



# Florida Redevelopment Association

## 2012 Program Official Application/ Registration

### **Course: Operations & Capacity Building**



# About the Redevelopment Academy

The **Redevelopment Academy** is a certification program designed to promote a level of knowledge and professionalism in the field of redevelopment. It also encourages development and maintenance of professional competence for practicing redevelopment administrators.

While the Florida Redevelopment Association (FRA) certifies that individuals meeting the criteria for successful completion of the academy program demonstrate certain competencies, the FRA expressly withholds any opinion as to the capability of any individual to successfully perform in a given position. Prospective employers and employees must make that decision.

The FRA encourages prospective employers and employees to share information regarding the requirements of the position and the capabilities of the candidate in a forthright manner to promote sound employment and professional decisions.

The goals of the redevelopment academy are:

- To train economic redevelopers in Florida to successfully steer public policy through public-private partnerships;
- To educate the leadership of the state on the benefits and need for economic redevelopment;
- To provide an industry standard for redevelopers in the State of Florida;
- To provide a service and benefit to the FRA membership while promoting the services offered by the association;
- To be a resource to all members throughout the state; and
- To provide practical, practitioner-based education of consistently high quality.



# Most Commonly Asked Questions

## **What is a certified redevelopment administrator?**

For purposes of the academy, a redevelopment administrator is defined as an employee, manager or executive level officer of a Community Redevelopment Agency (CRA) or a Downtown Development Authority (DDA/DIB) in Florida.

## **What is a certified redevelopment professional?**

For academy purposes, it is defined as an elected or appointed official, employee, consultant, Main Street administrator or board member of a redevelopment entity.

## **How do I apply?**

Mail in a completed application /registration form, attach all required documents, with payment to the FRA Academy, Florida Redevelopment Association, 301 S. Bronough Street, Suite 300, P.O. Box 1757, Tallahassee, FL, 32302-1757, by July 10, 2012.

## **What are the minimum requirements for taking the courses and exams?**

You must be a member of the FRA and meet all of the criteria as outlined in this packet.

## **How many courses or modules must I take?**

Five must be completed for certification. Two courses (Redevelopment 101 and Operations and Capacity Building) must be taken as the core courses, but the three (electives) may be completed in any order.

## **How many exams must I take?**

After each course, there will be an exam that must be passed.

## **What is the cost of the program?**

The cost is **\$295.00** per module for the administrator track and **\$395.00** for the professional track, which includes study materials. The cost for taking the test without the course is **\$395.00**; however, no study materials are provided. If you are not deemed eligible for the academy upon application, or your status changes and you have already paid for a course, your money will be refunded in full by the FRA within 30 days.

## **What if I don't pass the exams on the first try?**

A course module and exam may be taken one additional time at no cost to the candidate.

## **What does is meant by the term "test out"?**

After taking the two core modules, a member may take the test for additional courses without hearing the course presentation. However, there may only be one attempt at testing out per module, and study materials are not provided. Should a member fail the test under these circumstances, he or she must take the course and sit for the exam again to continue in the program. The cost of testing out is the same as taking the module course.

**How frequently are the courses and exams given and when?**

The courses and exams are given twice a year – once in conjunction with the FRA Annual Conference and once in the spring/summer. Other classes may be offered periodically.

**How important is it to review the study guide prior to the training?**

There is material in the study guide that will not be covered in class but will be on the test.

**How will I be notified that I have been accepted or not accepted as a candidate?**

Candidates will be notified by email of their acceptance into the academy by the Florida Redevelopment Association office. Upon acceptance, the candidate will be sent the study material via regular mail. If not accepted, the candidate will be notified by email and a full refund will be sent to the applicant within 30 days.

**What is the application deadline?**

Applications must be received by July 10th. This is to ensure that the applications and registrations can be processed in time to allow for adequate preparation for the courses.

**Can I send in partial information?**

Yes, but if all of the information or payment is not received by the deadline, we cannot guarantee space. Eligibility for acceptance into the academy, sitting for the module and comprehensive exams, and awarding of the certification are determined by the information provided on the official application form and accompanying documents. Please be as complete and specific as possible.

