

Florida Department of Business & Professional Regulation
Division of Certified Public Accounting
File Upload Information and Instructions for Out of State License Holders

Overview:

CPE reciprocity is only available to non-resident Florida CPA licensees, who hold an active license in the state in which their office is located.

If the state in which the nonresident licensee's office is located has no CPE requirements for license renewals, the nonresident licensee must comply with Florida's CPE requirements.

A nonresident Florida licensee, seeking to renew their Florida CPA license may satisfy Florida's CPE requirements, if they have complied with the CPE requirements applicable in the state in which his or her office is located and by completing a Florida Board Approved Ethics Course.

Instructions:

If the nonresident is in compliance with the CPE requirements in the state where their office is located, prior to renewing their Florida license the licensee must do the following:

- 1) Login to your account in DBPR Online Services and submit an application titled "Request Licensed Out of State Designation"
- 2) Complete an Out of State Licensee CPE Acknowledgement Form
- 3) Complete a Florida Board Approved CPA Ethics Course
- 4) Log the ethics course in the CPE Reporting Tool in their DBPR Online Services Account
- 5) Upload copies of the Acknowledgement Form and a Certificate of Completion into the CPE Reporting Tool.

Important Links:

Out of State Licensee CPE Acknowledgement Form:

<http://www.myfloridalicense.com/dbpr/cpa/forms/dbprcpa14outofstate.pdf>

List of Florida Board Approved Ethics courses:

<http://www.myfloridalicense.com/dbpr/cpa/documents/BdApprovedEthicsList.pdf>

DBPR Online Services:

<http://www.myfloridalicense.com/DBPR/online-services/>

Instructions for Using the Reporting Tool

These instructions are to assist you with the process of entering the details of your Florida Board Approved Ethics Course and uploading the corresponding proof of completion to the Department of Business & Professional Regulation's Online Services portal.

Information you will need to be aware of when using the CPE Reporting Tool:

- The DBPR course code must be entered for the Board approved ethics courses.
- The file types this feature can accept are txt, ctx, gif, jpg, jpeg, png, tif, doc, rtf and pdf.

If you are using the out of state licensee path, you should only need to upload 2 files:

- 1) the Acknowledgement form and
- 2) a certificate of completion for the Florida Board Approved Ethics course

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However as information:

- The maximum size of any individual file may not exceed 2Mb
- The maximum size of all files being uploaded may not exceed 10Mb
- There is no limit to the number of files you may upload (up to 10Mb)

Step 1: Welcome to DBPR Online Services

Log in to your account. If you do not have an account and need to create one, select “Create My Account” at the bottom of the screen or follow the instructions [here](#).



[Contact Us](#)

Welcome to DBPR Online Services

New Users - Select Create My Account below to get started

Returning Users - Login

[DBPR Online Services Features and Steps](#)

Cookies must be enabled when using this site. Please read the [setup document](#) for assistance.

Public Services

[Apply for a New License](#)

[Public License Search](#)

[File a Complaint](#)

Login to Online Profile

=E-Mail/User ID:

=Password:

[Login](#)

[Forgot your password?](#)

[Forgot User ID?](#)

Create a New Online Profile

[Create My Account](#) ←

[Need Help Creating An Account?](#)

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Step 2: Functions.

Select the "Request Licensed Out of State Designation" tab.

The screenshot shows the Florida Department of Business & Professional Regulation (DBPR) Online Services portal. The user is logged in as "Doe, John" and is viewing the "License Menu" for a Certified Public Accountant with license number #AC58353. The "Functions" section lists several options, with "Request Licensed Out of State Designation" highlighted by a red arrow. The "License Menu" section provides instructions to select a function and press "Back" to return to the main menu. The "License Information" box shows the license is issued to "DOE, JOHN TEST", is "Current, Active", and was originally licensed on "06/02/2018", expiring on "12/31/2022".

License Information	
License Issued To:	DOE, JOHN TEST
License Status:	Current, Active
Originally Licensed On:	06/02/2018 (mm/dd/yyyy)
Expires On:	12/31/2022 (mm/dd/yyyy)

License Menu

Select the function you wish to perform.
Press "Back" to return to the main menu.

