



MIAMI-DADE COUNTY, FLORIDA  
DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES  
BOARD AND CODE ADMINISTRATION DIVISION

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## **ADVISORY MEMO**

**TO:** ALL BUILDING OFFICIALS IN MIAMI-DADE COUNTY

**FROM:** Jaime D. Gascon, P.E.  
Board and Code Administration Division

A handwritten signature in blue ink, appearing to read "Jaime Gascon".

**DATE:** April 2, 2025

**SUBJECT:** BORA Continuing Education Requirements

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The continuing education requirement for recertification by the Miami-Dade County Board of Rules and Appeals (BORA) is **sixteen (16) hours** of classroom hours to be completed **every year**. A minimum of twelve (12) hours must be obtained by classes provided by BORA and a maximum of four (4) hours may be earned by attendance at construction-related Florida Department of Business and Professional Regulation approved seminars, BORA meetings and our scheduled Building Officials meetings.

At the end of each year, the total sum of qualifying continuing education hours is compiled. Recertification by BORA may take place if the minimum 16 credit hours have been obtained.

The opportunities to obtain continuing education hours diminish later in the continuing education year that a newly hired individual becomes certified by BORA. Consequently, a reasonable cut-off date has been established to attain continuing education hours.

An individual who obtains certification by BORA prior to the first day of July **will be required** to obtain the total number of continuing education hours for recertification. However, an individual who obtains certification by BORA July 1<sup>st</sup> or later **will not be required** to obtain any continuing education that year to be recertified by the Board.

Notwithstanding the procedures outlined above, newly certified personnel should take advantage of any available educational opportunities to enhance compliance skills and to accelerate professional growth.

Should you have any questions, contact me at (786) 315-2508.