



CERTIFIED DISTRICT OFFICIAL PROGRAM



Program Description and Candidate Application



PROGRAM DESCRIPTION

The FASD Certified District Official (CDO) Program is offered through the Florida Association of Special Districts.

While the FASD Board has the responsibility for the CDO Program, the Education and Certification Committee oversees the program and provides peer review of the qualifications of a candidate.

Initial Certification

The CDO program is open to all elected officials from special districts in Florida. The CDO designation requires the completion of 25 hours of training in the educational components, or subjects, as noted below, in a two (2) year span. These educational components are offered at various FASD meetings and at the Annual Conference.

Component/Subject Areas	Hours Required
Board Relations with District Manager and Staff	4
Contract Management	2
Public Relations	2
Strategic Planning	4
Intergovernmental Affairs and Agreements	2
Financial Management and Audits	2
The Legislative Process	2
Election, Ethics, Sunshine Law, and Records Management	4
How to Conduct a Board Meeting and Governance	2
Special Districts Program	1
TOTAL	25

An interested elected official should register for the program with the application contained within this document. Any currently election official from a Florida special district is eligible. The application will be submitted to the Executive Director's office and then forwarded on to the



Education and Certification Committee Chair where the application will be shared with the Committee. If a candidate meets the qualifications, their name will be submitted to the FASD Board for approval. Once the 25 hours have been completed, the Education and Certification Committee Chair will make a recommendation to the FASD Board to confer the CDO designation.

Once the candidate successfully completes the hours, he/she will receive a certificate from FASD indicating they are a Certified District Official (CDO) and will be formally announced at the next scheduled Annual Conference. The CDO will be entitled to all rights and privileges according to that title, which includes the right to place “CDO” after their name as an indication of their credentials and accomplishment.

Re-Certification

The CDO designation will require bi-annual renewal. To maintain the certification, all CDOs will be required to attend FASD sponsored certified training programs, as well as completing 16 hours (Continuing Education Units, or CEUs) of verifiable training within the two (2) year period. In the event the CDO does not complete the required CEUs, they may request an extension from the Education and Certification Committee, as described below, to maintain certification. The FASD Executive Director will maintain a list of CDOs and contact them six (6) months prior to the end of the two (2) year period. Evidence of a successful completion of recertification requirements will be submitted to the Education and Certification Committee Chair.

A CDO who has not achieved the required CEUs must notify the Education and Certification Committee in writing informing them of their circumstances regarding why they were not able to acquire their CEUs in the allotted time. The following policy will apply in these cases:

1. Notification must be done prior to the end of their two (2) year certification period.
2. The Education and Certification Committee will then review the individual's circumstances.
3. The CDO will be placed on suspension not to exceed the time from one (1) Annual Conference to the next.
4. In addition to the needed CEUs, the CDO will be required to obtain additional CEUs within the given allotted time, as directed by the Education and Certification Committee, and pay a \$50.00 administrative fee for reinstatement.
5. While on suspension, the CEUs must be FASD CEUs.



6. He/she will not be able to acquire any CEUs toward their next re-certification until their suspension is lifted.
7. He/she must inform the Executive Director and/or the Education and Certification Committee Chair they cannot attend the FASD scheduled meeting, prior to the meeting, for the Committee to review the circumstances and reasons for non-attendance.

Continuing Education Hours

Continuing education opportunities will also be available at each annual conference and at some regular meetings. The applicable courses and the number of hours associated with each will be advertised with the conference or meeting announcement after approval from the Education and Certification Committee.

Courses can be submitted to the Education and Certification Committee Chair for acceptance. A CDO seeking additional CEUs from other sources must submit in writing a course description to the Committee prior to attendance for approval, as well as a copy of a certification or acknowledgement from the conference director and/or instructor showing their attendance. These items must be submitted to the Education and Certification Committee after their attendance to this course.



RESPONSIBILITIES

FASD Board and Executive Director

1. Program Management
2. Selection and appointment of Education and Certification Committee (5 members including appointment of the Chair)
3. Issuance of the CDO certification after completion of requirements
4. Print and provide certificates
5. Maintain list of active CDOs and re-certification dates which will be posted on the FASD website by the Executive Director
6. Collect and account for fees and pay expenses from the fees
7. Provide educational opportunities through annual conference and meetings

FASD Education and Certification Committee

1. Liaison with the FASD Board and Executive Director
2. Review candidate applications and perform verification
3. Review program and recommend changes to the FASD Board as necessary
4. Review and submit program descriptions for CEU approval



APPLICATION GUIDELINES

Below are the directions for the CDO application:

1. Individuals seeking the CDO designation must complete the application below and send the completed application to the FASD Executive Director's office. Documents will then be forwarded to the Education and Certification Committee Chair.
2. The form must be completed in its entirety. In the event there is an inquiry for which the candidate has no information, that element must be responded to with "N/A." Incomplete applications or failure to provide required documentation will delay the application process and may disqualify the candidate for the CDM certification.
3. Fees for the CDO Program as follows:

Certification:	FASD Members	\$250.00
	Non-FASD Members	\$350.00
Re-Certification:	FASD Members	\$50.00
	Non-FASD Members	\$150.00



PERSONAL AND SPECIAL DISTRICT INFORMATION

PERSONAL INFORMATION		
Last Name:	First Name:	MI:
Home Address 1:		
Home Address 2:		
Home City:	Home State:	Home Zip:
Home Phone:		
Mobile Phone:		
Fax:		
E-Mail:		
EMPLOYMENT INFORMATION		
Special District:		
Seat:		
Governing Board Official: (Circle One) Yes or No		
Work Address 1:		
Work Address 2:		
Work City:	Work State:	Work Zip:
Work Phone:		
Mobile Phone:		
Fax:		
E-Mail:		



CERTIFICATION STATEMENT

I, _____, (Candidate's Name) hereby certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statements or false documentation may subject me to disqualification, denial, or revocation of my professional designation credentials. I understand that the sole purpose in submitting this application, its contents, and attachments is to evaluate my qualifications for the recognized professional designation as a Certified District Official (CDO).

Candidate's Signature _____ Date _____

EDUCATION AND CERTIFICATION COMMITTEE REVIEW

I, _____, (Education and Certification Committee Member's Name) have reviewed this application and based on my findings, I hereby
 recommend DO NOT recommend this candidate for the CDO Program.

Reviewer's Signature _____ Date _____

Comments or Suggestions:



EDUCATION AND CERTIFICATION COMMITTEE

Chairman

Kevin Hart
South Broward Drainage District

Committee Members

Rena Smart
David Hoel
Burgess Hanson
Eric Jackson
Joe DeCerbo
James Angle
Lee Morris
Amy Tracy

Please send all application documents to:

Rachel Kruse in the FASD Executive Director's office via email at rachel@fasd.com. She will forward all documents to the Education and Certification Committee Chair.

Please call our office at (850) 999-1937 with any questions.