

**State of Florida
Department of Business and Professional Regulation
Construction Industry Licensing Board
Continuing Education Course Approval Application
Form # DBPR CILB 28**

APPLICATION CHECKLIST – IMPORTANT – Submit all items on the checklist below with your application to ensure faster processing.

APPLICATION REQUIREMENTS
<p>Applicants requesting course approval must submit:</p> <ul style="list-style-type: none"><input type="checkbox"/> Fees:<ul style="list-style-type: none">• \$25 per classroom hour (maximum of \$150 per course fee)• Make check payable to the Florida Department of Business and Professional Regulation.<input type="checkbox"/> Appropriate supporting documentation as per Section IV of the application.

Please mail your completed application, documentation and required fee(s) to:

Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, FL 32399-0783

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If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.
For additional information see the Instructions at the end of this application.

Section I – Application Type

CHECK ONE OF THE APPLICATION TYPES	
<input type="checkbox"/> Continuing Education Course Approval [0630/1030]	<input type="checkbox"/> Continuing Education Course Renewal [0630/2020]

Section II – Applicant Information- Provider

PROVIDER INFORMATION			
Last/Surname (Provider)	First	Middle	Suffix
Company/Organization Name			
Provider Approval Number		Course Approval # (If renewal)	
Email Address:		Phone Number: () -	

Section III – Course Information

COURSE INFORMATION	
Course Title	
Course Number (renewals only):	Course Delivery Method:
Number of Education Credit Hours:	<input type="checkbox"/> Classroom <input type="checkbox"/> Internet / Distance Learning
COURSE COMPONENTS	
Course Component <i>(Please ensure the outline & materials support the request)</i>	Number of Hours
<input type="checkbox"/> Accessibility Requirement for Building Code Administrators and Inspectors Board	
<input type="checkbox"/> Workplace Safety	
<input type="checkbox"/> Workers' Compensation	
<input type="checkbox"/> Business Practice	
<input type="checkbox"/> Laws and Rules <i>(Ch. 489, Part I & Ch. 455, F.S. and 61G4, F.A.C. exclusively)</i>	
<input type="checkbox"/> Wind Mitigation Methodology	
<input type="checkbox"/> Building Code Advanced Module <i>*(Copy of Florida Building Commission course approval must be submitted).</i>	
<input type="checkbox"/> Pool electrical requirements	
<input type="checkbox"/> General	
TOTAL NUMBER OF EDUCATION CREDIT HOURS:	
<input type="checkbox"/> 14-Hour Financial Responsibility Course	<input type="checkbox"/> 7-Hour Financial Management Course
<input type="checkbox"/> 60-Hour Pool Servicing Qualification Course	<input type="checkbox"/> 7-Hour Laws & Rules Course

Section III – Course Information Continued

COURSE INFORMATION	
HURRICANE MITIGATION TRAINING	
Does this course meet the hurricane mitigation training requirements of 627.711, Florida Statutes, with topics including hurricane mitigation techniques and compliance with the uniform mitigation verification form, as well as a proficiency exam?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

Section IV – Supporting Documentation

Directions: Please attach the following supporting documentation to this application. An application that is not supplemented with the proper supporting documentation will be deficient.

ALL INITIAL COURSE APPROVALS MUST SUBMIT:

1. A description of the subject or subjects to be covered
 - a. Attach a description of the subject or subjects that will be covered.
2. Course outline
 - a. Attach a course outline specifying subjects, major topics, and subtopics to be covered in the course. Each subject must also include a narrative summary.
 - b. Each course shall contain a timeline of instruction time and the timeline shall be separated into intervals of no more than twenty-five (25) minutes. Each interval shall contain a descriptive outline stating the subject matter in such detail so as to describe the content of the interval.
3. List of reference and source materials/bibliography
 - a. Attach a list of all reference and source materials for the course.
4. Instructor Information
 - a. List the instructors and alternative instructors for each course and attach a resume for each.
 - i. The resume for each should include:
 1. Education history
 2. Any and all qualifying experience
 3. Publications (if applicable)
 4. Other information relative to his or her qualifications to teach the course
5. Total hours of instruction
 - a. Make sure to clearly state in the supplemental documentation the total number of hours of instruction for the course. I.e., How many credit hours will the course be?
6. Certificate of completion
 - a. Attach a copy of the certificate of completion that will be awarded to the course participant upon satisfactory completion of the course. The certificate must contain the following information:
 - i. Course participant's name and license number (if applicable)
 - ii. Course title
 - iii. Course approval number
 1. *[Note: Once a course has been approved by the Department, the applicant will receive an approval letter which, among other things, will state the course's approval number.]*
 - iv. Date completed
 - v. Number of credit hours and subject area
 - vi. Provider name
 - vii. Provider approval number
7. Proof of compliance with interactive distance learning requirements (Distance learning courses only)
 - a. The means by which the course will demonstrate interactivity between the student and course provider within a maximum of 24 hours, which promotes student involvement, and demonstrates that the course measures learning and addresses comprehension of content at regular intervals.
 - b. The means by which the course provider is able to monitor student enrollment, participation and course completion.

