

**State of Florida  
Department of Business and Professional Regulation  
Construction Industry Licensing Board  
Continuing Education Provider Approval Application  
Form # DBPR CILB 27**

**APPLICATION CHECKLIST – IMPORTANT – Submit all items on the checklist below with your application to ensure faster processing.**

APPLICATION REQUIREMENTS
<p><b>ALL Applicants must submit:</b></p> <p><input type="checkbox"/> Fees:</p> <ul style="list-style-type: none"><li>• \$250</li><li>• Make check payable to the Florida Department of Business and Professional Regulation.</li></ul> <p><b>Providers applying as an Individual must also submit:</b></p> <p><input type="checkbox"/> Curriculum vitae or a resume listing the applicant's educational and work experience.</p>

**Please mail your completed application, documentation and required fee(s) to:**

Department of Business and Professional Regulation  
2601 Blair Stone Road  
Tallahassee, FL 32399-0783

**State of Florida**  
**Department of Business and Professional Regulation**  
**Construction Industry Licensing Board**  
**Continuing Education Provider Approval Application**  
**Form # DBPR CILB 27**

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.  
**For additional information see the Instructions at the end of this application.**

**Section I – Application Types**

CHECK ONE OF THE APPLICATION TYPES
<input type="checkbox"/> Continuing Education Provider – Individual [0629/1030]
<input type="checkbox"/> Continuing Education Provider – Organization [0629/1030]
<input type="checkbox"/> Continuing Education Provider Renewal [0629/2020]

**Section II – Applicant Information**

PERSONAL INFORMATION (Provider/Owner)				
Last Name	First	Middle	Title	Suffix
Company/Organization Name				
Social Security Number (if applying as an Individual)*				
Federal Employer ID Number (if applying as an Organization)				
Email Address:		Phone Number:		
		(     )     -		
GENERAL IDENTIFICATION				
Select one of the following:				
<input type="checkbox"/> Individual Seeking Provider Status				
<input type="checkbox"/> Organization Seeking Provider Status				
<input type="checkbox"/> Provider Seeking Renewal – Provider Number: _____				
Is Provider approved by any other Board within the Department of Business and Professional Regulation to provide continuing education?				
<input type="checkbox"/> Yes				
<input type="checkbox"/> No				
If yes, what is the provider approval number?				
MAILING ADDRESS				
Company Name				
Street Address or P.O. Box				
City		State	Zip Code (+4 optional)	
County (if Florida address)		Country		
BUSINESS LOCATION ADDRESS (IF DIFFERENT THAN MAILING ADDRESS)				
Street Address				
City		State	Zip Code (+4 optional)	
County (if Florida address)		Country		

**Section II – Applicant Information- continued**

CONTACT INFORMATION			
Last Name (Authorized Representative) First		Middle	Title
		Suffix	
Primary Phone Number	Primary E-Mail Address		
ADDITIONAL CONTACT INFORMATION (OPTIONAL)			
Alternate Phone Number		Fax Number	
Alternate E-Mail Address			

\* The disclosure of your Social Security number is mandatory on all professional and occupational license applications, is solicited by the authority granted by 42 U.S.C. §§ 653 and 654, and will be used by the Department of Business & Professional Regulation pursuant to §§ 409.2577, 409.2598, 455.203(9), and 559.79(3), Florida Statutes, for the efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. It is also required by § 559.79(1), Florida Statutes, for determining eligibility for licensure and mandated by the authority granted by 42 U.S.C. § 405(c)(2)(C)(i), to be used by the Department of Business & Professional Regulation to identify licensees for tax administration purposes.

**Section III – Affirmation by Written Declaration**

AFFIRMATION BY WRITTEN DECLARATION	
<p>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 written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. <b>I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.</b></p>	
Signature:	Date:
Print Name:	

## INSTRUCTIONS

*If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.*

### 1. General Requirements

- a. To maintain Provider status in good standing, providers must adhere to all provider requirements outlined in [Rule 61G4-18.003, Florida Administrative Code](#); and [Section 455.2178, Florida Statutes](#).
- b. Provider approval is valid until May 31<sup>st</sup> of odd numbered years and must be renewed.

### 2. Application Instructions (by section)

#### a. Section I- Application Types

- i. Continuing Education Provider – Individual
  - (1) Select this application type if you are an Individual applying to be a Continuing Education Provider
- ii. Continuing Education Provider – Organization
  - (1) Select this application type if you are an Organization applying to be a Continuing Education Provider
- iii. Continuing Education Provider Renewal
  - (1) Select this application type if you are renewing your Continuing Education Provider status.

#### b. Section II- Applicant Information

- i. Fill out each section completely.
- ii. In the “Personal Information” section, applicants must use their name as it appears on his or her social security card. Do not use any nicknames or initials.
- iii. If applying as an Organization or Company, provide the name of the company or organization that will provide educational services.
- iv. A social security number is required in order to apply for any individual license within the Department of Business and Professional Regulation.
- v. If you are applying as an Organization or Company you must provide the Federal Employer Identification Number (FEID) for the business.
- vi. Select the appropriate category for identification.
- vii. If the applicant provides other educational services for another board within the Department of Business and Professional Regulation, please provide those provider approval numbers.
- viii. Provide your mailing address. This will be used for sending correspondence regarding your application.
- ix. Applicants must provide their business location address.
- x. Contact information is often used to quickly resolve questions with applications by telephone call or email. If contact information is not provided, questions regarding applications will be mailed to the applicant’s mailing address and may take longer to resolve.
- xi. Additional contact information is optional and will be used when the applicant cannot be reached using their primary contact information.

#### c. Section III- Affirmation by Written Declaration

- i. Each applicant must sign the affirmation by written declaration.