
Florida Department of
Business
Professional
Regulation

License efficiently. Regulate fairly.

Bureau of Education & Testing

Continuing Education Unit 2014

www.MyFloridaLicense.com

Florida Department of
**Business &
Professional
Regulation**

License efficiently. Regulate fairly.

Gus Ashoo, Bureau Chief

Bureau of Education & Testing

gus.ashoo@myfloridalicense.com

www.MyFloridaLicense.com




License efficiently. Regulate fairly.

Adrian Washington
Program Operations Administrator
Education Provider Services

adrian.washington@myfloridalicense.com

Continuing Education Unit

- CE Introduction
- Contacting Us
- FREC CE Summary
- FREAB CE Summary
- Course Approval Process
- Electronic Reporting
- License Download Files



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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,
provider PINs, 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 31st and September 30th 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

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

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

DBPR: Home Page - Windows Internet Explorer

http://www.myfloridalicense.com/dbpr/index.html

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DBPR: Home Page

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Florida Department of Business Professional Regulation

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The Department of Business and Professional Regulation licenses and regulates more than one million Florida businesses and professionals, from real estate agents, veterinarians, and accountants to contractors and cosmetologists. Our mission is to license efficiently and regulate fairly.

PREVIOUS || NEXT

CUSTOMER SERVICE SPOTLIGHT...

DBPR has issued a warning to Floridians after learning that individuals posing as DBPR employees are allegedly targeting licensed businesses and professionals for personal information. DBPR confirms that these calls are in no way connected with the department or its regulatory authority. Read the full [press release](#) for more information.

CUSTOMER CONTACT CENTER...

Our Customer Contact Center can be reached at 850.487.1395. For a quicker response, the best times to call to speak to a representative are between 8 a.m. to 10 a.m. Eastern Time or 4:30 p.m. to 6 p.m. Eastern Time, Monday through Friday.

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DBPR: Divisions - Windows Internet Explorer

http://www.myfloridalicense.com/dbpr/divisions.html

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DBPR: Divisions

HOME | VERIFY A LICENSE | APPLY FOR/UPDATE LICENSES | RENEW YOUR LICENSE | OUR BUSINESSES & PROFESSIONS

OUR BUSINESSES AND PROFESSIONS

To apply for a specific business or professional license either using our Online Services or to apply using a paper application, click this **APPLY** link (or use the APPLY FOR/UPDATE LICENSES button on the navigation menu above). To renew a license, click this **RENEW** link (or use the RENEW YOUR LICENSE button on the navigation menu above). If you have questions or need further assistance, please call the Customer Contact Center at 850.487.1395.

Professional Regulation, Education and Testing Services

- > [Division of Professions](#)
- > [Division of Regulation](#)
- > [Bureau of Education and Testing](#)
- > [Architecture and Interior Design](#)
- > [Asbestos Contractors and Consultants](#)
- > [Athlete Agents](#)
- > [Auctioneers](#)
- > [Barbers](#)
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Business Regulation

Exam Information

Find A CE Course

Military On Active Duty

Request A Refund



RE - Home - Windows Internet Explorer

http://www.myfloridalicense.com/dbpr/re/index.html

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RE - Home

Florida DBPR

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Florida Department of Business Professional Regulation

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> [Public Records](#)

> [Archives](#)

Juana Watkins, Director

Division of Real Estate
400 West Robinson Street, N801
Orlando, FL 32801

Phone: 850.487.1395

Fax: 407.317.7245

Florida Real Estate Commission

Florida Real Estate Appraisal Board

DIVISION OF REAL ESTATE

The Division of Real Estate protects the public by regulation of real estate and appraisal pursuant to Chapter 475, Florida Statutes. The Division is responsible for the examination, licensing and regulation of over a quarter of a million individuals, corporations, real estate schools and instructors.

The **Florida Real Estate Commission (FREC)** and the **Florida Real Estate Appraisal Board (FREAB)** are headquartered in Orlando, FL. The FREC is comprised of seven members (five real estate licensees and two persons never licensed in real estate). The FREAB is comprised of nine members (four appraisers, two Appraisal Management Company members, one consumer and two Florida residents with no connection to the practice of real estate appraisal). Members of both are appointed by the Governor and confirmed by the Florida Senate.

Mission: Protecting the public by regulation of real estate and appraisal licensees through education and compliance.

Vision: To be a trusted resource to real estate and appraisal licensees and the public through improved customer service and education.

ALERT! ALERT! ALERT!

