



# CONTINUING EDUCATION HOURS Request Form

*Please Print Clearly*

- Instructions:
1. Fill out the form in its entirety for a *proposed* course or one already taken.
  2. **Attach a course agenda, outline and/or course description.**
  3. Attach copies of certificates, sign in sheets or other proof of attendance, if applicable.
  4. Send the completed form and attachments to:

Susan L. Pruchnicki  
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 12443 Research Parkway, Suite 402  
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 407.882.3960 407.882.3968 (FAX)  
 Susan.Pruchnicki@ucf.edu

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Chapter Name: **GOLD COAST ASSOCIATION OF CODE ENFORCEMENT**

If applicable

Name & Title: **PAT UBER- PRESIDENT**

Of person submitting request

Address: **9551 W.SAMPLE RD, CORAL SPRINGS, FL 33065**

Of person submitting request (Street / City / State / Zip)

Phone #'s: **954-344-5955 OR CELL 954-448-2474, FAX-954-344-5927**

Of person submitting request (Both Work and Fax number)

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Course Title: Child Care Licensing

Course Date(s): May 23, 2013

Course Location: Lauderdale Lakes

Course Length (# 1.5 hours)

Course Instructor: Gail Custode of Broward County

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Briefly explain how the course is related to your job and/or the code enforcement profession:

Please see attached.

I can do 45-120 minutes depending on the number of attendees and questions and how much detail you want. Below is a sample Agenda of a 90 minute presentation on Child Care Licensing and Enforcement:

Duration	Topic
10 minutes	One – MISSION AND RESPONSIBILITIES Who we are and what we do
20 minutes	Two – 5 INTERNAL UNITS Background Screening, Quality Assurance, Monitoring, Enforcement, Quality Counts
10 minutes	Three – LEGAL v/s ILLEGAL & LICENSED v/s REGISTERED Alike and Different
25 minutes	Four – THINGS ABOUT WHICH TO CONTACT US Licensed / Registered (STANDARDS)
15 minutes	Five – THINGS ABOUT WHICH TO CONTACT US Unlicensed
10 minutes	Six – QUESTIONS and ANSWERS Audience Directed

As most of the information will actually be in the Power Point, I can shorten the time if necessary or target particular aspects if you prefer.

#### Bio:

I have been part of Broward County's Child Care Licensing Enforcement Unit since its inception 16 years ago. My primary responsibility for that unit is to identify, investigate, and close unlicensed programs or assist with bringing them into compliance with licensure. My purview includes homes, facilities, religious/church run programs, after-school programs, and camps throughout the County. In addition to that, I monitor Family Child Care Homes in southern Broward and act as the Family Child Care Home Team Leader. I assist potential Family Child Care Home providers with orientations on the "Steps to Become Licensed," provide ongoing technical assistance, organize Sector Meetings for licensed home providers, maintain the internal and external databases which allow us to post inspections online, and provide information to both County and State organizations for the purposes of Resource and Referral. As a Level 2 Facilitator, I also have the opportunity to further serve the County and its partners on an ongoing basis. Current Special Projects include spearheading the rewrite of the Family Child Care Home Ordinance and the "Look Before You Lock Campaign" partnership with the Early Learning Coalition and Children's Services Council.

W. Gail Custode