**What are the general eligibility requirements?**

To be eligible to take the courses and sit for the tests in the program, an applicant must at the time of application:

1. Be an FRA member.
2. Meet the educational and experience criteria for the specific track applied for, outlined in the following pages.
3. Submit a letter from the current employer (if required) or another reference, recommending them for certification.
4. Complete the application form.
5. Attach the required documents.
6. Attach/send in payment or credit card information.
7. Sign and accept the FRA Code of Ethics.
8. Be approved by the FRA Certification Committee or the Board of Directors.

If an individual who meets the eligibility requirements is accepted into the Academy but later becomes unqualified, he or she may continue through the certification process and become certified upon completing the requirements within four years. There are two tract options for candidate applicants. One tract is for *redevelopment administrators* seeking certification, the other tract is for individuals who are working in the field as *redevelopment professionals*.

## Criteria for Redevelopment *Administrator* Tract

A “redevelopment administrator” is defined as “a current employee, manager, or executive level officer of a Community Redevelopment Agency or a Downtown Development Authority.” A person may also qualify as a redevelopment administrator if they are a contract employee who works in the CRA or DDA every day as a regular employee would.

For an individual to take the courses and tests for the redevelopment administrator track, he or she must comply with or meet these prerequisites:

1. Education: master’s degree (MPA, MBA, MURP, M-Eng, MUD or equivalent) plus two years experience at a senior level or four years in other experience as a redevelopment administrator...OR...master’s degree (other than above) or a bachelor’s degree (PA, BBA, Econ, Fin, Acct, Eng, Arch, Planning, Marketing, Management, or equivalent) plus four years experience at a senior level or six years in other experience as a redevelopment administrator.
2. Submit a copy of their resume demonstrating that they meet the minimum qualifications.
3. Submit copies of transcripts (all post secondary) documenting college degrees where appropriate.

If an applicant is denied, he or she may appeal this denial to the Certification Committee for review. Should the Certification Committee reject an applicant’s appeal, the decision may be appealed to the full Board of Directors.

## Criteria for Redevelopment *Professional* Tract

A “redevelopment professional” is defined as “an elected or appointed official, employee, consultant, Main Street administrator, or board member of a redevelopment entity”. Candidates must meet **one of the following**:

1. Be an elected, appointed or department official of local or state government.
2. Be a state or local government employee whose job is intimately involved in redevelopment efforts and who has attended at least one FRA Annual Conference in the last two years.
3. Be a board member of the FRA, a regional representative, or be a former Board member or regional representative within the prior five years.
4. Be employed as a consultant to a CRA, DDA or Main Street with a letter of recommendation from the agency, and who has attended at least one FRA Annual Conference in the last two years.
5. Be currently serving as a Main Street executive director, Main Street employee, or Main Street board member.
6. Be a member of a CRA/DDA board of directors.

Someone who is taking the courses for certification as a **Redevelopment Professional** may convert to the Administrator track if he or she attains the required experience or becomes employed by an entity as a **Redevelopment Administrator**. If an applicant is denied, he or she may appeal this denial to the Certification Committee for review. Should the Certification Committee reject an applicant’s appeal, the decision may be appealed to the full Board of Directors.



# Florida Redevelopment Association

## CODE OF ETHICS

The Florida Redevelopment Association is a professional organization dedicated to quality redevelopment in the state of Florida, and to providing training and individual development for professionals engaged in redevelopment administration. To further these goals, we the members of the Florida Redevelopment Association are enjoined to adhere to legal, moral, and professional standards of conduct in the fulfillment of our professional responsibilities, as set forth in this Code of Ethics. We shall conduct ourselves with integrity in all working relationships with public officials, staff, and the citizens whom we serve. We shall not condone or knowingly present any false or misleading information, or omit any information that is essential to making an informed decision. We shall abide by all applicable laws and regulations of the State of Florida and those of our individual local jurisdictions. We shall not be involved with, or by our actions condone, any illegal activity. We shall conduct ourselves objectively and not seek or accept personal gain that could influence the conduct of our official duties. We shall not use public resources for personal gain. We shall not reveal or improperly use confidential information. We shall accurately represent our professional qualifications, education, and affiliations.

