



CONTINUING ED REVIEW COMMITTEE

FEBRUARY 11, 2021

Florida Department of Agriculture and Consumer Services • Nicole "Nikki" Fried, Commissioner
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AGENDA

**BOARD OF PROFESSIONAL SURVEYORS AND
MAPPERS**

CONTINUING EDUCATION REVIEW COMMITTEE

VIRTUAL MEETING

THURSDAY, FEBRUARY 11, 2021

***(Meeting starts immediately following the General Business – Part I and
Application Review Committee)***

COMMITTEE MEMBERS:

Frank Conkling, Committee Chair
Iarelis Hall
Nick Campanile

- I. CALL TO ORDER/ROLL CALL
- II. REVIEW OF THE OCTOBER 2020 CONTINUING EDUCATION MINUTES
- III. NEW PROVIDER APPLICATION FOR CONSIDERATION
 - 1. R. THOMAS SNOW, LS5561
- IV. DISCUSSION ON CONTINUING EDUCATION COURSE REVIEW
- V. NEW/OLD BUSINESS
- VI. PUBLIC COMMENT
- VII. ADJOURNMENT

1 MINUTES

2 BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS

3 CONTINUING EDUCATION REVIEW COMMITTEE

4 VIRTUAL MEETING

5 THURSDAY, OCTOBER 29, 2020

6 The meeting was called to order by Keith Fountain, Committee Chair, at 11:14 a.m.

7 **COMMITTEEMEMBERSPRESENT**

8 Keith Fountain, Committee Chair

9 David Schryver

10 Ia Hall

11 **OTHERSPRESENT**

12 Nick Campanile, Board Chair

13 Frank Conkling, Board Member

14 Steve Hyde, Board Member

15 Christopher McLaughlin, Board Member

16 Michael Zoltek, Board Member

17 George Grubbs, Board Member

18 Liz Compton, Executive Director

19 Regenia Lee, Government Analyst

20 Amanda McKibben, Board Counsel

21 Olorunfunmi Ojetayo, Prosecuting Attorney

22 Corey Fedrick, PSAM Investigator

23 Robin Petzold

24 Howard Ehmke

25 Willis R. Howell

26 Lou Campanile

27 Joshua Lee

28 Brian Bellino

29 Alvin Gloer

30 Dennis Layton

31 Gail Oliver

32 Don Elder

59 **REVIEW AND APPROVAL OF THE JULY 2020 CONTINUING EDUCATION REVIEW**
60 **COMMITTEE MINUTES**

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62 After discussion, the following motion was made:

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64 MOTION: Ms. Hall made a motion to approve the July 2020 meeting minutes.
65 SECOND: Mr. Schryver seconded.
66 ACTION: The motion passed unanimously.

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68 **NEW PROVIDER FOR CONSIDERATION**

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70 **NICHOLAS EDWIN / CAD DEPARTMENT**

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72 After discussion, the following motion was made:

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74 MOTION: Mr. Schryver made a motion to **APPROVE** the application for Nicholas Edwin/CAD
Department, to become a continuing education provider in the state of Florida.
75 SECOND: Ms. Hall seconded.
76 ACTION: The motion passed unanimously.

77 **DISCUSSION ON RANDOM REVIEW OF CONTINUING EDUCATION COURSES**

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79 Ms. Compton said that she thought that this subject warranted discussion by the Board. She said that she's heard concerns from surveyors regarding the content of continuing education courses given by the approved continuing education providers. She asked if the Board would like to consider conducting a random review of the courses and their content as allowed by Rule 5J-17.045. Mr. Hyde said that when the Rule was changed to take out the approval of continuing education courses by the Board, the thought behind this was to then randomly review courses of approved continuing education providers. Mr. McLaughlin read Rule 5J.17.045 to the Board verifying that the Board has the authority to evaluate providers and review courses. The Committee discussed on possible ways to conduct the review of the courses.

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81 **NEW/OLD BUSINESS**

82 NONE

83
84 **PUBLIC COMMENT**

85 Mr. Petzold commented that this is a nationwide issue. He said that the Board has the opportunity to review courses by people who are taking the courses for credit. He also stated that the Board could use past Board members to help with the review.

86 **ADJOURNMENT**

87 The meeting was adjourned at 12:07 p.m.



**NICOLE "NIKKI" FRIED
COMMISSIONER**

**Florida Department of Agriculture and Consumer Services
Division of Consumer Services
BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS
CONTINUING EDUCATION PROVIDER APPLICATION**

Chapter 472, Florida Statutes

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Note: All documents and attachments submitted with this application are subject to public review pursuant to Chapter 119, F.S.

PROVIDER INFORMATION

Provider Name	R. Thomas Snow
Social Security Number /FEIN	[REDACTED]
Mailing Address	24 Bent Hickory Cir. Longwood, Florida, 32779 2624 Bent Hickory Cir. Longwood, Florida, 32779 tsnowbbq@gmail.com
Email address	
Website	
Business Phone	407-701-6101
Fax	

PROVIDER QUALIFICATION

I am a

- | | |
|---|------------|
| 1 A Surveyor with a Florida license to practice surveying who is not under disciplinary restriction | Yes |
| 2 A vendor of equipment or software used in the practice of surveying and mapping | No |
| 3 Employed by a regionally accredited educational institutional | No |
| 4 A commercial educator | No |
| 5 A member of state or national professional association whose primary purpose is to promote the profession. | No |

COURSE/SEMINAR DESCRIPTION

Describe in detail the type of Courses or Seminars you expect to conduct as a Continuing Education Provider

I would like to continue offering general and technical Surveying education courses geared toward enhancing the knowledge and expertise of Surveyors and Mappers.

