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.

(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 (2) 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.

(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.