

MINUTES

**Building Code Administrators and Inspectors Board
Staybridge Suites St. Petersburg Downtown
940 5th Avenue South
St. Petersburg, FL 33705**

February 5, 2019 - Tuesday – 9:00 A.M.

CONTINUING EDUCATION COMMITTEE CALL TO ORDER

The Continuing Education Committee meeting was called to order at approximately 9:01 a.m., by Vice Chair Richard Gathright.

Members Present

Richard Gathright, Vice Chair
Kerry Leuzinger
Bob McCormick

Members Absent

Tim Bolduc, Chair

Other Persons Present

Robyn Barineau, Executive Director, Department of Business and Professional Regulation (DBPR)
Robert Milne, Assistant Attorney General, Office of the Attorney General (OAG)
Linda Gray, Government Analyst, DBPR
Diane Montana, Court Reporter, Integra Reporting Group, LLC.

Others Present

Ann Russo, Building Officials Association of Florida
Mickey Matison

DISCUSSION OF RULE 61G19-9, F.A.C. - CONTINUING EDUCATION FOR BIENNIAL RENEWAL

The Committee discussed changes to Rule 61G19-9, Florida Administrative Code. After discussion the Committee recommended the following changes.

61G19-9.001 Continuing Education for Biennial Renewal.

(1) Except as noted below, prior to the end of each biennial certification period, all certificate holders shall complete a minimum of fourteen (14) classroom or interactive distance learning hours of continuing education courses, which shall include a minimum of two (2) hours of energy conservation, two one (2) (1) hours in the area of accessibility, ~~and a minimum of two (2) classroom or interactive distance learning hours~~ in the area of Florida laws and rules (other than accessibility and ethics), and, ~~effective in the licensure renewal biennium that begins December 1, 2007,~~ one (1) ~~classroom or interactive distance learning~~ hour in the area of ethics, as a condition of the biennial renewal of all certifications held by the certificate holder
(2) “Interactive Distance Learning” means the delivery of educational offerings, webinars/seminars conducted over the internet, or courses via the internet and/or other interactive electronic media. Such offerings or courses shall be interactive, providing for the

interchange of information between the student and the teacher, and shall provide for the registration, evaluation, monitoring, and verification of continuing education. The courses shall be accessible at locations and times determined by the student.

(3) "Interactive Distance Learning Hour" means sixty minutes of instruction presented in an alternative nonclassroom interactive distance learning setting, exclusive of any breaks, recesses, or other time not spent in instruction.

(4) "Laws and Rules" as used in subsection (1) above means the study and examination of the related subject matter as is exemplified and contained within one (1) or more of the following: Chapters 320, ~~455~~, 468, 553, 471, 481, 489 (as it relates to licensure and scope of practice), and 713 (as it relates to permitting), F.S., and their associated rules in the Florida Administrative Code (F.A.C.) ~~as listed in the Board's Candidate Information Bulletin (CIB) online.~~ "Ethics" as used in subsection (1) above means the study and examination of the subject matter contained within Chapter 112, Part III, F.S., and other ethical principles enumerated in Chapter 468, Part XII, F.S.

(5) "Ethics" as used in subsection (1) above means the study and examination of the concepts of the subject matter contained within Chapter 112, Part III, F.S., other ethical principles enumerated in Chapter 468, Part XII, F.S., and other principles of professional ethics

~~(5)~~ (6) Applicants who are first certified when there is more than one-half of their initial biennial certification period remaining, shall only be required to complete a minimum of seven (7) hours of continuing education courses, which shall include a minimum of one (1) hour in the area of accessibility, prior to the end of their initial biennial certification period as a condition of the initial renewal of all certifications held by the certificate holder.

~~(6)~~ (7) Applicants who are first certified when there is one-half or less of their initial biennial certification period remaining, shall not be required to complete any hours of continuing education courses as a condition of the initial renewal of all certifications held by the certificate holder.

~~(7)~~ (8) For those certificate holders who are certified in more than one certification category, completion of the minimum number of hours of continuing education course requirements as set forth above shall be sufficient for the biennial renewal of all certifications held by the certificate holder. All license numbers held by the certificate holder should be submitted by the certificate holder to the provider at the time of course registration.

~~(8)~~ (9) A certificate holder shall maintain continuing education course completion certificates for a period of three (3) years.

61G19-9.006 Course Syllabus.

(1) Each course provider shall prepare a course syllabus for each course. The syllabus shall state the name of the course, the course number assigned by the Board, the name and address of the course provider and a detailed outline with timeframes of the contents of the course.

(2) Prior to the course, course providers shall give provide either in a printed format or access to an electronic version, a course syllabus to each person who registers for the course.

61G19-9.007 Records Required to be Maintained by Course Providers.

(1) Course providers shall maintain the following records with respect to each course:

(a) The time, date, and place each course is conducted;

(b) The name, address, and qualifications of each instructor who teaches any portion of the course;

(c) The name, address, and certificate number of each person who registered for the course;

(d) The original sign-in sheet used at the site of the course to register people attending each course. Course providers shall require every person to print their name and license number, and sign their name on the course sign-in sheet; and,

- (e) The course syllabus used for each course.
- (f) Certificates of completion for each person completing a course containing the name and the license number of the person who completed the course or have the ability to electronically reproduce a copy of the certificate if required by the Department or the registered attendee.
- (2) Course providers shall maintain the required records for each course at least four (4) years following the date the course is completed.
- (3) Upon request by the Board, each course provider shall provide the Board with copies of any required records.
- (4) For interactive distance learning courses, in lieu of the original sign-in sheet required in paragraph (1)(d), above, the course provider shall maintain and provide a record of the registration, login, course access log, and course completion. In lieu of providing a document bearing the contractor's signature, the course provider shall provide the student's identity verification data, which shall include the student's password and the student's mother's maiden name.

OLD BUSINESS

There was no old business to come before the Committee at this time.

NEW BUSINESS

There was no new business to come before the Committee at this time.

RECESS

There being no further business to come before the Committee, the meeting was adjourned at approximately 11:02 a.m.