

# General Program Application



Florida Redevelopment  
Association

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[www.redevelopment.net](http://www.redevelopment.net)

# About the Redevelopment Academy

The Redevelopment Academy is a designation 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 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 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, which engages in redevelopment activity.

### **How do I apply?**

Please send documents electronically to [jpiland@flcities.com](mailto:jpiland@flcities.com). To 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 or by fax (850) 222-3806, attention: Jan Piland.

### **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, Funding & Reporting; Operations & Capacity Building; Redevelopment Incentives; and Capital Project Management. Redevelopment 101; Budgeting, Funding & Reporting; and Operations & Capacity Building are the 3 core courses.

## **Testing**

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

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

### **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.

### **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.

### **Can I test out?**

If a candidate for designation wants to test out of an Academy non-core course, full registration and payment for the course (there is a box to indicate testing out option) must be submitted, and the FRA office will contact the candidate to coordinate the details with the instructor(s).

The rules and requirement for testing out are:

1. Testing out is only allowed for those members in good standing who have been admitted to the Academy for either the Administrator or Professional designations. The test will not be administered to anyone who has not been admitted to the Academy or to a non-member of the association. See the cost of taking the courses information on the testing out fee.
2. A candidate testing out will need to make arrangements to take the test at the location where the Academy course is being taught and the test is being administered. There will be no special proctoring or separate testing session for any member who wants to test out. The member who is testing out will receive the same test document as those course attendees taking the test after the teaching of the course.
3. There will be no testing out allowed for core courses. The three core courses are Redevelopment 101; Budgeting, Funding, & Reporting; and Operations & Capacity Building. It is the position of the association that these courses are critical to the efficient management and operation of a Community Redevelopment Agency program, and must be taken in person. There is a lot of give and take, and the sharing of experiences and information is very important.
4. All pre-class study material that is provided for an Academy course to those who attend the class in person will be provided to a member who wants to test out. Please be aware that there are things on the test that are taught through case studies and that are not included in the text of the pre-class class study material. A passing score for testing out is 80%.

5. A member will not be allowed to sign up for a module, not attend the training, and then show up at the end of the day to take the test.
6. Those members who are successful in testing out will be given full credit toward their FRA-Administrator or FRA-Professional Designation.

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

The cost is \$395.00 **per course** for the administrator designation and \$495.00 for the professional designation, which includes study materials and lunch on the day of the course. Non-member cost per course is \$595. The fee for testing out is \$395 (Administrator) or \$495 (Professional). (Note:

### **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 designation 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 designation.
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 designation process and become certified upon completing the requirements within four years.

# Criteria for Designations

## 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 of 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 of 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.

## Redevelopment Professional Designation (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

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.



