

Charlie Liem, Interim Secretary

Charlie Crist, Governor

2/26/2010

ERIC H. COFFIN  
GREEN ENERGY ENGINEERING, INC.  
606 14TH AVENUE NORTHEAST  
ST. PETERSBURG FL 33701

Client: 0206
File: 2211
Application: 2621
I/O: 8466427

RE: ARCHITECTURE CONTINUING EDUCATION

Dear ERIC H. COFFIN:

The following architecture continuing education program(s) has been approved pending ratification by the Florida Board of Architecture and Interior Design:

**Course Name:** PRINCIPLES OF ENGINEERING ECONOMY  
**Course Number:** AR.04 (9877977)  
**Level:** LEVEL III  
**Delivery method:** CLASSROOM

**Approved Contact Hours:** 4

Your assigned provider number is 2086 (0004744). The course certification will remain in effect through 2/25/2012, at which time the course must be renewed in order to preserve approval status.

Please be reminded that as changes or updates in the course material occur, notification of same must be forwarded to the Board office for review and included in the course file. Course materials should be modified to conform to changes in rules, statutes, codes and standards. **The department or the board must approve such modifications before they may be incorporated into the course material.** Furthermore, if you plan to change other parts of your course (i.e., course outline, increase/decrease contact hours, etc.) or if an instructor must be added or changed, you must re-submit the course for approval. In doing so, you must provide for review only the information applicable to the change. For example, if the instructor is changing, only the new biography/resume must be submitted for review and approval. However, when changes to a course are significant (for example, expansion of course with new title, restructuring of course into separate parts, etc.) this type of submission will require the assignment of a **new** course number, the following information and documentation must be provided for Committee review.

- a) One (1) copy of the course content/curriculum;
- b) Class schedule/outline of contact hours;
- c) Biographies of the prospective instructors;
- d) A copy of the completed **Continuing Education Program Application** and;
- e) \$25 new course application fee.

Please take time to review the Continuing Education Provider Handbook. Pay special attention to the course evaluation forms. With regard to course evaluation, please be reminded that members of the Board and/or its sub-committees may visit your courses in order to review content and rule compliance.

Providers should furnish class participants with sufficient documentation, which will serve to verify course attendance. The documentation should identify the participant name and address, Board recognized course number, date of attendance and instructor, as well as the additional information required under Provider Responsibilities (Page 8).

In closing, you are reminded that as an approved provider of architecture continuing education, you are automatically certified to offer interior design continuing education courses. However, the courses must be approved in advance by the Interior Design Continuing Education Task Force. In order to have programs reviewed for interior design certification, you will be required to submit completed applications along with a \$25.00 per course fee.

If you have questions or need additional information, please feel free to contact me at 850.921.8215.

Sincerely,

Suzanne Lee  
Sr. Management Analyst Supv.  
Education Provider Services  
Bureau of Education and Testing