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### Laws, Rules & Codes

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### Online Services

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## Professional License Renewals!

### Don't Delay, Don't Hesitate, And Don't Procrastinate!

In an effort to allow those holding professional elevator licenses with the State of Florida additional time to renew, the Bureau opened up the renewal period on **September 1st** this year. This change provides an additional 30 days of lead time than renewal periods in previous years, and allows license holders an additional 30 days to submit all renewal requirements. License holders that are now eligible to begin renewal include **Registered Elevator Companies, Certificates of Competency Holders, Certified Elevator Technicians, and Certified Elevator Inspectors**. Don't delay! Personnel working with expired certificates are subject to citations as of January 1<sup>st</sup>. If you have any questions please feel free to contact the Bureau at [thr.elevators@myfloridalicense.com](mailto:thr.elevators@myfloridalicense.com).

## Continuing Education

*Get started early! Waiting until the last minute may cause delays in license renewals for individuals with professional licenses from the Bureau.*

### 61C-5.0085 Continuing Education Requirements.

(1) Continuing Education Requirements.

(a) To renew a certificate of competency or a certified elevator inspector credential issued by the division pursuant to Chapter 399, F.S., a person must submit, in addition to the other requirements specified in Rule 61C-5.007, F.A.C., proof of completion within the current annual licensure period of 8 hours of approved continuing education, including at least one course hour related to safety in elevator construction, alteration, modification, repair or maintenance.

Please visit DBPR Online Portal to search for approved courses and providers for Elevator Continuing Education information.

[Licensing Portal - CE Searches \(myfloridalicense.com\)](#)



# Elevator UPdate



Division of Hotels & Restaurants – Bureau of Elevator Safety

Create your Online Account today! Visit The Bureau of Elevator Safety home page here:

[Bureau of Elevator Safety – MyFloridaLicense.com](http://Bureau of Elevator Safety – MyFloridaLicense.com)

DBPR Online Services and Online Account Video Help are available!

Julie I. Brown, Secretary

Ron DeSantis, Governor

## RENEWAL NOTICE

DOE, JOHN  
123 MAIN ST  
NOWHERE, FL 33999

RE: License type **2103** License number **0XXXX**  
File Number **XXXX** PIN number **XXXX**  
Expiration date: December 31, 2021

Dear Certified Elevator Technician and/or Certificate of Competency Holder:

The Bureau of Elevator Safety issues annual credentials, registration and licensing renewal applications with a due date on or before December 31 of each calendar year. All certifications and licenses related to elevator professionals become effective January 1 of each calendar year.

IF YOU DO NOT PROPERLY RENEW, YOU WILL BE OPERATING IN VIOLATION OF THE LAW, WHICH IS A SECOND DEGREE MISDEMEANOR UNDER SECTION 399.11, FLORIDA STATUTES, AND MAY RESULT IN AN ADMINISTRATIVE FINE UP TO \$1,000.

**PLEASE NOTE: To ensure timely processing, please include only one renewal per envelope.**

### Certified Elevator Technician/ Certificate of Competency Annual Renewal Requirements

Return the bottom portion of this notice to the address listed below, along with the following:

1. Payment of the \$50 license fee. Make checks payable to the Bureau of Elevator Safety. Purchase orders will not be accepted. To ensure proper processing, please **write the license number on the check.**
2. Proof of successful completion of 8 hours of approved continuing education, completed sometime in 2021.
3. Proof of General Liability Insurance coverage, currently in force, in the minimum amounts of \$100,000 per person and \$300,000 per occurrence for the remainder of 2021 and for 2022.
4. If the mailing address information has changed or is incorrect on this application, please enter the correct information in the appropriate box below. You may also change your mailing address online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) by using your personalized PIN provided to the left.
5. Initial in the designated box below to receive a Certified Elevator Technician (CET) license.

LICENSE EFFICIENTLY. REGULATE FAIRLY.  
[WWW.MYFLORIDALICENSE.COM](http://WWW.MYFLORIDALICENSE.COM)

\*\*\* Detach Renewal Application Here \*\*\*

**Renewal Application for Certified Elevator Technicians/Certificates of Competency**  
Department of Business and Professional Regulation  
Division of Hotels and Restaurants, Bureau of Elevator Safety  
2601 Blair Stone Road, Tallahassee, FL 32399-0783

0XXXX	2103	XXXX
License Number	Class	File Number

Application number XXXXX

#### License Information

DOE, JOHN  
123 MAIN ST  
NOWHERE, FL 33999

Initial here to receive a Certified Elevator Technician (CET) license: \_\_\_\_\_

Please indicate changes to your mailing address information in the boxes below.

Mailing Name:

Mail Address:

City, State, Zip:

#### DON'T FORGET TO ATTACH:

1. Check or money order for \$50 payable to Bureau of Elevator Safety
2. Proof of 8 hours annual continuing education training and
3. Proof of General Liability Insurance
4. And initial above to receive a CET license.