



**September 30, 2016**

**FRA Certification Attendees:**

I'm looking forward to seeing all of you on Tuesday, October 11th for the FRA "Budgeting, Funding & Reporting" certification course. We've got an ambitious day in front of us, so I want to provide a few guidelines for the classroom session:

- We'll start the session promptly at 9am, so please arrive early to sign in.
- The Certification Training will be conducted as an all-day course with a break for lunch (provided onsite). Please let me know at the beginning of the day if you do not intend to remain for the entire session.
- When we finish the training session around 4pm Tuesday afternoon, a Redevelopment Certification Exam will be administered for credit toward FRA Academy Designation of Redevelopment Administrator or Redevelopment Professional. The test takes approximately one hour.
- Attendees who are not candidates for Redevelopment Designation should feel free to opt out of the test, and I will ask attendees at the beginning of the day whether or not they intend to take the Certification Exam.
- No laptops or tablets during the session. Please keep phones on silent and out of sight. If you need to take a call or message, please step outside the classroom to do so.

Jan Piland will email you the Study Guide for the course. We ask that you printout the document (Study Guide is formatted for double-sided, color) and work from hard copy as there will be breakout group discussions.

If you have any questions before the session, please contact Jan Piland, FRA Executive Assistant at [jpiland@frcities.com](mailto:jpiland@frcities.com) or by phone at (850) 701-3622.

Let's plan for a challenging and rewarding day – fun is a requirement!

**Terrell N. Fritz, Fritz Geitner, Inc.**  
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