

FLORIDA ASSOCIATION OF CODE ENFORCEMENT CERTIFICATION: FUNDAMENTALS 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 Fundamentals of Code Enforcement Certification:

July 17	Legal Aspects	8:00 a.m. – 5:00 p.m.	(8 hours)
July 18	Communication Skills	8:00 a.m. - noon	(4 hours)
	Report Writing	1:00 p.m. – 5:00 p.m.	(4 hours)
July 19	Ethics	8:00 a.m. – noon	(4 hours)
	Principles and Practices	1:00 p.m. – 5:00 p.m.	(4 hours)
July 20	Property Ownership	8:00 a.m. – 5:00 p.m.	(8 hours)
July 21	Principles and Practices	8:00 a.m. – 5:00 p.m.	(8 hours)

All classes will be held at the Port St. Lucie City Hall located at 121 S.W. Port St. Lucie Boulevard. Class size is limited and registration 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 3, 2017. Due to the strong interest in the certification program and limitations on class size, registrations will be confirmed only if they are accompanied by payment or a purchase order. 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. We reserve the right to cancel the classes; in that case, the registration fees will be refunded in full. 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 SO 108
Boca Raton, FL 33431-0991

561/297-3749

email sdean@fau.edu

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

EXAM: The Fundamentals of Code Enforcement exam will be given on **Saturday, July 22** from 10:00 a.m. – 12:00 noon at Port St. Lucie city hall. In order to be eligible to take the exam, you must have completed all 40 hours of the Fundamentals of Code Enforcement classroom instruction.

The fee for the exam is **\$85.00** for F.A.C.E. members if payment is received by **July 7** and **\$120.00** thereafter. The exam fee for non-members is **\$135.00** and **\$170.00** for payments received after **July 7**

YOU MUST REGISTER ONLINE FOR THE EXAM AT: <https://iog.ucf.edu>
All F.A.C.E. EXAM REGISTRATIONS ARE THROUGH THE UCF IOG OFFICE

FUNDAMENTALS OF CODE ENFORCEMENT REGISTRATION FORM

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 be 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"/> July 17	Legal Aspects of Code Enforcement	\$104.00	\$136.00	_____
<input type="checkbox"/> July 18	Communication Skills	\$52.00	\$68.00	_____
<input type="checkbox"/> July 18	Report Writing	\$52.00	\$68.00	_____
<input type="checkbox"/> July 19	Ethics	\$52.00	\$68.00	_____
<input type="checkbox"/> July 19 and 21	Principles and Practices	\$156.00	\$204.00	_____
<input type="checkbox"/> July 20	Property Ownership	\$104.00	\$136.00	_____
		\$520.00	\$680.00	
Total amount of check/purchase order:				\$ _____

To pay with a credit or agency purchase card, please call us at 561/297-3749
 Please mail registrations 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 registrations are through the UCF IOG office in Orlando
 You must register online for the exam
 For assistance with the exam registration please call 407/235-3960

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