



***FRA-RA*™ REDEVELOPMENT ADMINISTRATOR CERTIFICATION**

***FRA-RA*™ REDEVELOPMENT PROFESSIONAL CERTIFICATION**

General Program Application

NOTE: If you are a new applicant, paperwork should be submitted one month prior to any course registration.



www.redevelopment.net

About the Redevelopment Academy

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

The goals of the redevelopment academy are:

- To educate on the benefits of and need for economic redevelopment;
- To provide an industry standard for professional 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 provide practical, practitioner-based education of consistently high quality.

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.



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) 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, other than a CRA or DDA, that engages in redevelopment activity.

How do I apply?

Mail in a completed program application form, attach all required documents, and send to the FRA Academy, Florida Redevelopment Association, 301 S. Bronough Street, Suite 300, P.O. Box 1757, Tallahassee, FL, 32302-1757. Documents may be sent electronically to jpiland@flcities.com or faxed to Jan Piland at (850) 222-3806.

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

You must meet all of the criteria as outlined in this packet. However, in order to receive a designation, you must be a member of FRA in good standing at the time of the designation.

How many courses must I take?

Five must be completed for certification (3 core courses and 2 electives). We have to date developed 5 courses: Redevelopment 101; Budgeting, Financing & Reporting; Operations & Capacity Building; Redevelopment Incentives; and Capitol Project Management. Redevelopment 101; Budgeting, Financing & Reporting; and Operations & Capacity Building are the 3 core courses.

How many exams must I take?

After each course (5), there will be an exam that must be passed.

What is the cost of the courses?

The cost is **\$295.00** per course 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. Non-member cost per course is **\$495**. 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 is meant by the term "test out"?

After taking the two core courses, 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 course.

How frequently are the courses and exams given and when?

The courses and exams are usually offered at least once per year. Two courses are offered in conjunction with the FRA Annual Conference and others 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 may appear on the test.

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

Candidates will be notified electronically of their acceptance into the academy by the Florida Redevelopment Association office.

What are the general eligibility requirements?

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.

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

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

Criteria for Redevelopment Administrator Designation (“FRA-RA”)

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.

For an individual to take the courses and tests for the redevelopment administrator designation, 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. NOTE: Non-members are not eligible for this designation.

Criteria for Redevelopment Professional Candidates ("FRA-RP")

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, employee, or board member.
6. Be a member of a CRA/DDA board of directors.

Someone who is taking the courses as a **Redevelopment Professional** may convert to the Administrator designation 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 or call (850) 701-3622.