



Instructor Agreement

Continuing Education Procedures:

The Florida Swimming Pool Association (FSPA) is an approved education provider for the Construction Industry Licensing Board (CILB), the Electrical Contractors Licensing Board (ECLB) and the Board of Landscape Architects (BOLA) of the Department of Business and Professional Regulation (DBPR).

The education Providership belongs to the FSPA who is responsible for ensuring all regulations are followed, including the way in which instructors present the course. Failure to follow all the regulations set forth for providers may result in the revocation of FSPA's Providership. If the Providership is revoked, the FSPA can no longer offer CE courses to industry professionals.

Instructor Guidelines for Presenting Under the FSPA Providership:

1. Follow the course syllabus and outline as approved by the CILB/ECLB/BOLA.
2. Ensure the presentation runs for the appropriate amount of time. When a course is approved, it is approved for a specific number of CE credits which correspond with the amount of time it takes for instruction. A 50-minute course is 1-CE credit. A 100-minute course is 2-CE credits. Presentations that end early put the providership at risk.
3. CE courses are not allowed to be sales courses and may not promote any one product or company, **they must be generic**. Course content, presentations, handouts or other materials may NOT include any logos, products or promotions of any kind. This includes refraining from discussing other products, companies or people in a negative manner.
4. Sign the attendance roster.
5. Use non-discriminatory words in verbal and written communications. Review your material and substitute asexual words such as sales representatives or sales person instead of salesman. Refrain from using labels, (e.g., referring to women as "girls"). Eliminate sexist language in your handouts (i.e., replace masculine pronouns with he or she, or reword sentences or phrases).
6. Avoid discriminatory jokes (e.g., belittling a person's sex, race or age, or perpetuating a stereotype).
7. Introduce panel members in a non-sexist manner. Avoid references to personal/physical attributes.
8. Avoid visual aids that show people in stereotypical roles. Regardless of sex, race, age groups, etc., present individuals without bias.

FSPA reserves the right to exclude instructors/companies from future FSPA sponsored events if the above guidelines are not adhered to. Questions? Call Brittany Cagle, Workforce Education Program Manager, at 941-952-9293 or email brittany@floridapoolpro.com.

By signing below you agree to abide by the FSPA Continuing Education Policy and Procedures.

Name: _____ Signature: _____

Date: _____