

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:

Nov 2	Performance Management	8:00 a.m. – noon	(4 hours)
	Records Management	1:00 p.m. – 5:00 p.m.	(4 hours)
Nov 3	Time Management	8:00 a.m. – noon	(4 hours)
	Stress Management	1:00 p.m. – 5:00 p.m.	(4 hours)
Nov 4	Organization of the Enforcement Unit	8:00 a.m. – noon	(4 hours)
	Personnel Issues	1:00 p.m. – 5:00 p.m.	(4 hours)
Nov 5	Expanded Responsibilities/Code Enforcement Alternatives	8:00 a.m. – noon	(4 hours)
	Media Relations	1:00 p.m. – 5:00 p.m.	(4 hours)
Nov 6	Public Speaking	8:00 a.m. – 5:00 p.m.	(8 hours)

All classes will be held at the Rowe Community 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 October 19. 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 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 II examination will be given on **Saturday, November 7** from 9:00 a.m. – 11:00 a.m. at the Rowe Community Center in Coconut Creek. 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 October 23 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.

ADMINISTRATIVE ASPECTS OF CODE ENFORCEMENT (LEVEL II): 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:

		Active F.A.C.E. Member	Non- Member	
<input type="checkbox"/> Nov 2	Performance Management	\$48.00	\$60.00	_____
<input type="checkbox"/> Nov 2	Records Management	\$48.00	\$60.00	_____
<input type="checkbox"/> Nov 3	Time Management	\$48.00	\$60.00	_____
<input type="checkbox"/> Nov 3	Stress Management	\$48.00	\$60.00	_____
<input type="checkbox"/> Nov 4	Organization of the Enforcement Unit	\$48.00	\$60.00	_____
<input type="checkbox"/> Nov 4	Personnel Issues	\$48.00	\$60.00	_____
<input type="checkbox"/> Nov 5	Expanded Responsibilities/Alternatives	\$48.00	\$60.00	_____
<input type="checkbox"/> Nov 5	Media Relations	\$48.00	\$60.00	_____
<input type="checkbox"/> Nov 6	Public Speaking	\$96.00	\$120.00	_____
Total amount of check/purchase order:		\$480.00	\$600.00	\$_____

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 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 payments for the exam.*****

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