

**CONSTRUCTION TRADES  
QUALIFYING BOARD**

**CONTRACTOR LICENSING**

**CONTINUING  
EDUCATION COURSE  
SPONSOR  
PROCEDURES**



*Delivering Excellence Every Day*

## CONTINUING EDUCATION COURSE SPONSOR PROCEDURES

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### 101 DEFINITIONS

When used in these procedures, the following terms shall have the following meaning.

- 101.1        **“Board”** means the Construction Trades Qualifying Board.
- 101.2        **“Course”** means any course, seminar or other program of instruction, which has been approved by the Board for the purpose of complying with the continuing education requirements contained in Chapter 10, the Code of Miami-Dade County.
- 101.3        **“Classroom Hour”** means fifty minutes of instruction, exclusive of any breaks, recesses, or other time not spent in instruction.
- 101.4        **“Course Sponsor”** means the person or legal entity who is registered pursuant to these procedures and who is responsible for conducting a continuing education course approved pursuant to these procedures. The Course Sponsor is responsible for maintaining records regarding the name and social security number of each person licensed by the Board who attends a continuing education course and shall provide the Board with such records upon request.
- 101.5        **“Interactive Distance Learning”** means the delivery of educational offerings or courses via Internet and/or other interactive electronic media. Such offerings or courses shall be interactive, providing for the interchange of information between the student and the teacher and shall provide for the registration, monitoring and verification of continuing education. The courses shall be accessible at locations and times determined by the student.
- 101.6        **“Person”** means any natural person and does not include any corporation, partnership or other type of legal entity.

## **102 REGISTRATION OF COURSE SPONSORS**

- 102.1 Each Course Sponsor must register with the Board prior to submitting any continuing education course applications for approval.
- 102.2 The Sponsor registration must be submitted on a form approved by the Board and must include the name, address, phone number, and facsimile number and/or e-mail address of the Course Sponsor. The Sponsor registration must also include the name and address of each person or entity who has an ownership interest in the Course Sponsor or who is entitled to receive any portion of the revenue from the Course Sponsor.
- 102.3 The Course Sponsor registration is valid for **two (2) years** from the date of issue. A Continuing Education Course Sponsor Renewal form should be submitted to the Board ninety (90) days prior to the expiration of the Course Sponsor registration, in order to prevent a lapse in Sponsor approval.
- 102.4 The Course Sponsor must submit to the Board in writing, notice of any changes in the information provided in the initial registration of the Course Sponsor. The notification must be made within thirty (30) days following the date the change became effective.
- 102.5 The Board shall maintain a list of all Course Sponsors approved by the Board.
- 102.6 The Board may deny approval, suspend or revoke the registration of any Course Sponsor for any of the following acts or omissions:
- 102.6.1 Obtaining or attempting to obtain a Course Sponsor registration or continuing education course approval through fraud, deceit, false statements, misrepresentation of material facts, whether such statements or misrepresentation are made knowingly or negligently.
- 102.6.2 Failing to provide complete and accurate information in the initial Course Sponsor registration application or in any notification of change in information.
- 102.6.3 Failing to timely notify the Board of a change in the information required for registration of Course Sponsors.
- 102.6.4 Advertising that a course has been approved by the Board prior to the date the approval is granted.

- 102.6.5 Advertising or otherwise providing assurance that a course is approved by the Board during such time that the course approval has expired, been suspended or revoked.
- 102.6.6 Failing to include the Sponsor/Course Number in advertisements.
- 102.6.7 Falsifying any records regarding the continuing education courses conducted by the Course Sponsor including attendance records.
- 102.6.8 Failing to maintain any required records regarding the continuing education courses.
- 102.6.9 Failing to provide the Board with copies of any document or other information required to be maintained by the Course Sponsor pursuant to these procedures.
- 102.6.10 A Course Sponsor who has had a registration revoked, may not apply for two (2) years from the date of revocation and only after appearing before the Board to provide evidence or documentation that the Board may require.
- 102.7 In the event of suspension or revocation of a Course Sponsor's registration, the Board may allow the Sponsor to complete all courses previously scheduled by the Course Sponsor or may require the Course Sponsor to cancel the scheduled courses and refund all fees collected by the Course Sponsor in connection with any scheduled course.
- 102.8 The Board may deny approval, suspend or revoke the registration of any Course Sponsor if any person or entity required to be disclosed in the registration was also disclosed (or was required to be disclosed) in the registration of any Course Sponsor who has been suspended or revoked by the Board.

