

# Designation Program Guidelines



Florida Redevelopment  
Association  
[www.redevelopment.net](http://www.redevelopment.net)  
301 S. Bronough Street,  
Suite 300  
Tallahassee, FL 32301  
(850) 222-9684  
[www.redevelopment.net](http://www.redevelopment.net)

# About the FRA Redevelopment Academy

The 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 any given position.

## Q and A

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

You must meet the criteria outlined in this packet. If you have any questions about the requirements or process, please feel free to contact Jan Newton at [jnewton@flcities.com](mailto:jnewton@flcities.com), (850) 701-3622.

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

You may take any number of the courses. However, in order to receive the FRA-RA or FRA-RP designation after your name, we require that you take and pass five courses. The available courses are: CRA 101; Budgeting, Funding & Reporting; Capital Project Management; Housing as a Redevelopment Tool; Operations & Capacity Building; Creating and Using Redevelopment Incentives; Planning Strategically for Redevelopment and Infrastructure I-Above Ground.

**NOTE: *CRA 101; Budgeting, Funding & Reporting; and Operations & Capacity Building are the “core courses”.***

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

After each course (5), there will be a written proctored exam and you must receive a passing score.

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

The courses and exams are usually offered at least once per year. Courses are also offered in conjunction with the FRA Annual Conference. 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.

### **What are the requirements for graduation?**

In order to graduate and receive your designation certificate at the ceremony held at each annual conference you must have taken and passed all required courses prior to the week of conference.

### **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. Candidates who wish to apply for testing out will need to make arrangements with the FRA staff 3 weeks prior to the course date. 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 CRA 101; Budgeting, Funding, & Reporting; and Operations & Capacity Building.
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.
5. Those members who are successful in testing out will be given full credit toward their FRA-RA or FRA-RP Designation, as applicable.

### **Can I audit a course?**

Courses may be taken just to learn about a subject without taking a test. All fees and registration rules apply. Please notify the FRA three weeks in advance of the course date, in writing, of your request to audit a course. Students in the designation track will be given priority for registration in cases in which there is a need to limit class size.

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

The cost of each course is \$495. The non-FRA member cost per course is \$595. The fee for testing out is \$495 (Administrator and Professional).

### **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.

### **What are the general eligibility requirements?**

*If you DO NOT want to go to all five courses and seek an official FRA designation, this section is not applicable and can be skipped.* However you must submit an application form.

These requirements are only for those who are taking the courses in pursuit of an FRA-RA or FRA-RP Designation from the Florida Redevelopment Association.

Eligibility for acceptance into the academy, sitting for the module and comprehensive exams, and awarding of the designation are determined by the receipt of this information:

1. Resume, vitae or biography which clearly outlines the details of your experience and education
2. A written recommendation from employer/other reference for you as a candidate
3. Educational transcripts if you are applying for the FRA-RA designation
4. A signed copy of the FRA Code of Ethics (Page 5)
5. Approval of your application by the FRA Board of Directors.

**NOTE:** *If an applicant is denied, he or she may appeal this denial to FRA BOD for review.*

## **Qualifying Criteria for Designations**

### **Redevelopment Administrator Designation (FRA-RA™)**

***Available only to an FRA member.***

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 essentially fulfills the duties of the position above for a public entity.

For an individual to take the courses and tests for the redevelopment *administrator* designation, a candidate must have completed one of these combinations of education and experience as a redevelopment administrator

- Master’s degree (MPA, MBA, MURP, M-Eng, MUD or equivalent) + 2 years senior level experience
- Master’s degree (MPA, MBA, MURP, M-Eng, MUD or equivalent) + 4 years non-senior level experience

- Master's degree (other than above) with 4 years senior level experience or 6 years non senior level experience
- Bachelor's degree (PA, BBA, Econ, Fin, Acct, Eng, Arch, Planning, Marketing, Management, or equivalent) plus 4 years of senior level experience or 6 years non-senior experience

Required documents to apply for the Administrator track:

- Signed Academy Ethics Oath (Page 5)
- A copy of transcript or diploma (Please submit a copy of transcripts or proof of graduation for the highest level of degree obtained.) (for FRA-RA designation candidates)
- Your resume, bio or vitae
- Letter of recommendation
- Application

## Redevelopment Professional Designation (FRA-RP™)

### *Available only to an FRA member*

A redevelopment *professional* is anyone who is not an administrator but wants to know more about redevelopment in Florida. Examples are: a community volunteer, elected and appointed officials and employees of a government, a private sector employee, a consultant or business owner, a realtor, a Main Street Manager or board member, or a Board member of a CRA or other non-profit.

Required documents to apply for the Professional track:

- Signed Academy Ethics Oath (Page 5)
- Letter of recommendation
- Application

***NOTE: Someone who is taking the courses and is a candidate for the FRA-RP designation may later convert to the FRA-RA designation once the minimum criteria have been met. When you meet the criteria for RA candidacy, contact the FRA office with proof that you now meet the requirements.***

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

Please send the documents outlined in this document electronically to [jnewton@flcities.com](mailto:jnewton@flcities.com).

# FRA 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 Academy.

Signature \_\_\_\_\_

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

Date \_\_\_\_\_

# Revocation & Disciplinary Actions

The Florida Redevelopment Association Board of Directors (BOD), shall handle all matters of review.

## I. Review Procedures

After written notice and hearing, the FRA BOD 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;
5. Certificate holder has failed to accept the FRA Code of Ethics.

## II. Hearing and Review Procedures

The FRA BOD 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 Academy of redevelopment administrator. If the FRA BOD determines that a hearing is necessary, the following procedures will guide the FRA BOD'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 FRA BOD 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 FRA BOD 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 FRA BOD 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 FRA BOD. The FRA BOD 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 FRA BOD 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 FRA BOD, a transcript shall be ordered.
5. A decision of the FRA BOD shall be by majority vote of the FRA BOD.

6. Any person in disagreement with any decision of the FRA BOD may file an appeal with the FRA Board of Directors. Such a motion must be filed within 15 days of the FRA BOD'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 FRA BOD of any of the grounds set forth and circumstances concerning this matter have changed, he/she may petition the FRA BOD for a rehearing of his/her case. The FRA BOD'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 FRA BOD may issue a new certificate number to an individual whose certificate has been revoked; or the FRA BOD may reissue or modify the suspension of any certificate that has been revoked or suspended.

### III. Disciplinary Actions

When the FRA BOD 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 Academy;
3. Suspension of Academy;
4. Issuance of a reprimand; or
5. Placement of the certificate holder on probation as specified by the FRA BOD.

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