

FLORIDA ASSOCIATION OF CODE ENFORCEMENT
EXAMINATION REGISTRATION FORM

CHECK AS APPROPRIATE:

- LEVEL I LEVEL II LEVEL III
 RETAKE

DATE OF EXAM
EXAM TIME

NAME _____

AGENCY NAME _____

MAILING ADDRESS _____

DAYTIME PHONE _____

FAX _____

E-MAIL _____

EXAM FEES:

F.A.C.E. Members: \$75.00 if post marked by **(please call 813-974-2345 for cut-off date)** or \$110.00 if payment is received after that date. P.O.'s must be provided prior to the cut-off date to avoid the higher fee.

Non-Members: \$110.00

Refunds must be requested in writing no less than three days prior to the exam date. Fees will be refunded less a \$20.00 administrative fee. Beyond this date all monies are forfeit.

A \$15.00 fee applies to all rescheduled exams.

Enclosed is payment of \$_____ P.O. #_____

To Pay by Credit Card, please fax this registration form FIRST to 407.317.7750 then have the cardholder contact our office at 407.235.3960.

AFFIDAVIT

I hereby certify that I understand the secure and confidential nature of the examination, and swear or affirm that I will not reveal the contents to anyone. By my signature, I affirm that I will abide by the rules of the examination. I understand that I must complete all the class hours before being eligible to take the exam.

I hereby certify that I understand that the payment required for this examination is solely my responsibility. I acknowledge and agree that if my employer or any other entity or person that may have agreed to pay for me to take this exam fails to make timely and complete payment, I will be billed for said payment. I understand that if timely payment is not made, this account may be turned over to collection and I may be assessed additional collections costs.

SIGNATURE (Registrant must sign on line above)

MAKE CHECKS PAYABLE TO:
University of Central Florida.

SIGN REGISTRATION FORM AND MAIL ORIGINAL to:
The John Scott Dailey
Florida Institute of Government
University of Central Florida
36 W. Pine Street, Suite 204
Orlando, FL 32801-2612

An original of YOUR signature must be on file at UCF.

Questions? **Please contact us:**
Telephone: 407-235-3960
Fax: 407-317-7750
E-mail: iog@mail.ucf.edu

IMPORTANT:

At the examination site you must have:

- Your entry card (sent to you with confirmation of your registration).
- Picture Identification.

You will not be allowed into the site, or to take the test, without showing these items.

The exam will be given at the: Hyatt Place Busch Gardens, 11408 North 30th Street, Tampa, FL 33612. Located near the University of South Florida (USF).

For directions please call Teralynn Patterson at 813-974-2345.

EXAMINATION REGISTRATION

FLORIDA ASSOCIATION OF CODE ENFORCEMENT CERTIFICATION: LEVEL (X)

HOW TO ATTEND: Fill out and return the registration form to the Florida Institute of Government at the University of Central Florida. Please include fee payment either by check or a purchase order. A written confirmation and entry card for the examination will be mailed to you.

CERTIFICATION: After completing the requisite (#) hours for the Level (#) course, Code Enforcement officials must successfully pass an examination in order to receive certification. The test will be given on EXAM DATE AND LOCATION.

To take the exam, fill in the enclosed Examination Registration Form and return it, with payment of \$75 (members), \$110 (non-members), **post marked no later than XX/XX/XXXX**. Registrations received after that date will cost \$110. Refunds must be requested in writing no less than three days prior to the exam date. Fees will be refunded less a \$20.00 administrative fee. Beyond this date, all monies are forfeit. A \$15.00 fee applies to all rescheduled exams.

Please call the Florida Institute of Government if you have a disability that prohibits your from taking the examination under standard conditions.

THE FLORIDA ASSOCIATION OF CODE ENFORCEMENT (F.A.C.E.) was established to study and advance the science and practice of Code Enforcement statewide through training, certification and the exchange of ideas, information and techniques. In cooperation with the Florida Institute of Government at UCF, F.A.C.E. has developed curriculum for Level I Certification: *Fundamentals of Code Enforcement*, Level II Certification: *Administrative Aspects of Code Enforcement*, and Level III: *Legal Issues in Code Enforcement*.

THE JOHN SCOTT DAILEY FLORIDA INSTITUTE OF GOVERNMENT at universities throughout the State provides professional development, training opportunities, and technical assistance to state and local governments.

For more information about Code Enforcement Certification, please contact
Susan Pruchnicki, Florida Institute of Government at UCF
407.235.3960 FAX 407.317.7750

For more information about F. A. C. E., contact
Janet Csomos, President 863.581.7366
janet.csomos@lakelandgov.net