Appraiser Criteria Changes Will Become Effective January 1, 2015

For more information, click [here!](#)

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http://www.myfloridalicense.com/dbpr/re/forms.html

File Edit View Favorites Tools Help

RE - Forms


Phone: 850.487.1395
Fax: 407.317.7245


[Florida Real Estate Commission](#)

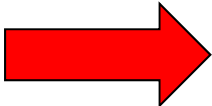
[Florida Real Estate Appraisal Board](#)

[File A Complaint](#)

[Education](#)







If your license status shows **Involuntary Inactive** please click on the below links to assist you on how much education will be required to bring your license current again. Please visit both links to assist you in the reactivation process.

[Reactivation Education Information for Appraisers](#)

[Appraiser Reactivation Education Matrix](#)

[Escrow Dispute Forms](#)

[Escrow Disbursement Instructions](#)

[Broker Checklist](#)

[Request For Escrow Disbursement Order](#)

[Notice of Escrow Dispute](#)

[Education Forms - Real Estate \(FREC\)](#)

[RE-2080 Request for Instructor Evaluation](#)

[RE-2090b FREC Request for Course Evaluation](#)

[RE-2564 Educational Provider Application](#)

[Real Estate Classroom Checklist](#)

[Real Estate Distance Education Checklist](#)

[Real Estate Education Requirements](#)

[Real Estate Education Courses Information Sheet](#)

[Providers and Courses Information Sheet](#)

[Education Forms - Appraisal \(FREAB\)](#)

[RE-2090a FREAB Request for Course Evaluation](#)

[Appraisal Education Checklist](#)

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http://www.myfloridalicense.com/dbpr/index.html

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DBPR: Home Page

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Florida Department of Business Professional Regulation

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Military Services

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PREVIOUS || NEXT

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Licensing Portal - DBPR Online Applications - Windows Internet Explorer

https://www.myfloridalicense.com/intentions2.asp

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Licensing Portal - DBPR Online Applic...

View Application Status
Find Exam Information
File a Complaint
AB&T Delinquent
Invoice & Activity
List Search

Welcome to the Department of Business and Professional Regulation's Application Center.

Using the links below, you can get information on licensing requirements, check the status of an existing application, apply using a printable application, or access the online application system if available for the specific business or profession.

If you are updating or changing the status of an existing license or licenses, you will most likely be required to submit an application.

To apply for a license or learn about license requirements, please select a profession or business from the list below:

Alcoholic Beverages & Tobacco	Engineers
Architecture & Interior Design	Farm Labor
Asbestos Contractors and Consultants	Geologists
Athlete Agents	Harbor Pilots
Auctioneers	Home Inspectors
Barbers	Hotels and Restaurants
Boxing, Kick Boxing & Mixed Martial Arts	Labor Organizations
Building Code Administrators and Inspectors	Landscape Architecture
Certified Public Accounting	Mobile Homes
Child Labor	Mold-Related Services
Community Association Managers and Firms	Pari-Mutuel Wagering
Condominiums & Cooperatives	Real Estate
Construction Industry	Real Estate Appraisers
Cosmetology	Talent Agencies
Drugs, Devices and Cosmetics	Timeshare
Electrical Contractors	Veterinary Medicine
Elevator Safety	Yacht and Ships
Employee Leasing Companies	

Military Fee Waivers and Temporary Licenses for Military Spouses:

Trusted sites | Protected Mode: Off

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Licensing Portal - DBPR Online Applications - Windows Internet Explorer

https://www.myfloridalicense.com/intentions2.asp?chBoard=true&boardid=25&SID=

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Licensing Portal - DBPR Online Applic...

Regulation

Log On

Search for a Licensee
Apply for a License
View Application Status
Find Exam Information
File a Complaint
AB&T Delinquent
Invoice & Activity
List Search

DBPR ONLINE SERVICES

Home

9:24:58 AM 7/15/2014

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REAL ESTATE

Please choose from the menu below:

[Sales Associates/Broker-Sales Associates](#)
[Brokers](#)
[Real Estate Companies](#)
[Real Estate Schools](#)
[Real Estate School Instructors](#)

Military Fee Waivers and Temporary Licenses for Military Spouses:

[Florida Military Veteran Fee Waiver Application](#)
[Florida Active Duty Military Spouse Application](#)

1940 North Monroe Street, Tallahassee FL 32399 :: Email: [Customer Contact Center](#) :: Customer Contact Center: 850.487.1395

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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!

