

Ken Lawson, Secretary

Rick Scott, Governor

FREQUENTLY ASKED QUESTIONS FOR EDUCATION PROVIDERS AND INSTRUCTORS

BUREAU OF EDUCATION AND TESTING CONTINUING EDUCATION UNIT

APPLICATION PROCEDURES

1. Where do I find the continuing education course and provider applications?

For real estate and real estate appraiser providers: Visit the department's website at www.MyFloridaLicense.com > Our Businesses & Professions > Real Estate > Forms and Publications.

For real estate and real estate appraiser schools: Visit the department's website at www.MyFloridaLicense.com > Apply For/Update Licenses.

For certified public accounting continuing education: Visit the department's website at www.MyFloridaLicense.com > Our Businesses & Professions > Certified Public Accounting > Forms and Publications > Continuing Education Sponsor Package.

For certified public accounting ethics training: Visit the department's website at www.MyFloridaLicense.com > Apply For/Update Licenses.

For all other professional boards, commissions and councils: Visit the department's website at www.MyFloridaLicense.com > Apply For/Update Licenses.

2. What documents do I submit with my application?

The documents you will need to submit with the applications vary by profession. The application instructions contained with the application package contain a list of documents that must be submitted for review.

3. When is the next board meeting?

The meeting calendar is available on the home page for the Division of Professions. To access the calendar, visit www.MyFloridaLicense.com > Our Businesses & Professions > Division of Professions > Board Meeting Information.

4. What is the processing time for applications?

Completed applications will be processed within 90 days of receipt and submitted to the respective board, commission or council for approval or ratification. Please note the board meeting dates available on the web site.

5. Can I submit my continuing education application online?

No. At this time, you must print the application and mail it in with all applicable fees and supporting documentation.

6. What are the fees associated with the application?

Provider and course fees will be listed on the application. Fees will vary by profession.

7. Can I advertise my class prior to it gaining approval?

In most cases, you may not advertise a course for continuing education, pre-license or post-license credits until it is approved by the board or the department. You will receive an approval letter by mail after the application is approved.

8. What are the application requirements for each profession?

Each profession has its own application guidelines as set forth by board rules. Please refer to each profession's website via www.MyFloridaLicense.com for the specific requirements for a given profession. If you have additional questions regarding continuing education and course approval requirements, you may contact the Education Provider Services office at 850.921.8215.

9. Will I get a course number for each course that is approved by the board?

Each course will receive a unique course approval number that must be used when reporting the attendance roster to the department. Although a course may be approved by more than one board, commission, or council, the course will receive multiple approval numbers.

10. I am an approved provider under one board; will I get a different provider number if I apply to teach under a different board?

No. The provider number will be consistent across professions. However, each course approved will receive a different course number.

ELECTRONIC REPORTING BY EDUCATION PROVIDERS

1. How do I inform the department when a licensee completes an approved course?

Pursuant to Section 455.2178(2), 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. (Professions exempt from this requirement are Architect and Interior Design, Certified Public Accountancy and Veterinary Medicine.)

2. Where can I download the electronic reporting tool?

You may download the electronic reporting tool software on the department's website at www.MyFloridaLicense.com > Continuing Education & Testing > Providers / Instructors > Provider Continuing Education Download Software.

3. Who do I call if I have a question about the electronic reporting tool?

Detailed instructions are available at the department's website at www.MyFloridaLicense.com > Continuing Education & Testing > Providers / Instructors > User Guide for the Reporting Tool. Additionally, you may contact the Education Provider Services office at 850.921.8215 for additional assistance.

4. I submitted an FTP file with an incorrect license number. How do I correct this error?

You must immediately notify our office by sending an email to CEreporting.DBPR@dbpr.state.fl.us or calling 850.921.8215 since we have to manually correct this error. Your e-mail or message should contain the text file #, the license name, license number, course name, course number, and clearly explain the error that was made in your submission.

5. What actions do I need to take if I report after the thirty days?

The provider may be subject to disciplinary action by the board, commission or council.

6. Where can I retrieve my pass code and/or provider number?

The point of contact for the provider or school must submit a written request to CEreporting.DBPR@dbpr.state.fl.us. Additionally, you may contact the Education Provider Services office for assistance by calling 850.921.8215.

7. Do I report course completion records for students who have not yet received a license from DBPR?

You are only required to report continuing and post licensing education offered to those individuals who licensed by the department. Most board rules require you to provide a printed course completion certificate to all students, including those who are not yet licensed by DBPR.

8. What if I do not receive a confirmation e-mail once I have transmitted the attendance roster to the department?

E-mail confirmation is an acknowledgment that your file was successfully transmitted to the department. This email is not an indication that the report was without errors. If errors are identified, you will receive a second e-mail within 24 hours requesting that you re-submit the report to the department. The email will contain specific instructions for resolving the error.

ADDITIONAL RESOURCES

Professional Engineers: Continuing education requirements for professional engineers are monitored by the Florida Engineers Management Corporation on behalf of the Florida Board of Professional Engineers ("FBPE"). Contact information for FBPE is provided below:

Florida Board of Professional Engineers
2639 North Monroe Street, Ste. B-112
Tallahassee, FL 32303-5268
Phone: 850.521.0500
Fax: 850.521.0521

Funeral Directors and Embalmers: Continuing education requirements for funeral directors and embalmers are monitored by the Division of Funeral, Cemetery & Consumer Services of the Florida Department of Financial Services on behalf of the Board of Funeral, Cemetery, and Consumer Services. Contact information for that office is provided below:

Division of Funeral, Cemetery & Consumer Services
200 East Gaines Street
Tallahassee, FL 32399-0361
Phone: 850.413.3039

Surveyors and Mappers: Continuing education requirements for surveyors and mappers are monitored by the Division of Consumer Services of the Florida Department of Agriculture and Consumer Services on behalf of the Florida Board of Professional Surveyors and Mappers. Contact information for that office is provided below:

Division of Consumer Services
Board of Professional Surveyors and Mappers
Terry Lee Rhodes Building
2005 Apalachee Parkway
Tallahassee, FL 32399-6500
Phone: 850.410.3800