Functions

- [Address Change](#)
- [Apply For Name Change](#)
- [Print Inactive Receipt](#)
- [Print License Certificate](#)
- [Report Continuing Education](#)
- [Request License Certification](#)
- [Request Licensed Out of State Designation](#) ←
- [CPA Licensure - Initial CPA](#)
- [View My Continuing Education](#)
- [Remove This License From My Account](#)

[Back](#)

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Step 3: Request Licensed Out of State Designation – Introduction.

Read the statement and select “Next”.



The screenshot shows the DBPR Online Services portal. At the top, there is a header with the Florida Department of Business & Professional Regulation logo and the text 'DBPR ONLINE SERVICES'. Below the header, there is a navigation bar with links: 'Main Menu', 'Update Profile', 'Logoff', and 'Contact Us'. The user is logged in as 'Doe, John' and is identified as 'Certified Public Accountant #AC58353'.

The main content area is titled 'Request Licensed Out of State Designation - Introduction'. It contains the following text:

This application is used by certified public accountants to request an Out of State licensing designation, indicating that continuing education course requirements, other than the mandatory Florida Board-approved Ethics course, have been met in another state. Pursuant to rule 61H1-33.003, F.A.C., Each Florida certified public accountant shall be required to re-establish his/her professional knowledge and competency in conformity with this rule by the completion of continuing professional education programs.

Below the text, there are two links:

- [Instructions for Out of State Licensees](#)
- [CPA 14 Out of State Licensee CPE Acknowledgement Form](#)

At the bottom of the main content area, there are two instructions:

- Press "Next" to continue.
- Press "Cancel" to cancel this application and return to the previous menu.

At the bottom right of the page, there are two buttons: 'Next' and 'Cancel'. A red arrow points to the 'Next' button.

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Step 4: Request Licensed Out of State Designation – Address Detail Summary.

On this page you will need to make sure the mailing address and email address on file with the department is correct. If any changes need to be made select “Update Profile” at that the top of the page. If the information provided is correct, select “Next”.

The screenshot displays the Florida Department of Business & Professional Regulation (DBPR) Online Services portal. The header includes the DBPR logo and the text 'DBPR ONLINE SERVICES'. The user is logged in as 'Doe, John' and is viewing the 'Request Licensed Out of State Designation - Address Detail Summary' page. The page contains a sidebar with navigation links: Introduction, Contact Details, License Modifiers, and Application Summary. The main content area provides instructions for adding or updating addresses and displays the current address and email information. A red arrow points to the 'Next' button in the bottom navigation bar.

General Addresses	
Main Address	<p>Address: 123 EASY STREET GAINESVILLE , FL Alachua 32607 US</p> <p>E-mail: john.doe@myemail.com</p>

Navigation buttons: Previous, Next, Add, Cancel

Step 5: Request Licensed Out of State Designation - Application Summary.

Select Submit at the bottom of the screen.

The screenshot shows the 'Request Licensed Out of State Designation - Application Summary' page. The header includes the Florida DBPR logo and navigation links: Main Menu, Update Profile, Logoff, and Contact Us. The user is logged in as 'Doe, John'.

Navigation Menu:

- Introduction
- Contact Details
- License Modifiers
- Application Summary**

Request Licensed Out of State Designation Summary

License Type:	Certified Public Accountant
Application Date:	07/29/2022 (mm/dd/yyyy)

Addresses

General Addresses

Main Address	Address:	123 EASY STREET GAINESVILLE , FL Alachua 32607 US
	E-mail:	john.doe@myemail.com

License Factors Selected

Schooling Hours	Out of State
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At the bottom right, there are three buttons: Previous, **Submit** (indicated by a red arrow), and Cancel.

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Step 6: Request Licensed Out of State Designation – Affirmation.

Read the affirmation statement carefully and make sure you understand the information it is providing. After reading the statement, select “Yes or No” and then the “Submit” button.

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DBPR ONLINE SERVICES

Main Menu | Update Profile | Logoff | Contact Us

Certified Public Accountant #AC58353 Logged in as Doe, John

Request Licensed Out of State Designation - Affirmation

Press "Previous" to return to the previous section.
Press "Submit" to complete this transaction.
Press "Cancel" to cancel and return to the main menu.

