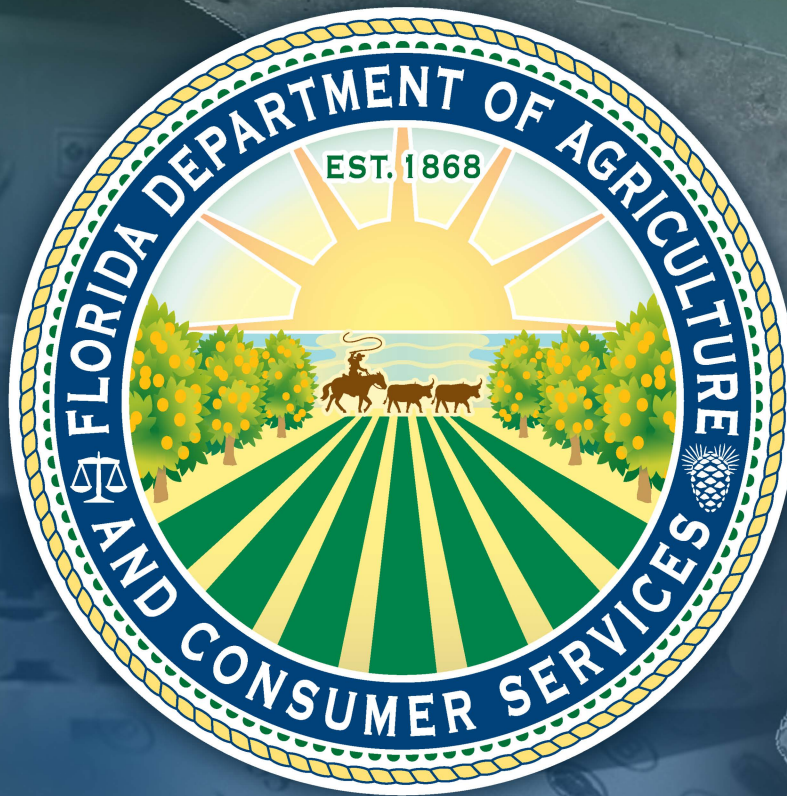




CONTINUING EDUCATION REVIEW COM

OCTOBER 28, 2021

Florida Department of Agriculture and Consumer Services • Nicole "Nikki" Fried, Commissioner
1-800-HELP-FLA • www.800helpfla.com

AGENDA

**BOARD OF PROFESSIONAL SURVEYORS AND
MAPPERS**

**CONTINUING EDUCATION REVIEW COMMITTEE
GUY HARVEY RESORT ST. AUGUSTINE BEACH
860 A1A Beach Boulevard
St. Augustine, Florida 32080**

THURSDAY, OCTOBER 28, 2021

(immediately following Application Review Committee)

COMMITTEE MEMBERS:

Frank Conkling, Committee Chair
Iarelis Hall
Chris McLaughlin

- I. CALL TO ORDER/ROLL CALL**
- II. REVIEW OF THE AUGUST 2, 2021 CONTINUING EDUCATION MINUTES**
- III. DISCUSSION -CONTINUING EDUCATION PROVIDER INQUIRY NOTICE**
- IV. NEW/OLD BUSINESS**
- V. PUBLIC COMMENT**
- VI. ADJOURNMENT**

1 **MINUTES**

2
3 **BOARD OF PROFESSIONAL SURVEYORS AND**
4 **MAPPERS**

5
6 **CONTINUING EDUCATION REVIEW COMMITTEE**

7
8 **VIRTUAL MEETING**

9
10 **MONDAY, AUGUST 2, 2021**

11
12 The meeting was called to order by Frank Conkling at 1:19 p.m.

13
14 **COMMITTEE MEMBERS PRESENT**

15
16 Frank Conkling, Committee Chair
17 Ia Hall
18 Christopher McLaughlin

19
20 **OTHERS PRESENT**

21
22 Nicholas Campanile, Board Chair
23 David Schryver, Board Vice Chair
24 Steven Hyde, Board Member – Absent from Committee Meeting
25 George Grubbs, Board Member
26 Keith Fountain, Board Member
27 Michael Zoltek, Board Member
28 Patricia Compton, Executive Director
29 Regenia Lee, Government Analyst
30 Amanda McKibben, Board Counsel
31 Funmi Ojetaya, Prosecuting Attorney
32 Cory Fedrick, PSAM Investigator
33 Alvin Gloer
34 Howard Ehmke
35 Tim Simpson
36 Willis Howell
37 Azahel Echevarria
38 Michael Stallings
39 Don Elder
40 Brian Bellino
41 Jonathan Branson
42 David Melvin
43 James Smale
44 Matthew Simpson

45
46 **REVIEW AND APPROVAL OF MAY 2021 CE REVIEW COMMITTEE MINUTES**

47
48 After discussion, the following motion was made:

49
50 MOTION: Ms. Hall made a motion to approve the May 2021 Continuing Education Committee
51 minutes.
52 SECOND: Mr. McLaughlin seconded.
53 ACTION: The motion passed unanimously.

