28th of each odd numbered year and runs for two consecutive years.
RELATED TOPICS:	Technical and professional architectural subjects relative to safeguarding life, health, property, and promoting the public welfare.
REPORTING CERTIFICATES:	Forms which verify licensee attendance during continuing education courses.
SELF-DIRECTED STUDY:	Studies of related or optional topics which rely on a licensee's initiative as the method of gaining knowledge.
STRUCTURED STUDY:	Courses of related or optional topics prepared and formally evaluated by a qualified instructor or provider.

CONTINUING EDUCATION REQUIREMENT OVERVIEW

REQUIREMENTS:

In any given establishment period, each registered architect must complete 20 CEH's per license biennium of educational instruction or training of study approved by the board. Such programs are intended to:

- Enhance the quality of the existing technical knowledge and/or,
- Fill voids that may exist in the professional education and internship training and/or,
- Provide knowledge of new technical areas and/or,
- Pursue courses which are focused on practical applications that impact public health, safety and welfare.

The initial continuing education establishment period will begin February 28, 1995, and end February 28, 1997, with subsequent establishment periods to commence thereafter on February 28 of every odd numbered year to February 28 of the following odd numbered year. Individuals licensed in an even numbered year begin their first re-establishment period February 28th the **next** odd numbered year. Individuals licensed in an odd numbered year begin their first re-establishment period February 28th of that same year.

A minimum of 16 contact hours are required in related topics and a maximum of four CEH's are allowed in optional topics. Of the 20 hours, a minimum of 16 contact hours are required in structured study and a maximum of four contact hours are allowed in self-directed study. All 20 hours may be earned in structured study or related topics.

DISALLOWANCES:

1. If the board determines that continuing education credits are to be disallowed, registrants shall have 180 calendar days after notification to substantiate the original claim or earn other continuing education credits to meet minimum requirements.
2. Fraud or misrepresentation in certification of course attendance or any other aspect of fulfilling continuing education requirements will be disciplined in accordance with §481.225(1)(e), Florida Statutes.

EXEMPTIONS OR DEFERRALS:

A registrant's continuing education requirement may be deferred if one of the following conditions apply:

1. Placement of a license into an inactive status. However, in order to reactivate a license, the registrant must evidence completion of all CEHs that would have been required in order to maintain the license in an active status.
2. Personal hardships limited to illness, death within an immediate family or acts of God, will be considered on an individual basis provided that appropriate evidence substantiating the hardship is submitted.

REPORTING:

Payment of fees associated with the timely renewal of a license will signify successful completion of continuing education requirements. Licensees will be audited in accordance with Department of Business and Professional Regulation established guidelines in order to ensure compliance. Reporting certificates should be maintained by each licensee unless specifically requested by the department.

FAILURE TO REPORT REQUIRED HOURS:

Failure to fulfill continuing education requirements shall result in non-renewal of the architect's license and reverting of said license to an inactive or delinquent status as outlined in §481.215(3), Florida Statutes.

1. If a license is placed into inactive status, registrants will be compelled to verify completion of all continuing education requirements as established for each biennium the license remained inactive. Registrants are prohibited from the practice of architecture during periods of license inactivity.
2. If a license is placed into a delinquent status, registrants will be required to immediately cease the practice of architecture in the state of Florida until such time as the license is fully renewed and activated. Registrants who continue to practice architecture during the time of license delinquency are subject to being fined in accordance with rule 61G1-12.005(3)(b), Florida Administrative Code.

RECORDKEEPING:

The registrant is responsible for retaining proof of participation in continuing education activities. Such verification includes the following as applicable:

1. A log showing activity claimed, sponsoring organization, location duration, etc.
2. Attendance Certificates.
3. Signed Attendance Receipts.
4. Sponsor's list of attendees (signed by a person in responsible charge of the activity).

These records must be retained for a period of three years following the actual license renewal. Copies must be furnished to the board for audit purposes if requested.

OTHER:

Florida will, in full or in part, recognize continuing education requirements of any NCARB jurisdiction with a monitored program as long as course content standards established by Florida are met. Florida will also accept completion of the National American Institute of Architects Continuing Education System program as fulfillment of Florida's continuing education requirements for the timely renewal of a Florida license as long as course content standards established by Florida are met. Registrants wishing to apply credits received from other jurisdictions or AIA national, should at all times be prepared to certify completion of same.

COURSE INFORMATION

The board has designated an application fee of \$25 for all course evaluations. Once approved, courses will carry a biennial renewal fee of \$25.

