

**July 09, 2019**

**FRA Certification Attendees:**

I’m looking forward to seeing all of you on Friday, July 19 for the FRA **Infrastructure: Above Ground** 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 on Friday 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.

FRA Executive Assistant Jan Piland will email you the **Study Guide** for the course. We ask that you print out this document (formatted for color, double-sided) and work from hard copy during the class, as there will be breakout group discussions.

If you have any questions before the session, please contact Jan at jpiland@flcities.com or by phone at (850) 701-3622.

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

**Carol Westmoreland**

**FRA Certification Instructor**