



FLORIDA IAS BUILDING DEPARTMENT ACCREDITATION

COURSE SYLLABUS

I. COURSE INSTRUCTOR

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II. COURSE DESCRIPTION

This two-day course will present the requirements of the *Accreditation Criteria for Building Departments, Code Enforcement Departments and Third Parties Providing Building and/or Property Maintenance Code Enforcement Services (AC251)* for Florida building departments and third-party providers, with attention to the required AC351 Quality Management System components related to specified Florida statutes. In addition, the course will present the onsite assessment process required to be successfully completed to achieve IAS Building Department Accreditation.

III. TARGET AUDIENCE

The target audience for this course are building department professionals that typically are involved in IAS Building Department Accreditation for a jurisdiction and include:

- a. Building Officials and Deputy/Assistant Building Officials
- b. Permit Technicians (Typically a Supervisory or Senior position)
- c. Plan Reviewers (Typically a Supervisory or Senior position)
- d. Inspectors (Typically a Supervisory or Senior position)
- e. Administrative/Management Analysts

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IV. STUDENT LEARNING OBJECTIVES

By the end of this two-day course, students will be able to:

- a. Name the standard applicable to IAS Building Department Accreditation for Florida building departments and third-party providers, and describe the Building Department Accreditation process.
- b. Name and describe the six elements of the Quality Management System required by AC251.
- c. Describe and give examples of timeliness, quality, and staff professionalism Service Goals for Permitting (Florida Statutes 553.792), Plan Review (Florida Statutes 553.791 and 553.792), and Inspection services required by AC251.
- d. Describe the differences between Service Goals Audits and Quality Management System Audits required by AC251.
- e. Describe an annual Management Review and the topics required to be addressed during annual Management Reviews.
- f. Name the qualities of Service Goals and Quality Management System internal Auditors required by AC251.
- g. List the documentation required to reflect conformance with the building department administrative duties mandated in the Florida Statutes applicable Milestone Buildings (Florida Statutes 553.899).
- h. Describe the required onsite assessment process for Building Department Accreditation.

V. HOW TO SUCCEED IN THE COURSE

To succeed in this course, students will

- a. Come to the class prepared and on time, ask questions when help is needed, and participate in class discussions.
- b. Achieve an average score of 70% or higher on the quiz given at the conclusion of each day of training.

VI. REQUIRED MATERIALS

Required course materials are:

- a. *Accreditation Criteria for Building Departments, Code Enforcement Departments and Third Parties Providing Building and/or Property Maintenance Code Enforcement Services (AC251)*, a copy of which will be provided to the students and is available at no cost at <https://www.iasonline.org/wp-content/uploads/2025/10/AC251-%E2%80%93-Final-July-2021-ed20251021.pdf>.

VII. COURSE TECHNOLOGY REQUIREMENTS

The course technology requirements are:

- a. A laptop computer for the instructor class presentation.
- b. A display screen for the instructor class presentation.
- c. A microphone and speaker(s) for the instructor class presentation.
- d. Electric power to tables occupied by the attendees.

VIII. COMMUNICATIONS EXPECTATIONS

Course attendees are expected to ask questions throughout the course. Students may communicate with the instructor in-person during the course, and by telephone and email after the course.

IX. COURSE DURATION

This two-day course is conducted in two parts over two days which are:

- a. Day 1: *Accreditation Criteria for Building Departments, Code Enforcement Departments and Third Parties Providing Building and/or Property Maintenance Code Enforcement Services (AC25)* and the accreditation process.
- b. Day 2: Building Department Accreditation onsite assessment process.

X. QUIZZES

A written quiz will be given to the attendees at the conclusion of each day of course instruction. A minimum average quiz score of 70% is required to pass the course.