DBPR RE-2090b – Request for Course Evaluation - FREC

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
1940 North Monroe Street
Tallahassee, FL 32399-0750
Customer Contact Center: 850.487.1395
www.myfloridalicense.com/dbpr

REQUESTOR INFORMATION (permit holder or point of contact)				
Identifying Number (school permit or provider number – if applicable)				
Last Name	First	Middle	Title	Suffix
Organization name				
BUSINESS MAILING ADDRESS				
Street Address or P.O. Box				
Suite or Office Number				
City		State	Zip Code (+4 optional)	
County (if Florida address)		Country		
CONTACT INFORMATION				
Phone Number		E-Mail Address		
PHYSICAL BUSINESS ADDRESS				
Street Address or P.O. Box				
Suite or Office Number				
City		State	Zip Code (+4 optional)	
County (if Florida address)		Country		
COURSE INFORMATION				
Type of Education (choose only one): <input type="checkbox"/> Sales Associate Pre-Licensure <input type="checkbox"/> Sales Associate Post-Licensure <input type="checkbox"/> Broker Pre-Licensure <input type="checkbox"/> Broker Post-Licensure Continuing Education: <input type="checkbox"/> Law <input type="checkbox"/> Specialty <input type="checkbox"/> Combination Law and Specialty		Delivery Mechanism (choose only one): <input type="checkbox"/> Class Room Delivery (Pre, Post and CE) <input type="checkbox"/> Distance Education (Continuing Education Only) <input type="checkbox"/> Distance Ed. Internet Delivery (Pre/Post Only) <input type="checkbox"/> Distance Ed. CD-ROM (Pre/Post Only) <input type="checkbox"/> Other: _____ _____ _____		
Application Type (choose only one)		<input type="checkbox"/> - NEW	<input type="checkbox"/> - RENEWAL	<input type="checkbox"/> - UPDATE
Course Title				
Course Number (Updates and Renewals only)			Hours Requested	
Title of Source Material				

Permit Holder/Point of Contact:

I affirm that I have provided the above information completely and truthfully to the best of my knowledge.

Permit Holder or Authorized Signator: _____

Print Name: _____

Submitted by (signature): _____

Date: _____

DBPR RE-2090a Request for Course Evaluation - FREAB
STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
1940 North Monroe Street
Tallahassee, FL 32399-0750
Customer Contact Center: 850.487.1395
www.MyFloridaLicense.com

REQUESTOR INFORMATION (Permit holder or point-of-contact)				
Identifying number (school permit or provider number – if applicable)				
Last Name	First	Middle	Title	Suffix
Organization name				
BUSINESS MAILING ADDRESS				
Street Address or P.O. Box				
Suite or Office Number				
City		State	Zip Code (+4 optional)	
County (if Florida address)		Country		
CONTACT INFORMATION				
Primary Phone Number		Primary e-mail Address		
PHYSICAL BUSINESS ADDRESS				
Street Address or P.O. Box				
Suite or Office Number				
City		State	Zip Code (+4 optional)	
County (if Florida address)		Country		
COURSE INFORMATION				
Type of Education (choose only one):				
Continuing Education:		Pre Licensure:		
<input type="checkbox"/> Florida Law Update		<input type="checkbox"/> Trainee		
<input type="checkbox"/> National USPAP Update		<input type="checkbox"/> National USPAP		
<input type="checkbox"/> Specialty		<input type="checkbox"/> Certified Residential		
<input type="checkbox"/> Combination		<input type="checkbox"/> Certified General		
Distance Continuing Education:		Post Licensure:		
<input type="checkbox"/> Florida Law Update		<input type="checkbox"/> National USPAP		
<input type="checkbox"/> National USPAP Update		<input type="checkbox"/> Residential Topics		
<input type="checkbox"/> Specialty				
<input type="checkbox"/> Combination				
Application Type (choose only one) <input type="checkbox"/> - NEW <input type="checkbox"/> - RENEWAL <input type="checkbox"/> - UPDATE				
Course Title				
Course Number			Hours Requested	
Title of Source Material				

Permit Holder/Point of Contact:
I affirm that I have provided the above information completely and truthfully to the best of my knowledge.

Print Name: _____

Submitted by (signature): _____ Date: _____

Instructions for Completing Form 2090a

Request for Course Evaluation - FREAB

Requestor Information

- a) Identifying Number – If you are a licensed real estate school this will be your permit number; if you are a board approved Provider or a National or State Recognized Appraisal Organization, this is your seven digit reporting number.
- b) Name information – This is to be filled out by your point of contact.
- c) Organization name – This is the name that appears on your school license or provider permit.

Business Mailing Address

This is where all correspondence concerning this application will be mailed.

Contact Information

This is the most direct way for our staff to communicate with the person within your organization responsible for submitting this application (your point of contact). This information is not given to the public; it is strictly used for communications concerning your application.

Physical Business Address

If your mailing address is different from your physical location, you will need to fill this section out.

