

Florida Department of Environmental Protection (DEP)

Florida Stormwater, Erosion, and Sedimentation Control Inspector (FSESCI) Training Program - Instructor Guidelines and Agreement

These guidelines are for instructors of the FSESCI Training Program. After agreeing to the terms and conditions, please initial each page, sign and date the last page, and email a scanned (or electronically signed) copy of the entire agreement to FSESCI@floridadep.gov.

DEP-approved instructors MUST follow all guidelines in order for inspector certificates of qualification to be issued through the DEP FSESCI Program. DEP may revoke "Approved Instructor" status if any of the agreed upon conditions are not met.

All instructors must have:

1. Attended the FSESCI Training Program Tier I and Tier II courses (or previous equivalent), administered by a DEP-approved instructor.
2. Passed the DEP-approved inspector examination with a score of 85% or higher.
3. Provided the DEP with a copy of their resume and narrative statement which have been evaluated and approved according to the **FSESCI New Instructor Requirements**.
4. Viewed the **New Instructor Guidance Webinar** Presentation.
5. Successfully completed their teaching audition with the Statewide Training Coordinator.
6. Completed this Instructor Agreement and emailed it to FSESCI@floridadep.gov.

As a DEP-approved instructor for the FSESCI Training Program, you agree to:

1. Teach at least one (1) inspector training class within one (1) year of being granted "Provisional Instructor" status to achieve "Active Instructor" status. If a "Provisional Instructor" fails to obtain "Active Instructor" status within one year they will be moved to "Inactive Instructor" status and be required to resubmit for new instructor approval. A "Provisional Instructor" may teach their qualifying class with other instructors but must upload the Class Submittal Package themselves in order to be granted "Active Instructor" status.
2. Notify the DEP of upcoming public and private classes by registering them at the Instructor Portal located at <https://www.fsesci.com/login/>. Class listings will be updated during the first few business days of the month from requests received during the previous month. Classes may be listed up to 11 months in advance.
 - a. For public classes, a registration link must be included with all details needed to register, including date, time, location, fees, payment details, important venue information, and instructor contact information.
 - b. Instructors must register private classes at least two (2) weeks in advance via the Instructor Portal.
3. Use DEP-approved materials for the inspector training class.
 - a. Includes current manual(s), PowerPoint presentations, examination, sign-in sheets, review workbook, handouts, and all other training materials available for download at <http://publicfiles.dep.state.fl.us/DEAR/FSESCI/>

Instructor Initials: _____

- b. The modification of any inspector training class material must be approved by the DEP Statewide Training Coordinator (FSESCI@floridadep.gov).
4. Follow the syllabus provided by DEP. **Classes must be a minimum of 8 classroom hours** in length in order to meet CEU and PDH requirements.
5. Notify the Statewide Training Coordinator with any necessary or suggested revisions to the approved materials.
 - a. Upload suggestions to <ftp://ftp.dep.state.fl.us/pub/incoming/FSESCI/>.
6. Administer and proctor **all** portions of the FSESCI Inspector course, including the DEP approved exam (Instructors are responsible for providing any special accommodations to students when requested).
7. Notify attendees of their final grade; exams may be graded immediately after the examination is given and students shall be informed of their grades either onsite or within 24 hours via email. Students who do not pass the exam with a 70% or better must retake the course AND exam at a future date in order to qualify as an inspector.
8. Refer to the **Class Package Submittal Guidelines** document on the instructor FTP ([publicfiles.dep.state.fl.us - /DEAR/FSESCI/Trainers/Class Package Submittal Guidelines/](http://publicfiles.dep.state.fl.us/-/DEAR/FSESCI/Trainers/Class%20Package%20Submittal%20Guidelines/)) for the list of required items needed to process your class and where to send them. You must submit the required materials **within 2 weeks** of administering the test so certificates can be issued.
9. Notify the DEP **within 2 weeks** of administering the test in-order for CEUs to be given to Division of Business and Professional Regulation (DBPR) licensed contractors and for the DEP Water and Domestic Wastewater Operator Certification Program.
10. Keep a current email address on file with DEP. Your email address and other information can be updated in the Instructor Portal. This email will be used to notify you of any changes to the program or curriculum. You are responsible for checking the email we have on file for these notifications.
11. Allow for the DEP Statewide Training Coordinator to freely observe any FSESCI Training Program course taught and cooperate with DEP Statewide Training Coordinator on any feedback provided.
12. Propose to the DEP Statewide Training Coordinator and get approval for distance learning methods for any courses taught during the event that in-person FSESCI courses are not allowed by the program temporarily.
13. Periodically review guidance documents and new program materials on the FTP, including Frequently Asked Questions (<http://publicfiles.dep.state.fl.us/DEAR/FSESCI/Trainers/Instructor%20Guidelines%20and%20Agreement%20and%20Instructor%20FAQ/>).

As a DEP-approved instructor for the FSESCI Training Program you agree **NOT** to:

1. Revise any materials provided by DEP for the FSESCI Training Program.
 - a. If revisions to the approved materials are necessary, please notify the DEP Statewide Training Coordinator. Either the Program's approved materials will be revised for all instructors, or you may be given permission to include specific revisions to your materials.

2. Use the course(s) or position as an instructor to promote or sell any products or merchandise associated with sedimentation and erosion control.
3. Share the presentations, examination, or examination answers with anyone who is not an active instructor approved by the DEP Statewide Training Coordinator.

The **DEP FSESCI Program or its contractor** will be responsible for the following:

1. Developing and maintaining the FSESCI Training Program database.
2. Posting registration links for all upcoming classes on the FSESCI website, <https://www.fsesci.com/schedule/>.
3. Notifying instructors of any revisions to approved training materials.
4. Providing guidance and support to instructors on how to implement the FSESCI Training Program.
5. Sending new and replacement electronic certificates to all inspectors who pass the approved exam.

All materials required by the DEP for the FSESCI Training Program will remain confidential and will not be shared with anyone who is not an active instructor approved by the DEP Statewide Training Coordinator:

Mr. Jared Searcy, Statewide Training Coordinator
Florida Department of Environmental Protection 2600
Blair Stone Rd., MS 3565
Tallahassee, FL 32399-2400

I have read the guidelines for the Florida Stormwater, Erosion and Sedimentation Control Inspector (FSESCI) Training Program and agree to follow these guidelines. I understand that DEP-approved instructors MUST follow all guidelines and DEP may deny approval of, suspend, or revoke my DEP-approved instructor status if any of the guidelines are not followed. Inspector certificates of qualification will not be issued by the DEP FSESCI Program for instructors who are not active on the date the exam is administered.

Signature

Date

Print Name

Instructor Number

**** EMAIL COMPLETED AGREEMENT TO FSesci@floridadep.gov ****

Instructor Initials: _____