54 **REVIEW AND APPROVAL OF NEW CONTINUING EDUCATION PROVIDER – TOM SNOW**

55
56 After discussion, the following motion was made:

57
58 MOTION: Ms. Hall made a motion to approve the CE Provider Application for Mr. Tom Snow.

59 SECOND: Mr. McLaughlin seconded.

60 ACTION: The motion passed unanimously.

61
62 **CONTINUING EDUCATION COURSE REVIEWS UPDATE**

63
64 At the last Board meeting, Mr. Conkling asked Ms. Compton to get the CE course project underway. Ms.
65 Compton reported back to the Committee that due to other Board commitments, she is having to place a
66 hold on working on the CE course reviews at this time.

67
68 **NEW/OLD BUSINESS**

69
70 Mr. Conkling said that there are limitations on what the Committee can do regarding reviewing CE
71 courses, especially courses that are outdated and close to 30 years old. He said that there should be
72 procedural audits. Ms. Hall said that there are so many courses being offered that a starting point was
73 difficult. Ms. Compton said that CE providers are supposed to alert us when a course is no longer offered
74 and that the CE Provider must notify the Board Office. Ms. Compton said she reached out to all CE
75 Providers to submit all courses that were no longer being offered and she only heard back from a few.
76 Mr. Conkling said that we need to start with a list of the approved CE providers and the courses that
77 they've provided. He suggested that Ms. Compton confer with Ms. McKibben and decide what to do if
78 they do not respond and what actions the Committee can take.

79
80 **PUBLIC COMMENT**

81
82 Mr. Don Elder said that rules revision works best with a workgroup, composed of industry representatives
83 from several sectors and a single member of the Board. This was done last time with a roughly, 9-
84 member group and it took about a year to complete.

85
86 **ADJOURNMENT AT 1:49 p.m.**

Dear ,

I hope you are doing well. The Board of Professional Surveyors and Mappers has asked me to reach out to all continuing education providers registered in Florida to verify several things. The Board no longer reviews individual courses but wants to maintain the integrity of the CE process. Therefore, members will be auditing courses selected randomly to ensure courses offered are timely and enhance the education of surveyors and mappers in the practice of surveying and mapping. I am also verifying certain provider obligation are being met. I greatly appreciate your assistance with this effort.

Chapter **5J-17.044 Obligations of Continuing Education Providers** has several requirements, among them:

- (1) Furnish the Board with a list of courses being offered, which shall include each course name, **instruction method**, and total number of credit hours to be awarded for each course successfully completed
- (4) Continuing education providers must provide their Department of Agriculture and Consumer Services continuing education provider number on all course advertisements
- (5) An attendance record shall be maintained by the provider for four (4) years and shall be available for inspection by the Board, its designee, the Department, or the Department's designee
- (9) Ensure that all promotional material for courses or seminars offered to professional surveyors and mappers for credit contain the course number
- (11) Allow only one (1) continuing education credit for each "hour of correspondence study." The "hour of correspondence study" must be based on the average completion time of each course as established by the provider. For correspondence study, **provide to each participating licensee a written exam**. In order to complete the course, the licensee must receive a minimum grade of seventy percent (70%). If a licensee fails the exam, they will be permitted to take the exam again until a passing grade is achieved.
- (16) Online/internet courses shall be treated as correspondence courses for continuing education purposes, as set forth in subsection (11), above.
- (14) Discontinue allowing an instructor to conduct a course or seminar upon receipt of notice pursuant to subsection 5J-17.043(6), F.A.C., and provide timely confirmation of same as required by that rule.

Please verify the following: The instruction method for each course (online, correspondence or in person); the provider and course numbers are on all promotional materials and course advertisements; attendance records are maintained for four years; no instructors are currently under discipline; and that a written exam is given for online and correspondence courses. With the increase in online courses due to the pandemic, providers may not realize that 5J-17.044 requires online courses to be treated as correspondence courses which require a written exam.

If you have any questions, please do not hesitate to contact me.