Course Information

- a) Type of Education – This is where you select the educational requirement your course is intended to fulfill.
 - Continuing Education – licensees have three continuing educational requirements: "Specialty" credit, USPAP credit and "Law" credit. Courses can be created that fulfill the "specialty" requirement separately from the USPAP and law courses.
- b) Delivery Mechanism – Application requirements for delivery method depend on what type of educational credit you are requesting. When filling out this application, please be sure to indicate how this course will be presented to the students.
- c) Application Type – This indicates how you want to have your application evaluated by the department.
 - New – This is for an initial request to have a course approved under your School/Provider.
 - Renewal – This is to have a course renewed. Please note renewals can only be submitted 90 days prior to a courses expiration date. If your course approval has lapsed or will lapse within 30 days of submitting the application, you will need to file a new course application.
 - Update - This is used if you have made significant changes to your course and need to have it evaluated by the department prior to the 90 day renewal period.
- d) Course Title – This is the course name that will appear on any correspondence concerning this application, as well as on your approval letter.
- e) Course Number – This is a seven digit number assigned by the department and only relevant for Update and Renewal applications.
- f) Hours Requested – The number of hours you want your course to be evaluated/approved for.
- g) Title of Course Material – This information will appear on several different approval letters and is vital if you are using a course that was created by a course developer/publisher.

Required Signatures

Real Estate School requires Permit Holder's signature and Provider requires Point of Contact's signature.

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

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

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



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Florida Department of
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DBPR Mobile App



Download the free DBPR Mobile app from the iTunes or Google Play app stores today to verify licenses, view hotel and restaurant inspections, and report unlicensed activity with the touch of your finger. To download it from iTunes now, click [here](#).

PREVIOUS

||

NEXT

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BET - Providers - Windows Internet Explorer

http://www.myfloridalicense.com/dbpr/servop/testing/providers.html

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BET - Providers

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G.W. Harrell, Director

Division of Professions
Bureau of Education and Testing
1940 North Monroe Street
Tallahassee, FL 32399-0750

[Find a CE Course](#)

[Continuing Education Information](#)

[Providers / Instructors](#)

- [Provider Continuing Education Download Software](#)
- [Technical Guide for the Reporting Tool](#)
- [User Guide for the Reporting Tool](#)

Candidate Information

BUREAU OF EDUCATION AND TESTING

EDUCATION PROVIDERS AND INSTRUCTORS

2013 Division of Real Estate Instructor Seminar

[Examination Development & Review Presentation](#)

[Continuing Education Presentation](#)

[Pearson VUE Presentation](#)

[Pre-Licensure Courses Classroom vs On-Line Stats 2013 - 2014](#)

IMPORTANT INFORMATION TO PROVIDERS

Continuing education providers with provider licenses expiring on May 31, 2013, may now renew. This includes providers approved to teach courses in the following professions: architecture, interior design, barber, home inspector, cosmetology, construction, mold-related services, landscape architecture, community association management, building code, and asbestos.

Providers will receive a renewal notice by mail. Additionally, you may renew your provider license online. Visit www.MyFloridaLicense.com to create an account or access your account. There you will find license and renewal information, fees and their due dates, as well as the opportunity to update personal data, apply online for additional licenses and renew your license.

Remember that your license number is not the provider number assigned to you upon your approval. Your license number is displayed on your renewal notice and should be referenced in any communication concerning your providership renewal. Please note that renewal of your CE provider status does not renew the individual courses you offer. For

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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.

DBPR CPE Reporting Tool

File FTP Print Setup Help

FTP Reports Courses Occupations Provider

Provider Record 1

New Course Record 2

Attendee Record 3

End of Course Record 4

0002323 ENTER YOUR COMPANY NAME HERE0094

Course Number and Title

Occupation Code and Title

Licensee Number

First Name

MI

Last Name

Number of Licenses

EOF Record 5

Date

7/24/2014

ID	Number	Description	Code
1	9999999	ENTER YOUR COMPANY NAME HERE	9999

C:\DBPRFTP\Data files\9999999_6536166.txtReport file in Add Mode

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

> Verify a License

Licensee Download Files

- Instant Public Records:

www.MyFloridaLicense.com

> Public Records

> Real Estate

Continuing Education Records
Licensee Files

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http://www.myfloridalicense.com/dbpr/index.html

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Florida Department of Business & Professional Regulation

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CUSTOMER SERVICE SPOTLIGHT...

DBPR has issued a warning to Floridians after learning that individuals posing as DBPR employees are allegedly targeting licensed businesses and professionals for personal information. DBPR confirms that these calls are in no way connected with the department or its regulatory authority. Read the full [press release](#) for more information.

CUSTOMER CONTACT CENTER...

Our Customer Contact Center can be reached at 850.487.1395. For a quicker response, the best times to call to speak to a representative are between 8 a.m. to 10 a.m. Eastern Time or 4:30 p.m. to 6 p.m. Eastern Time, Monday through Friday.

Internet | Protected Mode: On 125%

Contact BET for Assistance

- Continuing Education Services

CE reporting,
assistance with
electronic reporting
tool, etc.

(850) 921-8582

- Education Provider Services

Provider and
course approval
applications,
provider PINs, etc.

(850) 921-8215