

BARBER'S BOARD
FREQUENTLY ASKED QUESTIONS AND ANSWERS
FOR CONTINUING EDUCATION

1. Does the department require that I complete my board approved continuing education before I renew my license? Is this something new?

The law requiring 100 percent compliance monitoring was enacted in November 2001. Licensees must complete their continuing education before renewing their license.

2. How much time do I have to complete continuing education courses and how many do I have to take?

Board approved HIV/AIDS continuing education courses must be completed prior to the end of each renewal cycle and before licensees can renew their license. Barbers, Restricted Barbers and Barber Assistants are required to complete two hours of board approved continuing education prior to the end of each renewal cycle.

3. What will happen if I do not take my continuing education before I pay my renewal fees?

The department will accept your renewal fees but your license will not be renewed until you complete your continuing education for the renewal cycle.

4. Will I be assessed a delinquent fee if I pay my renewal fees before the end of the renewal period but I have not completed my continuing education requirements?

No, you will not be assessed a delinquent fee, but you will not be permitted to renew your license without completing the required continuing education hours.

5. What should I do when I complete my continuing education course(s)?

The provider of the course(s) is required to electronically submit proof of your course completion information to the department. You may want to ensure they do this as required by law (within 30 days or prior to the end of the renewal cycle, whichever happens first) by visiting our web site at www.MyFloridaLicense.com and logging-on to your personal secure account.

6. I have paid my renewal fees. When will I receive my license after I complete my continuing education course(s)?

Once the department receives notification of you having completed your board approved HIV/AIDS continuing education course(s), you should receive your license within 30 days.

7. How can I check to see how many continuing education hours I have completed for the current renewal cycle?

You may view your continuing education history on the department's website at www.MyFloridaLicense.com and logging-on to your personal secure account. If you are unable to access your account, please call the Customer Contact Center at 850.487.1395 to assist you with activation/reactivation of your account.

8. I am positive I took my continuing education course(s) for this renewal cycle. What should I do?

You should be aware that the provider of the course(s) is required to electronically submit proof of your course completion information to the department. The provider is required to report your course completion information within 30 days or prior to the end of the renewal cycle, whichever happens first. You may also contact the provider regarding your course completion information. Please ensure that you have your correct license number(s) to furnish to the continuing education provider for verification purposes. If the provider is unable to report, please mail a copy of your course completion certificate(s) to the department's Bureau of Education and Testing at 1940 North Monroe Street, Tallahassee, Florida, 32399-1046.

9. How can I obtain a list of approved continuing education providers?

You may obtain a list of approved continuing education providers by visiting the department's website at www.MyFloridaLicense.com > Doing Business With Us > Barbers. Scroll down to the bottom of the page and select Approved Barbers' HIV/AIDS Courses. Another search by course is available via www.MyFloridaLicense.com. In addition, the Customer Contact Center can mail you a list of approved HIV/AIDS continuing education providers.

10. I took my continuing education on the last day of the renewal cycle and the provider has not yet reported my continuing education credits. What should I do?

You can make your renewal payment to avoid assessment of any delinquent fees. You should be aware that the provider of the course(s) is required to electronically submit proof of your course completion information to the department. The provider is required to report your course completion information within 30 days or prior to the end of the renewal cycle, whichever happens first. You may also contact the provider regarding your course completion information. Please ensure that you have your correct license number(s) to furnish to the continuing education provider for verification purposes. If the provider is unable to report, please mail a copy of your course completion certificate(s) to the department's Bureau of Education and Testing at 1940 North Monroe Street, Tallahassee, Florida, 32399-1046.

11. I took my continuing education hours in early 2004 (for the 2002-2004 renewal cycle), and I need those credits moved over to the current renewal cycle. How can I get this done?

Any continuing education courses completed prior to August 1, 2004, cannot be utilized for credit the current renewal cycle (2004-2006).

12. I just received my initial barber/restricted barber license in 2005 and my renewal is due on July 31, 2006. Am I exempt from continuing education?

No, there is no proration of continuing education for this profession. You are required to take a board approved HIV/AIDS continuing education course for each renewal period.

13. I took some courses that are not approved by the Florida Barber's Board but are relevant to barbering. How can I get credit for these courses?

The Florida Barbers' Board laws and rules require that you complete board approved continuing education courses for credit toward renewal of your license. We, therefore, encourage you to make sure that the courses you take are board approved continuing education courses.

14. I have taken an HIV/AIDS course approved by the Board of Cosmetology. Can I get credit toward my barber license?

Barbers, Restricted Barbers and Barber Assistants can only receive credit for Florida Barbers' Board approved courses.

15. I have taken an HIV/AIDS course through the Department of Health. Can I get credit for this course?

Barbers, Restricted Barbers and Barber Assistants can only receive credit for Florida Barbers' Board approved courses.

16. My license is currently delinquent. I was due to renew it by July 31, 2004. How much continuing education is required for me to renew in an active status?

Our records must reflect that you have completed two hours of board approved HIV/AIDS continuing education for the current renewal cycle (July 31, 2006).

17. I am not using my license now but it is active. Do I need to take continuing education?

Yes, as a condition of renewal of an active license, you must complete two hours of board approved HIV/AIDS continuing education each renewal cycle. You may, however, opt to place your license in an inactive status. You will not be required to take any continuing education until you decide to reactivate your license.

18. This FAQ is effective June 15, 2006: I received a letter indicating my continuing education has not been completed. What should I do?

If you believe that you have completed your board approved HIV/AIDS continuing education course, you may verify your continuing education history on the department's website at www.MyFloridaLicense.com and logging-on to your personal secure account. Our posting of your continuing education course requirement may have been applied to your record subsequent to your paying the renewal fee. Once our records reflect the proper continuing education, you should receive your license in about 30 days. If you have not completed a board approved HIV/AIDS continuing education course for the current renewal cycle, you should contact an approved continuing education provider and complete the required course. Once your course is completed, the course provider should electronically submit proof of your course

completion information to the department within 30 days or you may send a copy of your course completion certificate to the department's Bureau of Education and Testing at 1940 North Monroe Street, Tallahassee, Florida, 32399-1046.