

**Department of Housing and Community Development
Regional and Local Code Academy
Annual Report**

Reporting year: FY__

Academy Name:

Prepared by:

Contact information:

Date Submitted:

1. Documents to attach

Written summary of all activities conducted, revenue collected and all expenditures

Final Summary Report

Annual Expense Report

Revenue Report

2. Provide the following information

A. Summary of local and state academy instructors used during accreditation period

Instructor name	Course(s) taught	Dates	Compensation

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B. Summary of locality personnel attending state academy programs

Personnel name	Course attended	Dates

C. Continuing Education or specialty courses: Provide narrative summary of courses provided, course descriptions, and methods of advertisement and effectiveness of advertisement.

Course title	Instructors	Course status	# of contact hours	# of locality students	# of non-locality students	Total cost