State of Florida
Department of Business and Professional Regulation
Board of Accountancy
Out of State Licensee CPE Acknowledgement
Form # DBPR CPA 14

Pursuant to Sections 473.311, 473.312 F.S. and Rule 61H1-33.003, F.A.C., nonresident licensees who are licensed in another state, may satisfy the continuing education requirements for their Florida licensure renewal by satisfying the continuing education requirements applicable in the state where their office is located and completing a Florida Board-approved ethics course. If the state where their office is located has no continuing education requirements for renewals, the nonresident must comply with Florida's continuing education requirements.

This form documents the nonresident's decision to satisfy Florida's continuing education requirements for renewal through satisfaction of the requirements in the state where their office is located. A certificate of completion for a Florida-board approved ethics course will document satisfaction of the Florida ethics requirement. A list of the current Florida Board-approved ethics courses can be found on the CPA Division website.

Licenses expiring 12/31/2023:

Prior to renewal, each licensee who has a license expiring 12/31/2023, must complete this form and a Florida Board-approved ethics course. The licensee must maintain a copy of this form and a copy of their certificate of completion of a Florida Board-approved ethics course and present these documents if they are selected for audit.

Beginning with Licenses Expiring 12/31/2024:

Prior to renewal, each licensee must upload to their account found on the DBPR's Online Services Portal, a completed form # DBPR CPA 14 and a certificate of completion dated during the re-establishment period for a Florida Board-approved ethics course.

Detailed Steps for Uploading:

1. Log in to your DBPR Online Services Account.
2. Select your individual license from your Linked Licenses.
3. Select Request Licensed Out of State Designation and confirm your details.
4. Select Report Continuing Education.
5. Follow the prompts to add your Florida Board-approved Ethics course to the reporting tool. Make sure you enter the correct DBPR course number, including any leading zeroes.
6. When prompted, upload this form and your certificate of completion.

Section I – Licensee Information & Acknowledgement

LICENSEE INFORMATION		
Licensee Name:		Florida License No.:
Office Location: (City, State)	Other State License No.:	Other State License Status:
Are there CPE requirements in your current State? ☐ Yes ☐ No		
OUT-OF-STATE CPE REQUIREMENT		
I, the undersigned _____, hereby confirm to the (Licensee) Florida Board of Accountancy that my principal office location is in the State of _____. (State) As a nonresident Florida licensee, I am renewing my Florida certified public accountant license under the conditions set forth by section 473.311(1) (b) F.S. which requires completion of a Florida Board approved ethics course and satisfaction of all CPE reporting requirements in the state where my office is located. If the state where my office is located does not have continuing education requirements for licensure renewal, then I must comply with Florida's continuing education requirements pursuant to section 473.312 F.S.		
_____ Licensee Signature		_____ Date