AUTHORIZATION

I have carefully read the questions in the foregoing application and have answered them completely, without reservations of

any kind, and I declare, under penalty of perjury, that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause of the denial, suspension or revocation of any authorization as a Continuing Education Provider in the state of Florida for the profession for which I am applying. [X]

I have read Rule 5J-17.043, Florida Administrative Code, and acknowledge the responsibilities and requirements regarding offering and conducting courses, as well as, requirements governing the use of instructors currently "under discipline." [X]

I affirm that I have provided the above information completely and truthfully to the best of my knowledge. [X]

Applicant Signature: **R. Thomas Snow**

Signature Date: **12/28/2020**

CONTINUING EDUCATION COURSE REVIEW

Authority Citations

- 5J-17 gives the board the authority to review continuing education courses.

5J-17.043 Board Approval of Continuing Education Providers

(6) The Board and the Department retain the right and authority to audit and/or monitor programs and review records and course materials given by any provider approved pursuant to this rule. The Department shall rescind the provider status if the provider disseminates any false or misleading information in connection with the continuing education programs, or if the provider fails to conform to and abide by the rules of the Board.

5J-17.045 Evaluations of Continuing Education Providers

1) The Board shall evaluate continuing education providers by:

- (a) Observing such courses or seminars; and,
- (b) Reviewing the files of the provider to gain information about any course or seminar offered to professional surveyors and mappers for credit.

- In addition to verifying that CE provider technical requirements are met, the board can ensure a course enhances the work product of a professional surveyor and mapper.

5J-17.044 Obligations of Continuing Education Providers.

(13) Provide courses or seminars designed to enhance the education of surveyors and mappers in the practice of surveying and mapping.

Board Member Audit

- Determine whether the course contains any false or misleading information. Ensure course is up to date on statute/rules. Review course materials and observe instruction.
- Determine if course is related to surveying/mapping. If not, alert the executive director for follow up.

5J-17.044 Obligations of Continuing Education Providers.

To maintain status as a continuing education provider, the provider must:

(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. If courses are removed, or no longer offered at any point during the biennium, the continuing education provider shall notify the Board in writing within thirty (30) days. **Staff handles**

(2) Require each licensee to complete the entire course or seminar in order to receive a certificate of completion for the course or seminar. **Board member can be alert for participants who do not complete entire course.**

(3) Furnish each participant with an individual certificate of completion that contains the licensee's name, the licensee's license number, the provider name, the provider number, the course name, the course number, date of course completion, and the total number of credit hours fulfilled by the course. **Staff handles**

(4) Continuing education providers must provide their Department of Agriculture and Consumer Services continuing education provider number on all course advertisements. **Board member and staff review**

(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. **Staff can request attendance records**

(6) Providers must electronically provide to the Department a list of attendees taking a course within thirty (30) business days of the completion of the course. The list shall include the provider's name, the name and license number of the attendee, the date the course was completed, the course number and the total number of hours successfully completed. **Staff handles**

(7) If the instructor is receiving credit as set forth in subsection 5J-17.041(2), F.A.C., the instructor shall be listed as an attendee with the same information required above. **Staff handles**

(8) Providers shall maintain security of attendance records and certificates. For correspondence study courses, the provider must electronically supply the list of those individuals successfully completing the course by the 5th of the month following the calendar month in which the provider received documentation and was able to determine the successful completion of the course by the individual. **Staff handles**

(9) Ensure that all promotional material for courses or seminars offered to professional surveyors and mappers for credit contain the course number and the provider number. **Board member and staff review**

(10) Allow only one (1) continuing education credit for no less than fifty (50) minutes of classroom, audio or video instruction. **Board member audit to ensure course time**

(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. **Board member audit ensures exam is given.**

(12) Notify the Board within fourteen (14) days of any change in the address or telephone number of the provider. **Staff handles**

(13) Provide courses or seminars designed to enhance the education of surveyors and mappers in the practice of surveying and mapping. **Board member audit**

(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. **Staff handles**

(15) All information or documentation, including electronic course rosters, submitted to the Department shall be submitted in a format acceptable to the Department. Failure to comply with time and form requirements will result in disciplinary action taken against the provider. After a licensee's completion of a course, the information must be submitted to the department electronically no later than thirty calendar days thereafter. However, the continuing education provider shall electronically report to the department completion of a licensee's course within ten days beginning on the 30th day before the renewal deadline or prior to the renewal date, whichever occurs first. No provider may reapply for continuing education provider status until at least two (2) years have elapsed since the entry of any final order against the provider. **Staff handles**

(16) Online/internet courses shall be treated as correspondence courses for continuing education purposes, as set forth in subsection (11), above.

(10) The board shall issue an order requiring a person or entity to cease and desist from offering any continuing education programs for licensees, and fining, suspending, or revoking any approval of the provider previously granted by the board if the board determines that the person or entity failed to provide appropriate continuing education services. The fine may not exceed \$500 per violation. Investigations and prosecutions of a provider's failure to comply with its duties under this section shall be conducted under s. 472.033.