



FLORIDA DEPARTMENT OF Environmental Protection

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Frequently Asked Questions for Existing Florida Stormwater, Erosion, and Sedimentation Control Inspector (FSESCI) Training Program Instructors

Q. Where can I find the most recently updated class materials?

A. The most up to date class materials can be found on the Instructor File Transfer Protocol (FTP) site, here: <http://publicfiles.dep.state.fl.us/DEAR/FSESCI/>. Materials are updated frequently, so please make sure you are visiting prior to every class to download the latest materials and look for the newest guidance documents. Materials can include Continuing Education Unit / Professional Development Hour forms and guidance, sign-in sheets, Zip-Grade bubble sheets, exams, flyer and syllabus examples, workbook, and more.

Q. How often should I look for updated materials?

A. For frequent trainers we recommend that you download fresh copies of the class presentations and class support material monthly, or at least every other month, as they will be updated much more frequently than in the past. Infrequent trainers should download class materials prior to each class.

Q. Do I need to get reapproved or recertify using the new process?

A. If you were previously certified as an instructor and can be found in the DEP database with an instructor number, you do not need to go through the new process. However, you should ensure that you have a signed Instructor Agreement on file with DEP. Please email admin@fsesci.com if you need to find out whether you are in the database or obtain your ins DEP at FSESCI@floridadep.gov instructor number. If you have any further questions, contact DEP at FSESCI@floridadep.gov. Note: it may be useful for returning instructors who teach infrequently or who have never taught to refamiliarize themselves using the same prerecorded webinar that new instructors are required to watch. The webinar can be found here:

<http://publicfiles.dep.state.fl.us/DEAR/FSESCI/New%20Trainer%20Candidates/>

Q. How do I ensure that I am up to date and able to teach classes?

A. Starting in 2018, to actively teach classes all instructors are required to read and sign an **Instructor Guidelines and Agreement** and submit it to DEP. This Agreement ensures that instructors are aware of current procedures and has information you will need to run your class and submit the package of materials after the class so certificates can be issued. The guidelines also contain links to class materials and

further guidance. You must return, or have already returned, the **Instructor Guidelines and Agreement** in order to teach FSESCI classes. If you have already signed and returned the **Instructor Guidelines and Agreement** previously you may download and review the most updated version, but you don't need to sign it. The most updated version can be found here:

<http://publicfiles.dep.state.fl.us/DEAR/FSESCI/Trainers/Instructor%20Guidelines%20and%20Agreement%20and%20Instructor%20FAQ/>

Q. How do I schedule classes? Do they have to be open to the public?

A. You can schedule classes by logging into the Instructor Portal here:

www.fsesci.com/login/ and clicking "Schedule Classes" in the top ribbon. You will fill out the form with your contact email, the date of the class, the location, and your class link. Your link should be to a website, PDF document, or a third-party sign-up service like Eventbrite, and it should contain all the information, including payment details if needed, for students to sign-up for your class. Classes that are available to the public will be listed here: <https://www.fsesci.com/schedule/>. If you wish to keep your class private for only your group, fellow employees, or company you can do so. In this case, you will select that option on the form.

Q. Can the class be taught virtually?

A. Yes, DEP allows instructors to teach remotely if they have had their virtual instruction and testing method approved by the FSESCI statewide training coordinator. If you are unsure whether you have been approved to teach virtually, please contact DEP at FSESCI@floridadep.gov. If you wish to teach an FSESCI class virtually, please see the Distance Learning Guidelines here:

<http://publicfiles.dep.state.fl.us/DEAR/FSESCI/Trainers/Instructor%20Guidelines%20and%20Agreement%20and%20Instructor%20FAQ/FSESCI%20Distance%20Learning%20Guidelines.pdf>

Q. Can I teach a one-day class?

A. Yes, but a teacher must have accumulated at least five standard two-day classes and have DEP approval before they may schedule a one-day class. A one-day class must have a minimum of eight hours of instruction time, not including breaks, lunch, review time, or test time. You can expect that a one-day class will be very long, over ten hours when all aspects are added together.