Continuing education courses presented for board review must be at least one contact hour in length and meet topic area guidelines as described herein. However, courses which contain both approved and non-approved content subjects may be submitted for board review provided the program is clearly divided into segments which contain no overlap of approved and non-approved topic areas **and** provided that a request for segment approval is sought in advance of the initial course review.

Courses are certified by the board based upon the information presented at the time of application. Changes to course content, structure or delivery method which occur after board approval may result in the suspension, revocation or removal of course certification.

COURSE DELIVERY

Continuing education requirements can be satisfied through various course delivery methods. Licensees can secure credit through courses taught in traditional classroom settings, informal type gatherings or other means of independent study. Unless otherwise approved by the board, courses of study acceptable for this purpose shall be limited to:

STRUCTURED STUDY: All 20 credits can be secured via this methodology

1. College or university sponsored courses which monitor student performance.
2. Correspondence courses which monitor student performance.
3. Courses offered by a professional or technical organization.
4. Courses offered by architectural firms.
5. Courses organized by individual practitioners who come together for such purpose.
6. Courses offered by individuals or organizations who demonstrate the ability to comply with the requirement of this rule.
7. Instructors, lecturers, panelists and discussion leaders for professional development courses shall be credited for continuing professional education purposes at twice the credit granted participants for the first presentation of a specific course or program, the same as the credit granted a participant for the second presentation and none thereafter. Co-panelists and co-discussion leaders shall be credited for the portion of specific courses or programs they must prepare to discuss and lead as a co-panelist or co-discussion leader.

SELF-DIRECTED STUDY: Only four credits can be secured via this methodology provided a log of learning is maintained for each of the following:

1. Visiting architecturally significant sites (travel time not included).
2. Reading.
3. Utilization of video, cassettes or other instructive media.
4. Researching appropriate topics.
5. Participating in architectural study groups.

METHODS OF INSTRUCTION

Methods of instruction used for course delivery includes in-person presentation, correspondence and video courses or other learning techniques which may be approved by the board. Instructional guidelines for the presentation of such courses includes the following:

1. In-person presentation courses include:
 - a. Pre-course instruction book,
 - b. Course presentation and materials,
 - c. Question and answer,
 - d. Evaluation.

2. Correspondence/video courses may include:
 - a. Pre-course instruction book,
 - b. Lecture,
 - c. Question and answer,
 - d. Evaluation,
 - e. Testing.

COURSE CONTENT/SUBJECT MATTER

Unless otherwise approved by the board, subject content acceptable for purposes of architecture continuing education shall be limited to:

RELATED TOPICS: Minimum 16 Credits Required.

1. Study of codes including life safety codes, acts, laws, and regulations governing the practice of architecture.
2. Environmental issues.
3. Design proficiency.
4. Study within planning, engineering, interior design, construction contracting and related disciplines.
5. Legal aspects of contracts, documents, insurance, bonds, project administration, etc.
6. Specialization (preservation, adaptive reuse, building types), etc.
7. Construction documents and services.
8. Materials and methods.
9. Mechanical, plumbing, electrical and life safety.
10. Structural technology.
11. Energy efficiency.
12. New technical/professional skills.
13. Project administration.
14. Professional ethics.

OPTIONAL TOPICS: Maximum of four credits allowed.

All of the following subject matters ***must*** directly relate to architectural practice or the ability to enhance architectural practice in order to qualify for continuing education credit.

1. Business and Practice Efficiency.
2. Business Development.
3. Personal Improvement.
4. General Education.
5. Studies/Consultation Opportunities.

PROVIDER INFORMATION

The board has set forth the following criteria which will be reviewed in approving course providers:

1. Subject area expertise of provider and/or instructor(s).
2. Experience or demonstrated ability in written instructional material and testing.
3. Experience of provider.
4. Provider's ability to meet deadlines.
5. Ability of provider to provide course evaluation forms to participants, if applicable.
6. Ability of provider to provide reporting certificates to participants.

The following organizations are recognized by the board as approved course Providers:

1. National Council of Architectural Registration Boards,
2. American Institute of Architects (national level and State of Florida),
3. Construction Specifications Institute (national level),
4. Universities or colleges with a NAAB accredited school of architecture,
5. Providers that have been approved for interior design continuing education.

