



## Instructor Requirements:

Instructor approval is based upon a person's training, experience and expertise in the subject of the course. The instructor must be qualified by education or experience, to teach the course, or parts of the course as submitted. Any person with a four-college degree or graduate degree is qualified to teach any course in their field of study. Any state certified fire protection system contractor with at least five years experience may teach any technical course within the scope of the contractor's license; however, no contractor whose license is suspended or revoked as a result of administrative action shall teach any course or serve as a continuing education course instructor. **Attach instructor qualifications.**

Name of  
Instructor: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Number Street

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I understand continuing education coursework approval is valid for two years from the date of issue, provided no substantial change is made in the course.

I understand that each approved course will be assigned a course number and the course will be identified by course title as submitted and the number of continuing education hours awarded. I further understand that the course number must be used in the course syllabus, in all other course materials used in connection with the course and in all written advertising materials.

At the conclusion of each course, I understand each student will be provided a course certificate, which includes the course number, course title, date of course and course hours. I further understand, that a course sign-in sheet or roster shall be supplied to the Regulatory Licensing Section within 30 days of the conclusion of any offering of an approved course. The sign-in sheet or roster shall contain the following information: course name; course number; course provider; date course was offered; duration of course; contractor name; contractor number; contractor signature. In the case of interactive distance learning courses, in lieu of the original sign-in sheet required above, the course provider shall maintain and provide records of the registration log-in, course access log, and course completion, which shall contain all the information required above. In lieu of providing a document with the contractor signature, the course provider shall provide the contractor identity verification data, which shall include the contractor password and the contractor's mother's maiden name.

I understand that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duties is guilty of a misdemeanor of the second degree, pursuant to Section 837.06, Florida Statutes.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE:**

DATE RECEIVED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_