### **103 APPROVAL OF CONTINUING EDUCATION COURSES**

- 103.1 Any registered Course Sponsor may submit a continuing education course for Board approval. The application shall be submitted on a form approved by the Board.
- 103.2 The Board may approve any course, seminar or conference in the construction area provided by any university, community college, vocational-technical center, public or private school, firm, association, organization, person, corporation, or entity which has first been approved by the Florida Construction Industry Licensing Board.

- 103.3 The application shall include the total number of classroom hours, the course syllabus, a detailed outline of the contents of the course, the name and qualifications of all instructors known at the time of the application and the minimum qualifications of any instructors not known at the time of the application.
- 103.4 The Board shall approve continuing education courses, which appropriately relate to the general business skills or technical skills required of the licensees. Additionally, courses that contain sufficient educational content to improve the quality of a contractor's performance, and which is taught by qualified instructors.
- 103.5 Continuing education courses which address specific technical materials or trade knowledge shall be approved.
- 103.6 Interactive distance learning courses may be approved by the Board if:
- 103.6.1 The Course Sponsor establishes a unique alphanumeric password, that only the student knows at the time of course registration. The password must be used each time the student logs on to the Sponsors website.
- 103.6.2 An affidavit certifying that the registered student is the individual who will be completing the on-line course must be completed at the time of registration and a copy must be made available to the Regulatory and Economic Resources Department.
- 103.6.3 All courses offered must have a live online chat room where students can interact with online instructors. In addition, instructors must be accessible to answer questions by students via e-mail address.
- 103.6.4 Online courses shall be limited to no more than 50% of the total required continuing education hours per individual.
- 103.6.5 The percentage of continuing education completed online must be reviewed by the Board and adjusted as appropriate.
- 103.7 A course that has been denied may be resubmitted to the Board after modifications have been made.
- 103.8 If a course is approved the Board shall assign a course number that will include the Sponsor number as a prefix. The Course Sponsor shall use the Sponsor/Course Number in the course syllabus, in all other course materials used in connection with the course and in all written advertising materials used in connection with the course.

103.9 The continuing education course approval is valid for **two (2) years** from the date of the approval, provided no substantial change is made in the course and the approval status of the Sponsor has not expired or been suspended or revoked. Changes made in any course will require a new approval of that course. The Course Sponsor should submit a course renewal to the Board ninety (90) days prior to the expiration of the course approval, in order to prevent a lapse in the course approval.

103.10 Of the required 16 continuing education hours, up to three (3) credit hours may be earned by attending a meeting of the Board wherein disciplinary cases are considered. Licensees must attend the complete agenda of disciplinary cases to receive the continuing education credit hours. At least seven (7) days advanced notice of the intent to attend the disciplinary case session must be given to the Board, and the licensee must check in with the Clerk of the Board prior to the beginning of the disciplinary proceeding. A maximum of three (3) hours will be allowed during a renewal cycle. Credit hours may not be earned when the licensee attends a disciplinary session as a party to the disciplinary session.

#### **104 QUALIFICATIONS OF COURSE INSTRUCTORS**

104.1 All course instructors shall be qualified by education or experience to teach the course or parts of a course to which the instructor is assigned.

104.2 Any person with a four (4) year college or graduate degree is qualified to teach any course in their field of study.