Other institutions or persons must be certified individually by the board based on approval of the following criteria:

1. Subject area expertise of the Provider,
2. Experience or demonstrated ability in written instructional material and testing,
3. Experience of course instructors,
4. Provider's ability to meet deadlines,
5. Ability of Provider to dispense reporting certificates to participants.

PROVIDER FEES:

The following fees are hereby established:

1. The application fee for a new Provider is \$25.
2. The Provider renewal fee is \$25.

PROVIDER RESPONSIBILITIES:

1. Course must be presented in the complete form as submitted for approval including all handouts, scheduling and course content.
2. Providers are required to identify on information sent to licensees, the instruction level (either core, intermediate or advanced) of courses being advertised.
3. Providers are required to update any changes to their program in writing to the board as soon as possible. If a course is substantially revised it must be resubmitted to the committee and the board for re-approval. If an instructor(s) change takes place, an updated resume and credentials must be submitted for board approval.
4. Providers are required to dispense reporting certificates to licensees upon completion of a course. Completion of a course is considered the end of the course. There are no partial credits. Reporting certificates are to be distributed only at the completion of a course.

Reporting certificates should contain no less than the following information: participant's name; license number; address; phone number; provider name and address; provider number; course title; approved course number; instructor name; number of contact hours; date course given; provider or monitor signature.

5. Providers should maintain a copy of each reporting certificate dispensed for a period of three years.
6. Providers should maintain security regarding the release of reporting certificates. Reporting certificates should only be completed and released to a licensee upon course completion. Duplication or falsification, as well as misuse, are grounds for disciplinary action.
7. Providers must verify identity of course participants by way of their department license, and one form of recognized official photographic identification, e.g. passport, driver license, student identification, etc., at both the beginning and end of the course.
8. Providers must contact licensees regarding courses. In order to do so, lists and/or labels of licensed architects and/or interior designers may be secured for a nominal fee from the department. Providers must allow sufficient time for the department to provide such documentation.
9. Providers cannot award partial credit for portions of courses taken. Only courses which are approved by the board to be offered in segments may have credits awarded for each part.
10. Providers shall monitor all attendees to ensure attendance for complete contact hour credit as follows:
 - a. Identify all attendees seeking department credit.
 - b. Provide reasonable times for break and meal recesses.
 - c. Review attendance after each break and recess.
 - d. Other brief absences or tardiness during a course offering are discouraged; however, if necessary the total of the absence of the attendee from the course contact shall not exceed 10% of the course contact hours.
11. Administrative procedures and introductions shall be limited to no more than 10% of the courses approved contact hour credits. Specific course content shall utilize no less than 90% of the course contact hours.
12. It is the responsibility of the Provider to offer a course in an environment and atmosphere appropriate to learning and the course being presented.
13. Providers must issue to attendees seeking department credit a *Provider Course Evaluation Summary Form*. Completed forms from each attendee along with the course attendance roll are to be returned to the department within 60 days of each course offering.
14. All fees (optional or required) related to a course must be fully disclosed in all course offering materials prior to the registration including: all meals; administrative fees; fees charged for form processing; course books and/or materials, etc. Course offering materials include all brochures, newsletter bulletins, registration forms, etc.

MISCELLANEOUS

1. Members of the Florida Board of Architecture and Interior Design, and its Architecture Continuing Education Task Force, may visit courses for the purpose of reviewing content and rule compliance.
2. Providers are encouraged to publicize their Florida approved courses whenever and wherever offered, and to provide opportunities for taking courses outside the State of Florida.
3. Providers are encouraged to offer programs of intermediate and advanced levels.

PROVIDER DISCIPLINE:

1. Failure of a Provider to comply with the requirements contained herein will result in suspension, revocation or removal of a Provider certification.
2. Providers are required to take the following action in the event incorrect information is released to Florida registrants:
 - a. Within 14 days notice of an existing problem, documentation of corrections made to the original registration must be sent to all initial recipients.
 - b. Failure to comply with number 2.a. will lead to informal hearing procedures which will take place before the board.
 - c. Informal hearing procedures will take place immediately in the event release of inaccurate information is a second offense.
3. Letters of violation of provider responsibilities shall be submitted to the Architecture Continuing Education Task Force to review, research and make recommendations to the board regarding modifications, changes or suspension of the course.