### STATEMENT OF ACCEPTANCE

I hereby certify that I have read and do accept the Code of Ethics set forth above. I understand that failure to comply with these guidelines may result in revocation of the Redevelopment Certification.

**Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Date** \_\_\_\_\_

# Revocation & Disciplinary Actions

The FRA Certification Committee, referred to as the “Committee” in this section, shall handle all review matters. Appeals to the Committee’s decisions are to the Florida Redevelopment Association Board of Directors.

## I. Committee Review Procedures

After written notice and hearing, the Committee may revoke or may suspend, for a period not to exceed five years, any designation and certificate issued under these regulations; or may revoke, suspend or refuse to renew any designation and certificate under these guidelines; or may reprimand the holder of any such designation or certificate for any one of the following causes:

1. Certificate holder has been convicted of a work-related felony;
2. Certificate holder has been adjudicated mentally incompetent;
3. Certificate holder obtained his/her certificate using fraud or by misstatement of material fact;
4. Certificate holder identified or represented himself/herself as other than factual;
5. Certificate holder has violated provisions of the academy program;
6. Certificate holder has failed to accept the FRA Code of Ethics.

## II. Hearing and Review Procedures

The Committee may, on its own motion or on the complaint of any person, initiate proceedings to determine the eligibility of any person for the application, examination and certification of redevelopment administrator. If the Committee determines that a hearing is necessary, the following procedures will guide the Committee’s actions:

1. A written notice stating the nature of the charge or charges against the individual and the time and place of the hearing before the Committee on such charges shall be served to the individual not less than 30 days prior to the date of the hearing either personally or by mailing a copy of the notice by registered or certified mail to the last known address of the individual.
2. At any hearing the individual may appeal in person, produce evidence and witness on his/her behalf, cross examine witnesses, and examine evidence produced against him/her.
3. If, after having been served with the notice of hearing, the individual fails to appear at the hearing, the Committee may proceed to hear evidence against him/her and may enter a temporary verdict as shall be justified by the evidence, and a copy of such verdict will be sent by registered or certified mail to the last known address of the individual. The Committee may grant continuances upon written request and upon showing a good cause for failure to appear at such a hearing, set out in writing, signed by the individual and filed with the Committee. The Committee may reopen proceedings and permit the individual to submit evidence on his/her behalf, provided that the written request to reopen is filed with the Committee within 30 days after the date of the copy of the verdict has been mailed to the individual.
4. A recording of the hearing shall be kept, and if deemed necessary by the Committee, a transcript shall be ordered.



5. A decision of the Committee shall be by majority vote of the Committee.
6. Any person in disagreement with any decision of the Committee may file an appeal with the FRA Board of Directors. Such a motion must be filed within 15 days of the Committee's announcement. The Board of Directors will file a reply to a motion for rehearing within the 30 days after the announcement of the decision. The Board of Directors will hear the appeal within 60 days from the time it is filed.
7. If the certificate holder has been found guilty by the Committee of any of the grounds set forth and circumstances concerning this matter have changed, he/she may petition the Committee for a rehearing of his/her case. The Committee's decision on this rehearing shall be subject to the appeals process described above.
8. A verdict is final when the motion for rehearing is denied or when the time for filing a motion has passed.
9. Upon application in writing and after a hearing in accordance with notice, the Committee may issue a new certificate number to an individual whose certificate has been revoked; or the Committee may reissue or modify the suspension of any certificate that has been revoked or suspended.

### **III. Disciplinary Actions**

When the Committee finds an individual guilty of any of the charges set forth, it may enter an order imposing one or more of the following penalties:

1. Denial of an application;
2. Revocation of certification;
3. Suspension of certification;
4. Issuance of a reprimand; or
5. Placement of the certificate holder on probation as specified by the Committee.

*If you need assistance please contact Jan Piland at [jpiland@flcities.com](mailto:jpiland@flcities.com) or call (850) 701-3622.*