

FLORIDA ASSOCIATION OF CODE ENFORCEMENT CERTIFICATION ADMINISTRATIVE ASPECTS OF CODE ENFORCEMENT (LEVEL II)

CLASSES: In conjunction with the Florida Association of Code Enforcement, Inc. (F.A.C.E.) and the John Scott Dailey Florida Institute of Government at the University of Central Florida, the John Scott Dailey Florida Institute of Government at FAU is pleased to offer the 40 hours of classes required for Level II Code Enforcement Certification:

Mar 12	Media Relations	8:00 a.m. – noon	(4 hours)
	Records Management	1:00 p.m. – 5:00 p.m.	(4 hours)
Mar 13	Performance Management	8:00 a.m. – noon	(4 hours)
	Personnel Issues	1:00 p.m. – 5:00 p.m.	(4 hours)
Mar 14	Time Management	8:00 a.m. – noon	(4 hours)
	Stress Management	1:00 p.m. – 5:00 p.m.	(4 hours)
Mar 15	Public Speaking	8:00 a.m. – 5:00 p.m.	(8 hours)
Mar 16	Organization of the Enforcement Unit	8:00 a.m. – noon	(4 hours)
	Expanded Responsibilities/Alternatives to Code Enforcement	1:00 p.m. – 5:00 p.m.	(4 hours)

All classes will be held at the FAU campus, 111 E. Las Olas Boulevard in downtown Ft. Lauderdale. Class size is limited, and registrations will be closed when capacity has been reached. The registration fee includes course materials and morning refreshments. Participants will be on their own for lunch.

FEE STRUCTURE: Active F.A.C.E. members: \$12.00/hour Non-members: \$16.00/hour

REGISTRATION INFORMATION: Advance registration is required for each class, and the deadline for registering is February 27. These classes fill up quickly, so we urge you to register as soon as possible. Due to the strong interest in the certification program and limitations on class size, registrations will be confirmed only if they are accompanied by a check or purchase order. **We are now able to accept payment by credit cards. Please contact our office at 561/297-3749 if you wish to pay with a credit card.** Requests for refunds must be submitted in writing and received no later than one week prior to the day of the class; in that case, the registration fee, less a \$75.00 administrative charge, will be refunded. No requests for refunds will be honored after that date. Non-attendance does not constitute a withdrawal or refund request. We reserve the right to cancel the classes; in that case, registration fees will be refunded in full. Confirmation and driving directions will be mailed to you upon registration.

To register, please complete the registration form and indicate which course(s) you wish to take. Please mail the form, along with your check or purchase order (made payable to Florida Atlantic University IOG), to:

The John Scott Dailey Florida Institute of Government at FAU
777 Glades Road, Building 44, Room SO 108
Boca Raton, FL 33431-0991

561/297-3749

FAX 561/297-4479

email sdean@fau.edu

***** **You may register online at <http://www.fau.edu/fiog>** *****

EXAMINATION: The Level II examination will be given on **Saturday, March 17** from 9:00 a.m. – 11:00 a.m. at the FAU campus in Ft. Lauderdale. In order to be eligible to take the examination, you must have completed all 40 hours of Level II classroom instruction. The fee for the exam is \$75.00 for F.A.C.E. members if payment is received by March 2 and \$110.00 thereafter. The examination fee for non-members is \$125.00 and \$160.00 if payment is received after March 2. The registration form for the examination is attached.

YOU MUST REGISTER ONLINE FOR THE EXAM AT:

<http://www.iog.ucf.edu/CourseStatus.awp?&course=012-0317-1>

ALL F.A.C.E. EXAM REGISTRATIONS ARE THROUGH THE UCF IOG OFFICE

**ADMINISTRATIVE ASPECTS OF CODE ENFORCEMENT (LEVEL II)
REGISTRATION FOR CLASSES**

NAME _____ TELEPHONE _____

TITLE _____ FAX _____

AGENCY NAME _____

AGENCY ADDRESS _____

CITY _____ ZIP _____

E-MAIL _____

CODE ENFORCEMENT EXPERIENCE:

0 – 6 months 6 months – 1 year 1 – 3 years 3 years or more

IN ORDER TO QUALIFY FOR THE MEMBER FEE, your check and F.A.C.E. membership application must have been received by F.A.C.E. PRIOR to the date of your first class.

Please indicate the courses(s) for which you are registering:

		Active F.A.C.E. Member	Non- Member	
<input type="checkbox"/> Mar 12	Media Relations	\$48.00	\$64.00	_____
<input type="checkbox"/> Mar 12	Records Management	\$48.00	\$64.00	_____
<input type="checkbox"/> Mar 13	Performance Management	\$48.00	\$64.00	_____
<input type="checkbox"/> Mar 13	Personnel Issues	\$48.00	\$64.00	_____
<input type="checkbox"/> Mar 14	Time Management	\$48.00	\$64.00	_____
<input type="checkbox"/> Mar 14	Stress Management	\$48.00	\$64.00	_____
<input type="checkbox"/> Mar 15	Public Speaking	\$96.00	\$128.00	_____
<input type="checkbox"/> Mar 16	Organization of the Enforcement Unit	\$48.00	\$64.00	_____
<input type="checkbox"/> Mar 16	Expanded Responsibilities/Alternatives	\$48.00	\$64.00	_____
Total amount of check/purchase order:		\$480.00	\$640.00	\$_____

To pay with a credit or agency purchase card, please call us at 561/297-3749

Please FAX registrations for these CLASSES to 561/297-4479 or mail to:

The John Scott Dailey Florida Institute of Government at FAU
777 Glades Road, Room SO 108
Boca Raton, FL 33431-0991

All F.A.C.E. exam registration are through the UCF IOG office in Orlando
You must register online for the exam: <http://www.iog.ucf.edu/CourseStatus.awp?&course=012-0317-1>
For assistance with the exam registration please call 407/882-3960

OFFICE USE ONLY: Check _____ P.O. _____ Receipt _____ Ack. _____