LICENSEE RESPONSIBILITIES

Upon course attendance, licensees are required to:

1. Show provider one form of official photograph identification and department license at the beginning and end of each course.
2. Obtain a reporting certificate at end of a course.
3. Maintain all reporting certificates for a period of no less than three years.
4. Return one copy of a completed reporting certificate and *Course Evaluation Summary Form* to each course Provider upon request. Licensees should allow adequate time to complete all such requisite forms.
5. Release copies of reporting certificates to the department **only** upon specific request by the department for that form.
6. Advise the board of any courses you have attended which were department approved but which:
 - a. Did not adhere to the guidelines and content.
 - b. Course instructor did not utilize 90% of the contact hours for instruction.
7. Keep continuing education certification forms for three years following each re-establishment period.
8. Be present at all courses for the full approved number of course credit hours.

Individual licensees may request review and approval for courses other than those approved by the department by submitting a completed *Continuing Education Program Application* along with any handout material supplied during course administration and a \$25 application fee. The course must meet all continuing education guidelines and rules. Although retroactive approval of a course may be secured, it is suggested reviews be requested prior to course attendance.

Groups of licensees who wish to submit courses for board approval may do so by following the aforementioned procedure.

BOARD RESPONSIBILITIES

The board shall endeavor to:

1. Determine if courses address the health, safety and welfare of the public.
2. Regulate the performance of approved courses and providers to insure the course and Provider meet standards set by rule and statute.
3. Discipline providers and licensees as may be appropriate.
4. Timely review each application.
5. Appoint Architecture Continuing Education Task-Force Members to perform the following:
 - a. Review program and provider applications.
 - b. Evaluate course material against course content guidelines.
 - c. Verify course hours per actual contact hour and approve all applicable parts.

DEPARTMENT RESPONSIBILITIES

The department shall endeavor to:

1. Provide information on courses to licensees.
2. Provide a listing of licensees to providers at cost.
3. Maintain files regarding course content.
4. Perform audit of licensees.
5. Perform audit of providers (as directed by the board).
6. Collect applicable fees from providers.

FORMS FOR USE WITH BOOKLET

ARCHITECTURE CONTINUING EDUCATION COURSE EVALUATION SUMMARY FORM

LICENSEE NAME (optional): _____ DATE: _____

COURSE TITLE: _____ COURSE NUMBER: _____

COURSE LOCATION (City): _____ STATE: _____

*PLEASE CHECK THE MOST APPROPRIATE RATING FOR EACH QUESTION.
 Poor = 1, Fair = 2, Good = 3, Very Good = 4, Excellent = 5*

	1	2	3	4	5	TOTAL
A. Overall, I felt the course was:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Instructor(s) ability to communicate:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Presentation techniques used:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Support material – handouts, etc.: (Respond only if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Course met personal expectations:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. The degree to which I can actually apply these techniques: (circle one)	20%	40%	60%	80%	100%	

PLEASE CHECK THE MOST APPROPRIATE RESPONSE FOR EACH QUESTION:

	Adequate	Inadequate
A. Instructor's use of visual aids:	<input type="checkbox"/>	<input type="checkbox"/>
B. Facilities were:	<input type="checkbox"/>	<input type="checkbox"/>

COMMENT SECTION:

The best feature(s) of this class: _____

The worst feature(s) of this class: _____

Please feel free to provide further comments and/or suggestions on the reverse side of this form.

This form must be filled out completely and returned to the provider.

PROVIDER COURSE EVALUATION SUMMARY FORM

COURSE NUMBER: _____

DATE(S) COURSE OFFERED: _____

COURSE TITLE: _____

TOTAL ATTENDEES: _____

FORMULA - TOTAL ALL SCORES FOR QUESTIONS A - E OF THE CONTINUING EDUCATION COURSE EVALUATION FORM AND DIVIDE THE SUM BY THE TOTAL NUMBER OF ATTENDEES TO DETERMINE THE COURSE AVERAGE.

1. $\frac{\text{Total Sum Question A.}}{\text{Number of Attendees}} = \text{Average}$

2. $\frac{\text{Total Sum Question B.}}{\text{Number of Attendees}} = \text{Average}$

3. $\frac{\text{Total Sum Question C.}}{\text{Number of Attendees}} = \text{Average}$

4. $\frac{\text{Total Sum Question D.}}{\text{Number of Attendees}} = \text{Average}$

5. $\frac{\text{Total Sum Question E.}}{\text{Number of Attendees}} = \text{Average}$

TOTAL: _____ $\div 5 =$ _____
OVERALL SCORE

The aforementioned compilation is a true and accurate reflection of the information provided by course attendees.