Please read the following statements and answer "Yes" or "No" at the bottom.

Each application for a license or renewal of a license issued by the Department of Business and Professional Regulation shall be signed under oath or affirmation by the applicant, or owner or chief executive of the applicant without the need for witnesses unless otherwise required by law.

I certify that I am empowered to execute this application as required by section 559.79, Florida Statutes. I understand that my signature on this application has the same legal effect as if made under oath. All information contained on this application is true and correct.

By submission of this application I further certify:

- I am a nonresident licensee seeking renewal of my Florida CPA license.

I understand that falsification of any information on this application may result in administrative action, including a fine, suspension or revocation of the license.


☐ Yes
☐ No

Previous Submit Cancel


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Step 7: Functions.

Select the Report Continuing Education link.



Department of Business
& Professional Regulation



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Certified Public Accountant #AC58353

Logged in as Doe, John

License Menu

Select the function you wish to perform.
Press "Back" to return to the main menu.

License Issued To:	DOE, JOHN TEST
License Status:	Current, Active
Originally Licensed On:	06/02/2018 (mm/dd/yyyy)
Expires On:	12/31/2022 (mm/dd/yyyy)
Modifiers:	Out of State
	07/29/2022 (mm/dd/yyyy)

Functions

[Address Change](#)
[Apply For Name Change](#)
[Print Inactive Receipt](#)
[Print License Certificate](#)
[Report Continuing Education](#) ←
[Request License Certification](#)
[Request Licensed Out of State Designation](#)
[Respond to Continuing Education Audit](#)
[CPA Licensure - Initial CPA](#)
[View My Continuing Education](#)
[Remove This License From My Account](#)

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Step 8: Report Continuing Education – Address Detail Summary.

Since you have already verified your mailing address and email address in Step 4 you may select “Next” at the bottom of the screen.

The screenshot displays the 'Report Continuing Education - Address Detail Summary' page within the DBPR ONLINE SERVICES portal. The page header shows the Florida Department of Business & Professional Regulation logo and the user is logged in as 'Doe, John'. The sidebar on the left contains links for Introduction, Contact Details, Continuing Education Reported, File Attachments, and Application Summary. The main content area provides instructions for the 'Add' button and a section for 'General Addresses'. Under 'Main Address', the address is listed as '123 EASY STREET, GAINESVILLE, FL 32607, US' and the email is 'john.doe@myemail.com'. At the bottom right, there are four buttons: 'Previous', 'Next', 'Add', and 'Cancel'. A red arrow points to the 'Next' button.

Step 9: Report Continuing Education – Continuing Education Reported – Information.

This Screen is like a reporting form. This will show you what classes you have entered during your session and your remaining requirements. Select “Add” at the bottom of the screen.

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Certified Public Accountant #AC0033490 Logged in as Doe, John

Report Continuing Education - Continuing Education Reported - Information

Please enter the course details for any continuing education taken during the current period.

Press "Add" to add a new record.
 Press the "Edit" link to edit an existing record.
 Press the "Remove" link to remove an existing record.
 Press "Previous" to return to the previous section.
 Press "Next" after appropriate details have been entered.
 Press "Cancel" to cancel this application and return to the main menu.

Please select the Reestablishment CE Period.	Course Provider/Sponsor:	Sponsor Code	Was this a self-study course?	Please enter the completion date: (mm/dd/yyyy)	Please enter today's date: (mm/dd/yyyy)	Name of the course:	Ethics course code:	AA Hours:

[Add](#) [Previous](#) [Next](#) [Cancel](#)

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Step 10: Report Continuing Education – Continuing Education Reported

Enter the course information for the Board-approved ethics course. When entering this information, it is important that you enter the Board-approved course code, including the zeroes at the beginning. The DBPR approved course code must have seven digits. The system will only accept a Florida Board approved ethics courses to be classified as ethics. Ethics courses that are not Florida Board approved, will be classified as Behavioral and will not satisfy the ethics requirement. After entering all required information, select “Next” at the bottom of the screen.

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Certified Public Accountant #AC58353 Logged in as Doe, John

Report Continuing Education - Continuing Education Reported - Edit

Please enter the course details for any continuing education taken during the current period. Course materials and receipts will not be accepted as proof of completion.

