

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.

Mar 18	Manager's Role in Code Enforcement	8:00 a.m. – 5:00 p.m.	(8 hours)
Mar 19	Performance Management	8:00 a.m. – noon	(4 hours)
	Employment Laws	1:00 p.m. – 5:00 p.m.	(4 hours)
Mar 20	Records Management	8:00 a.m. – noon	(4 hours)
	Media Relations	1:00 p.m. - 5:00 p.m.	(4 hours)
Mar 21	Public Speaking	8:00 a.m., – 5:00 p.m.	(8 hours)
Mar 22	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 Martin County Building department located at 900 S.E. Ruhnke Street in Stuart.. 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 March 4. .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 fiog.fau.edu *****

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

EXAMINATION:

The Administrative Aspects examination will be given on **Saturday, March 23** from 10:00 a.m. – 12:00 noon at the Martin County Building department. 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 March 8 and \$120.00 thereafter. The examination fee for non-members is \$135.00 and \$170.00 if payment is received after March 8.

YOU MUST REGISTER ONLINE FOR THE EXAM AT:

<https://iog.ucf.edu/CourseStatus.awp?&course=019-0323>

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