Signature of Provider or Designate

Printed Signature

Date

IMPORTANT NOTICE TO PROVIDERS: *Falsification of the information provided above will result in course and/or provider suspension. This provider course evaluation summary form, attendance roll and attendee course evaluation form must be returned within 60 days of the date this course is given.*

ARCHITECTURE CONTINUING EDUCATION PROVIDER/PROGRAM APPLICATION

- FEE(s) **\$ 25** For licensees seeking individual credit.
- \$ 25** For established providers.
- \$ 50** For non-established providers submitting **one** program (\$25 Provider and \$25 **Per Course** Application Fee).
- \$ 0** If course is being submitted in conjunction with a board audit.

To assure a complete and timely review, all questions must be answered even if N/A is appropriate. Submit two complete copies of the program for review. The program review will take approximately 90 days following receipt. Please type or print clearly.

1. This program is submitted by: A licensee seeking individual credit, or;
 An individual seeking to become a Provider;
SS Number _____ (Under the Federal Privacy Act, disclosure of Social Security (SS) numbers is voluntary unless specifically required by Federal statute. In this instance, SS numbers are mandatory pursuant to Title 42 US Code, Sections 653 and 654; and 455.203(9), 409.2577, 409.2598, F.S. SS numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support (CS) agency to assure compliance with CS obligations. SS numbers must also be recorded on all professional and occupational license applications and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L.193,Sec.317.
 A Business seeking to become a Provider or
 An Established Provider (# _____)(expiration: _____)

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Contact Person: _____

2. Program Title: _____

3. Description of the program: _____

4. Identify the total number of contact hours being requested: _____

5. Suggested program schedule: Day(s) of the week: _____

6. Attach a step-by-step typewritten outline of the course which must include specific time allocations for each portion of the program. If a program will be offered in segments, the course outline must clearly reflect same. Individual course numbers will be assigned to segmented programs.

Applicant Name: _____ (Architecture Continuing Education)

7. Indicate teaching methods to be employed:

- | | |
|---------------------------|---------------------------|
| _____ Individual speakers | _____ Group participation |
| _____ Panel | _____ Individual projects |
| _____ Workshop | _____ Group projects |
| _____ Audio/Visual aids | _____ Video tapes |
| _____ Case studies | _____ Handout materials |

8. Identify specific skills and/or knowledge the practicing architect can expect to gain from the course:

9. What education and/or experience are prerequisites for this program:

10. What category would best describe this course:

- _____ **CORE** (teaches participants how to apply knowledge, practical concepts and basic professional skills to frequently encountered problems; includes acquisition, awareness, identification, review)
- _____ **INTERMEDIATE** (an expansion beyond basic professional skills including application, coordination, assessment, preparation)
- _____ **ADVANCED** (teaches participants how to apply practical concepts and professional skills to complex problems, or newly emerging or highly specialized subject areas including mastery of skills, evaluation, management and supervision)

11. Describe facilities required: _____

12. List necessary equipment: _____

13. Provide copies of all actual handout material and list of publications required.

Applicant Name: _____ (Architecture Continuing Education)

14. Total fee to program attendant: _____

15. On a separate sheet, list all instructors, panel members and alternates. Supply biographical data on each, with specific reference to qualifications to present this program.

16. Indicate if the program has been offered before: where, when, and to what audiences. If evaluations are available, please submit _____

17. Target Audience:

A) Identify the typical participant of this program:

_____ Principal/Partner

_____ Architect

_____ Project Manager

_____ Interior Designer

B) Check below those who may be interested in this program:

_____ Contractors

_____ Other Design Professionals

_____ Engineers

_____ Other Construction Professionals

_____ Students

_____ Manufacturer's Representatives

_____ Interns/Associates

_____ Facilities Managers and Space Planners

_____ Others _____

C) Maximum class size: _____

D) Minimum class size: _____

18. Indicate if this course is to be: _____ a one-time course offering, or; _____ an ongoing course offering.

19. Name of instructor(s). Also attach a biographical profile on each instructor.

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Applicant Name: _____ (Architecture Continuing Education)

20. Reference(s) for instructor(s) teaching/public speaking ability.

Name: _____ Name: _____

Firm: _____ Firm: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

21. Individual to contact for additional information:

Name: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature

Date

Submit program applications to:
Department of Business and Professional Regulation
Florida Board of Architecture and Interior Design
1940 N. Monroe Street
Tallahassee, FL 32399-0783
www.MyFlorida.com/dbpr

(BPR/BOAID/AR/CE/APPLICATION/Revised01/01)