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Florida Department of  
**Business**  
**Professional**  
Regulation



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License efficiently. Regulate fairly.

**Bureau of Education & Testing**  
Continuing Education Unit

# Continuing Education Unit

- Continuing Education Services

CE reporting,  
assistance with  
electronic reporting  
tool, etc.

(850) 921-8582

- Education Provider Services

Provider and  
course approval  
applications,  
passcodes, etc.

(850) 921-8215

# Florida Real Estate Commission

- Post Licensure Education Requirements:

## Sales Associate

45-hour Post Licensure Course

## Broker & Broker Associates

60-hour Post Licensure Course(s)

[30-hours of each: Management,  
Investment]

# Florida Real Estate Commission

- Continuing Education Requirements:

## Sales Associate

11 hours Specialty, 3 hours Core Law

## Broker & Broker Associates

11 hours Specialty, 3 hours Core Law

# Florida Real Estate Commission

- New Licensees:

The initial licensure period for all initial licensees is greater than 18 months but less than 24 months.

Expiration dates are March 31<sup>st</sup> and September 30<sup>th</sup> of EVERY year.

# Florida Real Estate Appraisal Board

- Continuing Education Requirements:

20 hours Specialty

7 hours National USPAP Update

(Must be taught by AQB-certified  
USPAP instructor and must utilize  
AQB-approved material.)

3 hours Florida Law Update

# Florida Real Estate Appraisal Board

- Recently Upgraded Licenses:

If a license is issued more than 6 months before it expires, the full 30 hours of continuing education is required.

If a license is issued less than 6 months before it expires, it is exempt from continuing education for that cycle.

# Florida Real Estate Appraisal Board

- Trainee Appraisers:

Must complete a total of 30 hours of continuing education:

20 hours of Specialty, 7 hours National USPAP Update, 3 hours Florida Law Update

**-OR-**

45-hour Post Licensure (30 hours residential topics and 15 hours National USPAP), 3 hours Florida Law Update



# Florida Real Estate Appraisal Board

- Trainee Appraisers:

All trainee appraisers that want to remain a trainee appraiser after their second renewal cycle must complete the 45-hour post licensure requirement by the end of their second renewal cycle.

# Course Approval

- Course application forms can be found on the Division of Real Estate's website.

[www.MyFloridaLicense.com](http://www.MyFloridaLicense.com)

- > Our Businesses & Professions
- > Real Estate
- > Forms & Publications

School maintenance and application functions can be found under the “Apply For/Update Licenses” link.

# Course Approval

- Application Deadlines:

New Courses: 90 Days

Renewal Courses: 90 Days Prior to  
Course Expiration Date

Course Updates: 60 Days (may be  
submitted with renewal)

# Course Approval

- Course Approval Applications:

## Real Estate

RE-2090b FREC Request for Course Evaluation

## Real Estate Appraisal

RE-2090a FREAB Request for Course Evaluation

# Course Approval

- Course Approval Applications:

Providers not licensed as real estate schools must also submit:

RE-2080 Request for Instructor Evaluation

This form must be submitted for each instructor, along with a resume.

# Course Approval

- Common Errors and Pitfalls:

Using the wrong application form for the wrong profession.

Submitting incomplete applications. Be sure that all questions are answered and all information is provided as requested in the application instructions.

# Course Approval

- Common Errors and Pitfalls (cont'd):

“Check Only One” really means...Check Only One!

Multiple submissions of the same application.

Check to be sure that you are using the most current version of the form.

# Course Approval

- Common Errors and Pitfalls (cont'd):

Failing to include school license number or provider number.

Failing to include course approval number for renewals or course updates.

Reference your application number!



# Electronic Reporting

- Pursuant to Section 455.2178(1), Florida Statutes, continuing education providers must electronically submit licensee course completion information to the department no later than 30 calendar days thereafter. However, the continuing education provider shall electronically report to the department completion of a licensee's course within 10 business days beginning on the 30th day before the renewal deadline or prior to the licensee's expiration date, whichever occurs sooner.

# Electronic Reporting

- Downloading the Reporting Tool:

[www.MyFloridaLicense.com](http://www.MyFloridaLicense.com)

- > Bureau of Education & Testing
- > Providers / Instructors

Continuing Education Download Software  
User Guide for the Reporting Tool  
Technical Guide for the Reporting Tool

# Electronic Reporting

- Common Errors and Pitfalls:

Only continuing education and post licensure courses should be reported. All students should receive course completion certificate.

Reporting Tool is compatible with Windows. Mac support is limited.

# Electronic Reporting

- Common Errors and Pitfalls (cont'd):

Entering incorrect course completion date.

Including letters in license numbers.

Reporting incorrect license number.

Bad email address entered in provider record.

# Electronic Reporting

- Helpful Hint:

Edit your occupation code list:

My Computer > C:/ > DBPRFTP  
> MasterFiles > Licenses

Or use “Occupations” tab in CPEFTP program.

# Electronic Reporting

- License Number Verification:

[www.MyFloridaLicense.com](http://www.MyFloridaLicense.com)

> Verify a License

# Licensee Download Files

- Instant Public Records:

[www.MyFloridaLicense.com](http://www.MyFloridaLicense.com)

> Public Records

> Real Estate

Continuing Education Records

Licensee Files

# Contact BET for Assistance

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