104.3 Any active or voluntarily inactive Miami-Dade County licensed contractor or State of Florida certified contractor with at least five (5) years experience may teach any technical course regarding construction within the scope of their license. No contractor whose license is involuntarily inactive, suspended or revoked may serve as a continuing education course instructor.

104.4 A Course Sponsor may request approval by the Board regarding the qualifications of a particular instructor for a particular course.

#### **105 COURSE SYLLABUS**

105.1 Each course shall have a course syllabus which will specify the name of the course, the Sponsor/Course Number assigned by the Board at the time of approval, the name and address of the Course Sponsor and a description or outline of the contents of the course.

- 105.2 Each person who registers for a course must be given a course syllabus prior to the beginning of the course. The syllabus may be distributed when the person registers their attendance at the course.

## **106 REQUIRED RECORDS MAINTAINED BY THE COURSE SPONSOR**

Each Course Sponsor must maintain the following records:

- 106.1 The time, date and location each course is conducted.
- 106.2 The name, address and qualifications of each instructor who teaches any portion of the course.
- 106.3 The name, address and the last four digits of social security number of each person who registered for the course.
- 106.4 The original sign-in sheet used at the site of the course to register persons who attend each course. The sign-in sheet shall require every person to print their name, the last four digits of social security number and their signature.
- 106.5 The course syllabus for each course.
- 106.6 Each person who completes an approved course shall be issued a certificate of completion by the Course Sponsor. The certificate of completion shall contain the name and the last four digits of social security number of the person who completed the course, the course title and the Sponsor/Course number and the date the course was given. The Course Sponsor shall maintain a list of names and last four digits of social security numbers of each person who completes each course conducted by the Course Sponsor.
- 106.7 The records must be maintained for three (3) years following the date the course was conducted.
- 106.8 Each Course Sponsor shall provide the Board with copies of any of these required records, upon request by the Board.

## **107 MONITORING OF COURSES**

- 107.1 The Board reserves the right to have their representative attend any regularly scheduled continuing education course approved by the Board for the purpose of monitoring such issues as, but not limited to, attendance records, course duration, and course content as contained in the approved course syllabus. Course Sponsors shall cooperate fully with the Board regarding this issue. Failure to do so could result in Course Sponsor suspension or revocation.



## **108 PROOF OF COMPLETION BY LICENSEES**

- 108.1 It is the licensee's responsibility to maintain proof of completion of continuing education hours.
- 108.2 Each licensee shall provide the Board with copies of certificates of course completion, upon request by the Board.

## **109 ADVERTISING OF CONTINUING EDUCATION COURSES**

- 109.1 A Course Sponsor shall not advertise a course as one approved by the Board for continuing education until such approval is granted by the Board.
- 109.2 A Course Sponsor shall not advertise a course as one approved by the Board if such approval has expired or if the Course Sponsor has had their approval suspended or revoked.
- 109.3 A Course Sponsor may not include any false or misleading information regarding the contents, instructors or number of classroom hours of any course approved under these procedures.
- 109.4 The Sponsor/Course number and course title shall appear in all continuing education course advertisements.
- 109.5 Advertisements for interactive distance learning courses shall contain the statement "No more than 50% of the total continuing education hours required by Chapter 10, the Code of Miami-Dade County, may be satisfied by attendance at interactive distance learning courses".

## **110 CONTINUING EDUCATION COURSES THAT ARE REQUIRED BY DISCIPLINARY ACTION**

- 110.1 The certificate of completion of such courses shall be forwarded to the Secretary of the Board within the time limits stated in the final order.

## **111 FEES**

- 111.1 The fee for registering or renewing each continuing education Course Sponsor shall be two hundred dollars (\$200.00).
- 111.2 The fee for registering or renewing each continuing education course shall be twenty-five dollars (\$25.00) per credit hour, not to exceed one hundred dollars (\$100.00) per course.