Press "Next" to update this record and continue.
Press "Cancel" if you do not want to save your changes.

☐ Introduction
☐ Contact Details
☐ Continuing Education Reported
☐ File Attachments
☐ Application Summary

* Please select the Reestablishment CE Period: **07/01/2022 - 06/30/2024**

* Course Provider/Sponsor: **Surgent McCoy**

* Was this a self-study course? ☒ Yes ☐ No

* Please enter the completion date: **05/12/2023** (mm/dd/yyyy)

* Name of the course: **Ethics for Florida CPAs**

Ethics course code: **0020055**

* AA Hours: **0**

* Technical Hours: **0**

* Behavioral Hours: **0**

* Ethics Hours: **4**

* Credit Type: **Participant**

[Next](#) [Cancel](#)

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To verify that your Ethics course is Florida Board-approved use the following link:

<http://www.myfloridalicense.com/dbpr/cpa/documents/BdApprovedEthicsList.pdf>

Step 11: Reporting Continuing Education - File Attachments.

Once you have finished entering your course details, you will be returned to the “Report Continuing Education – Continuing Education Reported – Information” screen. Review the information for accuracy and then select “Next” at the bottom of the screen to advance to the “File Attachments” page.

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Report Continuing Education - Continuing Education Reported - Information

Please enter the course details for any continuing education taken during the current period. Course materials and receipts will not be accepted as proof of completion.

Press "Add" to add a new record.
 Press the "Edit" link to edit an existing record.
 Press the "Remove" link to remove an existing record.
 Press "Previous" to return to the previous section.
 Press "Next" after appropriate details have been entered.
 Press "Cancel" to cancel this application and return to the main menu.

Please select the Reestablishment CE Period.	Course Provider/Sponsor:	Sponsor Code	Was this a self-study course?	Please enter the completion date: (mm/dd/yyyy)	Please enter today's date: (mm/dd/yyyy)	Name of the course:	Ethics course code:	AA Hou
07/01/2022 - 06/30/2024	FICPA		Yes	12/03/2022		Protecting the Integrity of Florida CPAs	0004980 0	

Add Previous **Next** Cancel

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Step 12: Reporting Continuing Education - File Attachments.

This is where you will upload your Board-approved Ethics course proof of completion and Out of State Licensee CPE Acknowledgement Form

To upload your proof of completion documents, select "Choose File." Find and select the file you wish to upload then, select "Open" on the dialog box. Once the appropriate file has been located, select "Attach" at the bottom of the screen. To confirm you have uploaded your documentation successfully, select the "Next" button at the bottom of the screen.

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Report Continuing Education - Attachments

Please attach the certificate of completion for each course. The Certificate of Completion must include the course title and date, number of hours earned, attendee's name, course provider's name, provider's number (if applicable) and provider's signature.

Select a file and press "Attach" to upload.
Press "Next" when there are no more files to upload.
Press "Previous" to return to the previous screen.
Press "Cancel" to cancel this application and return to the main menu.

Files to be Uploaded	
CPE Certificates.pdf	Remove
Total Size:	5687

Attach File: No file chosen

Please use PDF format, optimized for minimum size, for uploading documents. File sizes are limited. (2MB max per file, 10 MB max total upload)
[Help with uploading files.](#)

[Attach](#) [Previous](#) [Next](#) [Cancel](#)

Step 13: Reporting Continuing Education – Affirmation.

Read the affirmation statement carefully and make sure you understand the information it is providing. After reading the statement, select “Yes or No” and then the “Submit” button.

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[Introduction](#)
[Contact Details](#)
[Continuing Education Reported](#)
[File Attachments](#)
[Application Summary](#)

Report Continuing Education - Affirmation

Press "Previous" to return to the previous section.
Press "Submit" to complete this transaction.
Press "Cancel" to cancel and return to the main menu.

Please read the following statements and answer "Yes" or "No" at the bottom.

