

LEVEL I CODE ENFORCEMENT CERTIFICATION

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 I Code Enforcement Certification:

Oct 6	Report Writing	8:00 a.m. – 12:00 noon (4 hours)
Oct 6	Legal Aspects	1:00 p.m. – 5:00 p.m. (4 hours)
Oct 7	Principles and Practices of Code Enforcement	8:00 a.m. - 5:00 p.m. (8 hours)
Oct 8	Legal Aspects	8:00 a.m. – 12:00 noon (4 hours)
	Communication Skills	1:00 p.m. – 5:00 p.m. (4 hours)
Oct 9	Ethics	8:00 a.m. – noon (4 hours)
	Principles and Practices of Code Enforcement (continued)	1:00 p.m. – 5:00 p.m. (4 hours)
Oct 10	Property Ownership	8:00 a.m. – 5:00 p.m. (8 hours)

All classes will be held at the Rowe Center located at 900 N.W. 43rd Avenue in Coconut Creek. 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: \$15.00/hour

REGISTRATION INFORMATION: Advance registration is required for each class, and the deadline for registering is **September 22**. 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 \$50.00 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 277
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 I examination will be given on **Saturday, October 11** from 8:00 a.m. – 10:00 a.m. at the Rowe Center in Coconut Creek. In order to be eligible to take the examination, you must have completed all 40 hours of Level I classroom instruction. The fee for the exam is \$75.00 for F.A.C.E. members if payment is received by September 26 and \$110.00 thereafter. The examination fee for non-members is \$110.00. The registration form for the examination is attached.

PLEASE BE SURE TO SEND THE FORM AND YOUR CHECK/PURCHASE ORDER FOR THE EXAM TO THE FLORIDA INSTITUTE OF GOVERNMENT AT THE UNIVERSITY OF CENTRAL FLORIDA.

LEVEL I CODE ENFORCEMENT CERTIFICATION: REGISTRATION FOR CLASSES

Please feel free to duplicate the registration form for additional registrations.

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:

		<u>Active F.A.C.E. Member</u>	<u>Non- Member</u>	
<input type="checkbox"/> Oct 6	Report Writing	\$48.00	\$ 60.00	_____
<input type="checkbox"/> Oct 6 & 8	Legal Aspects of Code Enforcement	\$96.00	\$120.00	_____
<input type="checkbox"/> Oct 7 & 9	Principles & Practices	\$144.00	\$180.00	_____
<input type="checkbox"/> Oct 8	Communication Skills	\$48.00	\$60.00	_____
<input type="checkbox"/> Oct 9	Ethics	\$48.00	\$60.00	_____
<input type="checkbox"/> Oct 10	Property Ownership	<u>\$96.00</u>	<u>\$120.00</u>	_____
		\$480.00	\$600.00	

Total amount of check/purchase order: \$ _____

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 277
 Boca Raton, FL 33431-0991

*****The exam form should be sent to the IOG at the University of Central Florida in ORLANDO. The check for the EXAM must be made out to them. We cannot accept checks for classes and the exam.*****

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