

Condominium	718.112(2)(d)4.b., F.S.,	61B-19.001, F.A.C.
Cooperatives	719.106(1)(d)1.b., F.S.,	61B-75.0051, F.A.C
HOA-	720.3033(1)(a), F.S.	
Mobile Homes	723.006(14)(a), F.S.,	61B-30.008 F.A.C.

GUIDELINES FOR BOARD MEMBER CERTIFICATION APPROVAL

Florida Division of Condominiums, Timeshares, and Mobile Homes

Board Member Certification Courses may be created for any of the following association types: Condominiums, Cooperatives, HOA, or Mobile Homes. This can be singular course(s) or combination, for any of the Association types.

A Board Member Certification course for any of the above listed Association types must be submitted to the Division of Condominiums, Timeshares, and Mobile Homes for review to become an approved provider. Your proposed Program and all presentation materials listed below should be submitted to ctmheducation@myfloridalicense.com. This will be reviewed within 2-4 weeks. An Education Section Team Member will be in contact if there are questions during our review process.

** Division course approval DOES NOT equate to provider, instructor, or course approval for "CEU" (Continuing Education Unit). If you seek information regarding CEU course or provider approvals please contact the DBPR's Bureau of Education and Testing at: 850-488-5952**

TO SUBMIT FOR DIVISION REVIEW:

- (1) Copy of all Materials including any handouts to participants must be submitted to the Division.**
- (2) Materials may NOT include any editorial comments.**

Also include the following information:

- Indicate which program area(s) you are submitting for course approval: (Condo, HOA, Cooperative, or Mobile Home)
 - A price list for the program
 - County name(s) where this will physically be taught, if not web-based*
 - Telephone contact for the course, if available *(This will be posted on our website),*
 - Best email contact for the course if available *(This will be posted on our website),*
 - Company website, if available. *(This will be posted on our website),*
 - Best provider email & Telephone contact for Division updates regarding this program. *(Not posted on our website, used for direct Division communications with Providers if needed).*
 - Please indicate if this will be intended to be a web-based* program.
- *Web-based refers to self-paced online courses*

(3)(a). CONDOMINIUM, HOA, COOPERATIVE PROGRAMS must cover at least four of the following topics in order to meet the requirements of an educational curriculum for board member certification.

- (a) Budgets and reserves
- (b) Elections
- (c) Financial reporting
- (d) Condominium/Cooperative/HOA operations
- (e) Records maintenance, including unit owner access to records
- (f) Dispute resolution
- (g) Bids and contracts

(3)(b) Mobile Home Programs must cover at least four of the following topics in order to meet the requirements of an educational curriculum for board member certification:

- (a) Homeowners' Association statutory rights and regulatory responsibilities to the association and the mobile home owners.
- (b) Elections.
- (c) Financial reporting.
- (d) Association operations.
- (e) Records maintenance, including mobile home owner access to records.
- (f) Dispute resolution.
- (g) Homeowners' Association Formation.