

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 8	Performance Management	8:00 a.m. – noon	(4 hours)
	Personnel Issues	1:00 p.m. – 5:00 p.m.	(4 hours)
Mar 9	Time Management	8:00 a.m. – noon	(4 hours)
	Stress Management	1:00 p.m. – 5:00 p.m.	(4 hours)
Mar 10	Organization of the Enforcement Unit	8:00 a.m. – noon	(4 hours)
	Records Management	1:00 p.m. – 5:00 p.m.	(4 hours)
Mar 11	Expanded Responsibilities/Code Enforcement Alternatives	8:00 a.m. – noon	(4 hours)
	Media Relations	1:00 p.m. – 5:00 p.m.	(4 hours)
Mar 12	Public Speaking	8:00 a.m. – 5:00 p.m.	(8 hours)

All classes will be held at the FAU campus located at 111 E. Las Olas Boulevard in downtown Fort 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: \$15.00/hour

REGISTRATION INFORMATION: Advance registration is required for each class, and the deadline for registering is February 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 \$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, March 13** from 9:00 a.m. – 11:00 a.m. at the FAU campus in downtown Fort 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 February 26 and \$110.00 thereafter. The examination fee for non-members is \$110.00.

YOU MUST REGISTER ONLINE FOR THE EXAM AT:
<http://www.iog.ucf.edu/wconnect/CourseStatus.awp?~010-0313-1>
ALL FACE EXAM REGISTRATIONS ARE THROUGH THE UCF IOG OFFICE.

FLORIDA ASSOCIATION OF CODE ENFORCEMENT CERTIFICATION: ADMINISTRATIVE ASPECTS OF CODE ENFORCEMENT (LEVEL 11) REGISTRATION FORM

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 8	Performance Management	\$48.00	\$60.00	_____
<input type="checkbox"/> Mar 8	Personnel Issues	\$48.00	\$60.00	_____
<input type="checkbox"/> Mar 9	Time Management	\$48.00	\$60.00	_____
<input type="checkbox"/> Mar 9	Stress Management	\$48.00	\$60.00	_____
<input type="checkbox"/> Mar 10	Organization of the Enforcement Unit	\$48.00	\$60.00	_____
<input type="checkbox"/> Mar 10	Records Management	\$48.00	\$60.00	_____
<input type="checkbox"/> Mar 11	Expanded Responsibilities/Alternatives	\$48.00	\$60.00	_____
<input type="checkbox"/> Mar 11	Media Relations	\$48.00	\$60.00	_____
<input type="checkbox"/> Mar 12	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

All F.A.C.E. exam registrations are through the UCF IOG office in Orlando

You must register online for the exam: <http://www.iog.ucf.edu/wconnect/CourseStatus.awp?~010-0313-1>

For assistance with the exam registration please call 407/235-3960

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