As a reminder, the normal CPE requirements or the requirements for a licensee using an extension are as follows:

Deadline	Acct/Audit	Technical	Behavioral	Ethics	Total
June 30 th	8	No limit	20 max	4 board approved	80
Sept. 15 th (1 st ext.)	16	No limit	20 max	4 board approved	88
Dec. 31 st (2 nd ext.)	24	No limit	20 max	4 board approved	96

I certify that I am empowered to execute this application as required by section 559.79, Florida Statutes. I understand that my signature on this application has the same legal effect as if made under oath. All information contained in this application is true and correct.

By submission of this application I further certify:

In State Licensees:

- I have uploaded proof of CPE completion certificates for **all** courses listed on the application.
- I am required to maintain copies of my proof of CPE completion certificates for the two years following the end of my re-establishment period.

Out of State Licensees:

- I have complied with the CPE Requirements for the State in which my office is located,
- I have provided a completed Out of State Licensee CPE Acknowledgement Form, and
- I have provided proof of completion of the mandatory Florida Board-approved ethics course.

I understand that falsification of any information on this application may result in administrative action, including a fine, suspension or revocation of the license.

☐ Yes
☐ No

[Previous](#) [Submit](#) [Cancel](#)

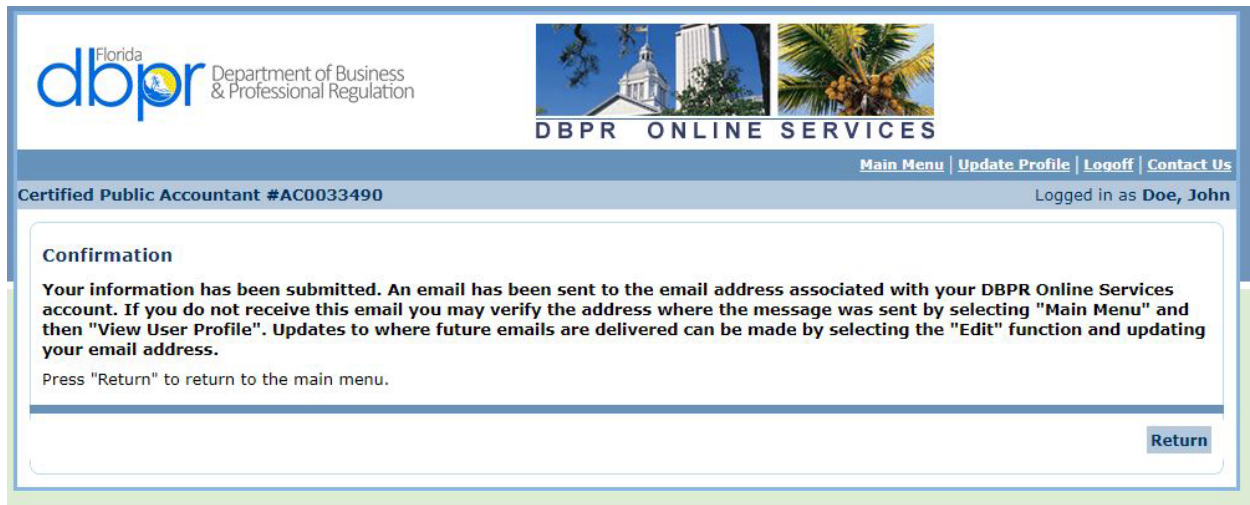
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Step 14: Confirmation.

When you have submitted your continuing education for your renewal period, you will be sent an application summary to your email address with an hour after submission.

It is important to note that you must still maintain copies of your certificates of CPE completion pursuant to Rule 61H1-33.003, F.A.C.

We recommend that in addition to your certificates, you keep copies of any application summary emails received.



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Confirmation

Your information has been submitted. An email has been sent to the email address associated with your DBPR Online Services account. If you do not receive this email you may verify the address where the message was sent by selecting "Main Menu" and then "View User Profile". Updates to where future emails are delivered can be made by selecting the "Edit" function and updating your email address.

Press "Return" to return to the main menu.

[Return](#)

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Step 15: View My CE – Verify Compliance with Requirements.

Approximately 24 hours after you have uploaded your documentation, you may return to the DBPR Online Services Portal and view your standing in regard to the CPE requirements.



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Logged in as Doe, John

License Menu

Select the function you wish to perform.
Press "Back" to return to the main menu.

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Functions

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[Print Inactive Receipt](#)
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[Request Licensed Out of State Designation](#)
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