



REPRESENTING
ALEX SINK
CHIEF FINANCIAL OFFICER
STATE OF FLORIDA

TO: Florida Continuing Education and Pre-Licensing Providers

FROM: Bureau of Licensing, Division of Agent & Agency Services
Florida Department of Financial Services (“Department”)

SUBJECT: Education Information Notice # 2: *Important Information Regarding New and Existing Approved Provider Responsibilities*

Authority: CE Rule Chapters [69B-228.080](#), [69B-228.100](#), [69B-228.100\(6\)](#), [69B-228.150](#), [69B-228.210](#), F.A.C.; and PL Rule Chapters [69B-211.170](#), [69B-211.190](#), [69B-211.250](#), [69B-211.310](#), F.A.C.

DATE: January 2010

Florida Continuing Education (CE) Providers and Pre-Licensing (PL) Providers must adhere to the following requirements prior to submitting or presenting any continuing education or pre-licensing course to Florida resident licensees, nonresident licensees, or candidates for licensure in Florida.

- Courses must have prior approval by the Department and all course offerings must have prior approval by the Department before any advertisement or presentation of a course. Refer to CE Rule [69B-228.150](#), F.A.C., and PL Rule [69B-211.250](#), F.A.C.
- The course offering application must be submitted and received by the Department at least 30 days before a course presentation.
- The Department requests that new course applications be submitted 60 days in advance of the first anticipated course offering.
- Refer to CE Rule [69B-228.080](#), F.A.C. and PL Rule [69B-211.170](#), F.A.C. for course submission guidelines.
- Course completions for Florida licensees or Florida license candidates must be submitted via online Roster within 20 days of course completion. Refer to CE Rule [69B-228.100](#), F.A.C. and PL Rule [69B-211.190](#), F.A.C.

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- Continuing Education Providers should maintain records of CE satisfactory courses already taken by a licensee within a 3 year period to eliminate duplication of courses on the licensee's transcript. Refer to CE Rule [69B-228.100\(6\)](#), F.A.C.
- Continuing Education Providers should review and adhere to Rule [Chapter 69B-228](#), F.A.C., for Continuing Education guidelines.
- School Officials are the Department's primary point of contact on any matters related to the Provider. All School Officials must be approved by the Department and can access their Provider's online file via "[MyProfile](#)" at <http://www.MyFloridaCFO.com/Agents>. Click on Provider and enter the online file by entering your School Official ID# or SS# for a newly applying School Official.
- All Providers and their primary point of contacts (School Officials) are directed to the Department's Education Central webpage located at <http://www.MyFloridaCFO.com/Agents/Licensure/Education> to access the continuing education and pre-licensing rules, as well as, Providers, School Officials, course, instructor, course offering and roster submission details. Review of Frequently Asked Questions ([Provider FAQs](#)) is suggested.
- Penalties for noncompliance. Refer to CE Rule [69B-228.210](#), F.A.C., and PL Rule [69B-211.310](#), F.A.C.

Any questions regarding new and existing providers should be forwarded to the Department's Licensing Help Team at (850) 413-3137.