

# 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.

|               |   |                               |                  |
|---------------|---|-------------------------------|------------------|
| <b>Oct 23</b> | <b>Media Relations</b>                    | <b>8:00 a.m. – noon</b>       | <b>(4 hours)</b> |
|               | <b>Records Management</b>                 | <b>1:00 p.m. – 5:00 p.m.</b>  | <b>(4 hours)</b> |
| <b>Oct 24</b> | <b>Time Management</b>                    | <b>8:00 a.m. – noon</b>       | <b>(4 hours)</b> |
|               | <b>Stress Management</b>                  | <b>1:00 p.m. - 5:00 p.m.</b>  | <b>(4 hours)</b> |
| <b>Oct 25</b> | <b>Public Speaking</b>                    | <b>8:00 a.m., – 5:00 p.m.</b> | <b>(8 hours)</b> |
| <b>Oct 26</b> | <b>Performance Management</b>             | <b>8:00 a.m. – noon</b>       | <b>(4 hours)</b> |
|               | <b>Employment Laws</b>                    | <b>1:00 p.m. – 5:00 p.m.</b>  | <b>(4 hours)</b> |
| <b>Oct 27</b> | <b>Manager's Role in Code Enforcement</b> | <b>8:00 a.m. – 5:00 p.m.</b>  | <b>(8 hours)</b> |

All classes will be held at the FAU campus in Davie located at 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 October 9. 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](mailto:sdean@fau.edu)

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

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**EXAMINATION:** The Administrative Aspects examination will be given on **Saturday, October 28** 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 October October 13 and \$120.00 thereafter. The examination fee for non-members is \$135.00 and \$170.00 if payment is received after October 13.. The registration form for the examination is attached.

**YOU MUST REGISTER ONLINE FOR THE EXAM AT:**

<https://iog.ucf.edu/CourseStatus.awp?&course=018-1028>

**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<br/>F.A.C.E.<br/>Member</u> | <u>Non-<br/>Member</u> |                 |
|--------------------------|--|---------------------------------------|------------------------|-----------------|
| <input type="checkbox"/> | Oct 23    Media Relations                        | \$52.00                               | \$68.00                | _____           |
| <input type="checkbox"/> | Oct 23    Records Management                     | \$52.00                               | \$68.00                | _____           |
| <input type="checkbox"/> | Oct 24    Time Management                        | \$52.00                               | \$68.00                | _____           |
| <input type="checkbox"/> | Oct 24    Stress Management                      | \$52.00                               | \$68.00                | _____           |
| <input type="checkbox"/> | Oct 25    Public Speaking                        | \$104.00                              | \$136.00               | _____           |
| <input type="checkbox"/> | Oct 26    Performance Management                 | \$52.00                               | \$68.00                | _____           |
| <input type="checkbox"/> | Oct 26    Employment Laws                        | \$52.00                               | \$68.00                | _____           |
| <input type="checkbox"/> | Oct 27    The Manager's Role in Code Enforcement | \$104.00                              | \$136.00               | _____           |
|                          | <b>Total amount of check/purchase order:</b>     | <b>\$520.00</b>                       | <b>\$680.00</b>        | <b>\$</b> _____ |

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=018-1028>

For assistance with the exam registration please call 407/ 882 - 3960

OFFICE USE ONLY: Check \_\_\_\_\_ P.O. \_\_\_\_\_ Receipt \_\_\_\_\_ Ack. \_\_\_\_\_