

## Instructor Application

*Submit by Monday, July 3 at 2:00 PM*

Submit by email with subject line, "2024 EUTS Application" to Brittany Cagle at [brittany@floridapoolpro.com](mailto:brittany@floridapoolpro.com)  
**OR** Upload application materials to our DropBox at [tinyurl.com/EUTS-2024](https://tinyurl.com/EUTS-2024)

- Applications include this form, resume, syllabus, outline, and signed instructor agreement.
- Applications due no later than **July 3 at 2:00 PM**. Courses must be approved by the Florida CILB prior to opening registration, so we cannot accept any late applications for new courses after this deadline and we cannot accept any late applications for new courses after deadline.
- All CE Courses **MUST** be generic, non-product specific, and omit any company logos or promotions.
- **If you're interested in product-specific courses, please consider applying for a Learning Lab.**
- By submitting the course for CE approval, you agree to **provide the course presentation and supporting materials for show management review by Friday, December 15 at 2:00 PM.**
- Failure to provide the presentation for review may result in course cancellation.

**Instructor Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Best Time to Contact:** \_\_\_\_\_

**Course Title** (Concision is Key): \_\_\_\_\_

**Course Description (50 Words or Less):** (NOTE: used to promote your course in promotional materials. If course is offered in Spanish, please include the Spanish translation).  
 \_\_\_\_\_  
 \_\_\_\_\_

**Has this course been previously approved by CILB? If yes, what's the course #?**  
 \_\_\_\_\_

**Have you taught this course before? If so, when and where?**  
 \_\_\_\_\_

**Duration:** *Check one.*                       **1 CE Hour** (50 minutes)                       **2 CE Hours** (100 minutes)

**Category:** Check all that best apply to your presentation.

<input type="checkbox"/> Build/Repair	<input type="checkbox"/> Maintenance/ Cleaning	<input type="checkbox"/> Management	<input type="checkbox"/> Ensenado En Espanol
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**Track:** Check all that apply to your presentation:

<input type="checkbox"/> Chemistry	<input type="checkbox"/> Business	<input type="checkbox"/> Technology	<input type="checkbox"/> Building Code	<input type="checkbox"/> Commercial
<input type="checkbox"/> Standards	<input type="checkbox"/> Electrical	<input type="checkbox"/> Filtration	<input type="checkbox"/> Sanitation	<input type="checkbox"/> Residential
<input type="checkbox"/> Hydraulics	<input type="checkbox"/> Insurance	<input type="checkbox"/> Leak Detection	<input type="checkbox"/> Remodel	<input type="checkbox"/> Other

*I agree the information provided in this form is accurate to the best of my knowledge, and my course content is generic, non-product specific, and does not include any company logos or promotion. By submitting this course and materials for approval by the Florida Swimming Pool Association, I grant the Association ownership of the course and any relevant materials. I agree to submit my course materials (slides, etc.) for show management review by Friday, December 15 at 2:00 PM.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Course Syllabus Guidelines

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The course syllabus must address the following components for consideration by the Florida CILB. Please feel free to use the template provided below.

### **I. Course Description**

The course description must relate to the required general business or technical skills required of certificate holders or registrants, and/or relate to a specific category as defined in 489.105 (3), F.S.

### **II. Classroom Hours (1 CE Hour: 50 minutes; 2 CE Hours: 100 minutes)**

Each course offering must specify the total number of classroom hours, and non-classroom hours, required for the continuing education credit(s).

### **III. Overall Course Goal**

The overall goal of the course must relate to improvement in the quality of the contractor's performance and the construction industry.

### **IV. Performance Objectives**

The specific behavioral objectives must specify what the contractor will demonstrate once he/she/they has successfully completed the course. The intended performance is clearly and specifically stated to prevent any misinterpretation.

### **V. Method of Presentation**

The method of presentation must specify how the course contents are presented (lecture, discussion, multimedia presentation, etc.).

### **VI. Method of Evaluation**

The evaluation must specify the technique used to achieve the course objectives.

### **VI. Instructor Qualifications (Also Highlighted in 2024 Resume)**

Instructors must meet one (1) of the following Criteria:

- Completed a four-year (4) college degree, or graduate degree, in their field of study OR relevant experience within the field (requires approval)
- State Certified or Registered Contractor with at least five (5) years of construction experience in area of licensure
- Requested approval by the Construction Industry Licensing Board (CILB) regarding his/her/their qualifications (submit your resume with course application).

## **Course Syllabus Template**

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### **Course Syllabus**

**Florida Swimming Pool Association**

**CILB Providership #0000917**

**CILB Course #**

**Instructor Name:**

**Instructor Contact Information:**

**Minutes/ CE Credit Hour(s)**

#### **I. Course Description**

#### **II. Classroom Hours**

#### **III. Overall Course Goal**

#### **IV. Performance Objectives**

#### **V. Presentation Method**

#### **VI. Method of Evaluation**

#### **VII. Instructor Qualifications (Highlights one (1))**

**“Course Name” Outline**  
*Submit by Monday, July 3 at 2:00 PM*

**1 CE (50 Minutes)**

10 Minutes

Topic #1

- How do we get heat?
- Functions and limitations of heat pumps
- Limitations of installations of heat pumps

15 Minutes

Locations and Installations

- Best practices of installations
- Water flow recommendations
- Solar panels and heat pump placement

10 Minutes

Codes for Heat Pump Installation

- NEC codes and standards for installation
- Wind mitigation codes
- Florida pool codes regarding installation

15 Minutes

Heat Pump Functions, Service and Repairs

- Air temperature effects on COP
- Flow rates and variable speed pumps
- Electrical service operations

**Total:** 50 Minutes / 1 CE Credit Hour(s)