

EDUCATION PROVIDER
NOVEMBER CONFERENCE CALL Q&A

Q: Is the certificate of completion a requirement?

A: Yes. Certificates shall be issued to each student within 30 days of course completion.

Q: Can the continuing education certificates of completion be emailed to students?

A: Yes, as a printable attachment to the email.

Q: Do the certificates need to be forwarded to the Department?

A: No. A certificate of completion must be issued to each student for their records only.

Q: Can we provide the instructor's electronic signature on certificates of completion?

A: Yes.

Q: Who signs the certificates of completion?

A: The instructor or school official may sign depending on the method of course delivery.

Q: What is the status of the new required 5-hour course?

A: The 5-hour course outline is under legal review.

Q: What is the email address for submitting instructor applications for approval?

A: Applications can be submitted through your MyProfile account and resumes should be emailed simultaneously to Education@myfloridacfo.com.

Q: Why is another resume required when an instructor applies under each course authority?

A: The Department requires the most current credentials with each application for a new course authority.

Q: Do we need to submit resumes with course applications?

A: Seminar courses do require a resume of the guest lecturer. Classroom course applications do not need an instructor resume.

Q: Why do offerings need to be submitted 30 days prior to the course?

A: The student needs sufficient time to access future course offerings through their MyProfile account.

Q: Where can I find information for ordering a pre-licensing study manual?

A: Please visit www.myfloridacfo.com/Division/Agents/Licensure/Examinations/studyManuals.htm for study manual information.

Q: Are outlines required for continuing education and pre-license course submissions?

A: Yes. Visit Education Central at www.myfloridacfo.com/Division/Agents/Licensure/Education/ for continuing education and pre-license course submission guidelines.