Section IV – Supporting Documentation continued

- c. The means by which the course provider will be able to satisfactorily demonstrate that stated course hours are consistent with the actual hours spent by each student to complete the course.
- d. The means by which the provider will assure qualified instructor(s) will be available to answer questions and provide students with necessary support during the course.
- e. That the student will be required to complete a statement at the beginning and end of the course that indicates that he/she personally completed each module/session of instruction.
- f. The means by which the course provider will verify student identification

COURSE RENEWAL(S)**ALL COURSE RENEWAL APPROVALS MUST SUBMIT:**

- 8. Current Approval Letter-** Attach a copy of the original course approval letter received from DBPR following the initial approval of the course.
- 9. Instructor Information (if any changes from initial approval)**
 - a. List the instructors and alternative instructors for each course and attach a resume for each.
 - i. The resume for each should include:
 - 1. Education history
 - 2. Any and all qualifying experience
 - 3. Publications (if applicable)
 - 4. Other information relative to his or her qualifications to teach the course
 - b. **NOTE: If anything, other than the Instructors of the course, has changed, you are required to submit the same supporting documentation as an Initial Course Approval.**

Section V – Affirmation by Written Declaration**AFFIRMATION BY WRITTEN DECLARATION**

I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. **I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.**

Signature:

Date:

Print Name:

INSTRUCTIONS

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at 850.487.1395.

1. General Requirements

- a. This form is required if you are a Continuing Education Provider and you are applying to have a continuing education course approved or renewed.
- b. Providers must adhere to all course approval requirements outlined in [Rule 61G4-18.004, Florida Administrative Code](#).
- c. Course approval is valid for three (3) years from the date of issue, provided no substantial change is made in the course and the approval status of the provider has not expired, or been suspended or revoked.

2. Application Instructions (by section)

a. Section I- Application Types

- i. Continuing Education Course Approval
 - (1) Select this application type if you are applying for an initial approval of a continuing education course
- ii. Continuing Education Course Renewal
 - (1) Select this application type if you are applying to have a continuing education course approval renewed and there have been no changes to the course since its initial approval.
 - (2) If there have been any changes to the course, other than the instructors, you must select "Continuing Education Course Approval" as the application type and submit the supporting documentation required of an initial course approval.

b. Section II- Applicant Information

- i. Each applicant must provide their name as it appears on his or her social security card. Do not use any nicknames or initials.
- ii. Organization or Company education providers must also provide the company or organization name.
- iii. Applicants are required to provide their provider approval number.
- iv. Applicants seeking to renew a course approval must also provide their current course approval number.

c. Section III- Course Information

- i. Applicants must provide the course title. The title you choose must adequately define the content of the course. If you are applying to approve more than one course, please complete additional applications as necessary.
- ii. The course number is required for all course renewal applications.
- iii. Provide the number of credit hours for the course.
- iv. Select the delivery method of the course. Select either classroom instruction or internet/distance learning.
- v. In the "Course Component" section, applicants must select the course components that relate to the specific areas the course will cover. Include the number of hours that will be allocated to each course component and provide the total number of credit hours. For specific information on the topics that may be covered under each course component, please refer to Rule 61G4-18.001 (3)(a)-(g).
 - (1) Note: The total number of credit hours at the bottom of the "Course Component" section should equal the number of credit hours in the "Course Information" section.

d. Section IV- Supporting Documentation

- i. Attach the required supporting documentation for your application type.
- ii. **Note:** Course renewals need only submit a copy of their current course approval letter and Instructor information for any new instructors. **However, if anything, other than the Instructors of the course, has changed, you are required to submit the same supporting documentation as an Initial Course Approval.**

e. Section V- Affirmation by Written Declaration

- i. Each applicant must sign the affirmation by written declaration.