Q. Can I teach a class with another instructor?

A. Yes, you can split up the class and teach with more than one approved instructor. However, the class will be recorded in the database under only one instructor ID#, so decide which instructor should be recorded as the instructor of record.

Q. Where can I find answer keys for the exams?

A. You will need to contact FSESCI@floridadep.gov prior to teaching your first class for the answer key. If you teach infrequently, please check if there is a new test and key before each exam and if you teach frequently it is still best to check before each class, but you should check at least monthly.

Q. Can I use supplemental material like additional photos or physical props?

A. Yes. We recognize that our instructors bring with them a wealth of experience which often includes photo documentation which can be helpful to provide positive and negative examples of things seen out in the field. However, please do not add or remove anything from the slideshow presentations without DEP approval. If you have useful additions to the existing materials, they may be incorporated into the material for all instructors to use! Please contact DEP at FSESCI@floridadep.gov to suggest additional material that could be included in revised presentations. Props and physical examples of Best Management Practices are also excellent supplements to your class presentation.

Q. How can I offer Continuing Education Credits (CEUs) and Professional Development Hours (PDHs)?

A. The new instructor qualification process unveiled in August 2020 contains a requirement to provide a resume, and all instructors qualified after that point can automatically offer CEUs and PDHs. However, instructors qualified prior to 2020 may or may not be approved to offer CEUs. If you were qualified prior to 2020 and are unsure whether you can offer CEUs for your classes, please check the Instructor Portal at www.fsesci.com. If you wish to offer CEUs/PDHs and are not currently approved to do so, you will need to submit a resume demonstrating your experience and skills with stormwater, erosion and sedimentation control. Additional guidance on collecting information from students for the CEUs or PDHs is available from: <http://publicfiles.dep.state.fl.us/DEAR/FSESCI/Trainers/CEU/>

Q. What do I need to submit after I've completed a class?

A. Please see the **Class Package Submittal Guidelines** for a guidance document with details and check back prior to teaching each class to make sure they have not changed. The guidance can be found here: <http://publicfiles.dep.state.fl.us/DEAR/FSESCI/Trainers/Class%20Package%20Submittal%20Guidelines/>

Q. What are the functions of DEP's new contractor for the FSESCI Program?

A. DEP began a contract with Alfka, LLC beginning in March of 2020 to assist with many of the administrative functions of the FSESCI Program. Alfka has created a new program website (www.fsesci.com), manages basic day-to-day inquiries, maintains the database of inspectors and instructors, and sends out new and replacement certificates. Alfka can be reached at admin@fsesi.com.

Q. Can I make suggestions on improving the program or materials?

A. Yes! The FSESCI Program desires your feedback, new ideas, corrections, and information on the newest technologies and techniques. Please contact us at FSESCI@floridadep.gov.

Q. Who should inspectors contact for a replacement certificate or their Inspector ID#?

A. Inspectors should be directed to visit either www.fsesci.com/login/ where they can create an account in the Inspector Portal and print out a replacement certificate in PDF format, or to www.fsesci.com/verify/ where they may use the ID# search function to verify they are in the database.

Q. Do I need to make manuals available, and if so, how should I do so?

A. You do not need to provide a hard copy of the manuals to each student, but you do need to provide a link somewhere in your class material or during your registration process so they can access the manuals. Electronic copies of the manuals can be found here: <https://www.fsesci.com/downloads/>. The DEP does not provide hard copies of manuals. Some instructors provide a printed and bound manual to each student while others print and bind enough manuals for a class set to be used during training and returned at the end of class. Other instructors choose to provide a PDF version of the manual on an inexpensive thumb drive they give to each student; this thumb drive can also be loaded with other relevant material such as examples of SWPPP inspection forms and a copy of the NPDES Construction Generic Permit (CGP). You may want to consider this, especially if you are charging an attendance fee.