

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.

Oct 29	Media Relations	8:00 a.m. – noon	(4 hours)
	Records Management	1:00 p.m. – 5:00 p.m.	(4 hours)
Oct 30	Time Management	8:00 a.m. – noon	(4 hours)
	Stress Management	1:00 p.m. - 5:00 p.m.	(4 hours)
Oct 31	Performance Management	8:00 a.m. – noon	(4 hours)
	Employment Laws	1:00 p.m. – 5:00 p.m.	(4 hours)
Nov 1	Public Speaking	8:00 a.m., – 5:00 p.m.	(8 hours)
Nov 2	Manager's Role in Code Enforcement	8:00 a.m. – 5:00 p.m.	(8 hours)

All classes will be held at the Herb Skolnick Center located at 800 SW 36TH Avenue in Pompano Beach. 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 15..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. 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.

******* PLEASE REGISTER ONLINE AT <http://www.fau.edu/fiog> *******

Questions: (561) 297-3749 sdean@fau.edu

EXAMINATION:

The Administrative Aspects examination will be given on **Saturday, November 3** from 10:00 a.m. – 12:00 noon at the E. Pat Larkins Center located at 520 MLK Boulevard in Pompano Beach. 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 19 and \$120.00 thereafter. The examination fee for non-members is \$135.00 and \$170.00 if payment is received after October 19.

YOU MUST REGISTER ONLINE FOR THE EXAM AT:

<https://iog.ucf.edu/CourseStatus.awp?&course=019-1103>

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