

FLORIDA ASSOCIATION OF CODE ENFORCEMENT CERTIFICATION ADMINISTRATIVE ASPECTS OF CODE ENFORCEMENT

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 the Administrative Aspects of Code Enforcement.

Jul 24	Performance Management	8:00 a.m. – noon	(4 hours)
	Employment Laws	1:00 p.m. – 5:00 p.m.	(4 hours)
Jul 25	Manager’s Role in Code Enforcement	8:00 a.m. – 5:00 p.m.	(8 hours)
Jul 26	Public Speaking	8:00 a.m., – 5:00 p.m.	(8 hours)
Jul 27	Media Relations	8:00 a.m. – noon	(4 hours)
	Records Management	1:00 p.m. – 5:00 p.m.	(4 hours)
Jul 28	Time Management	8:00 a.m. – noon	(4 hours)
	Stress Management	1:00 p.m. – 5:00 p.m.	(4 hours)

All classes will be held at the FAU campus in Davie 3200 College Avenue. 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: \$13.00/hour Non-members: \$17.00/hour

REGISTRATION INFORMATION: The deadline for registering is July 10. Due to the strong interest in the certification program and limitations on class size; registration will be confirmed only if they are accompanied by payment. Please contact our office at 561/297-3749 if you wish to pay with a credit card. Refunds must be requested in writing and received no later than seven days prior to the first day of the classes. Fees will be refunded less a \$75.00 administrative fee. All monies are forfeited beyond this date. Non-attendance does not constitute a withdrawal or refund request. A \$65.00 fee applies to all rescheduled classes.

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 108
Boca Raton, FL 33431-0991

561/297-3749

email sdean@fau.edu

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

EXAMINATION: The Administrative Aspects examination will be given on **Saturday, July 29** from 10:00 a.m. – 12:00 noon at the FAU campus in Davie. In order to be eligible to take the examination, you must have completed all 40 hours of the Administrative Aspects classroom instruction. The fee for the exam is \$85.00 for F.A.C.E. members if payment is received by July 14 and \$120.00 thereafter. The examination fee for non-members is \$135.00 and \$170.00 if payment is received after July 14. The registration form for the examination is attached.

YOU MUST REGISTER ONLINE FOR THE EXAM AT:

<https://iog.ucf.edu/CourseStatus.awp?&course=018-0729>

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

**ADMINISTRATIVE ASPECTS OF CODE ENFORCEMENT
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:

		<u>Active F.A.C.E. Member</u>	<u>Non- Member</u>		
<input type="checkbox"/>	Jul 24	Performance Management	\$52.00	\$68.00	_____
<input type="checkbox"/>	Jul 24	Employment Laws	\$52.00	\$ 68.00	_____
<input type="checkbox"/>	Jul 25	The Manager's Role in Code Enforcement	\$104.00	\$136.00	_____
<input type="checkbox"/>	Jul 26	Public Speaking	\$104.00	\$136.00	_____
<input type="checkbox"/>	Jul 27	Performance Management	\$52.00	\$ 68.00	_____
<input type="checkbox"/>	Jul 27	Employment Laws	\$ 52.00	\$ 68.00	_____
<input type="checkbox"/>	Jul 28	Time Management	\$ 52.00	\$ 68.00	_____
<input type="checkbox"/>	Jul 28	Stress Management	\$ 52.00	\$ 68.00	_____
Total amount of check/purchase order:			\$520.00	\$680.00	\$ _____

To pay with a credit or agency purchase card, please call us at 561/297-3749
 Please mail to the following address:

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:

<https://iog.ucf.edu/CourseStatus.awp?&course=018-0729>
 For assistance with the exam registration please call 407/ 882 - 3960

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