



**DEPARTMENT OF FINANCIAL SERVICES**

Division of State Fire Marshal  
Bureau of Fire Standards & Training

---

**Date:** April 2013

**RE: RECIPROcity OF CONTINUING EDUCATION HOURS**  
Division of State Fire Marshal (SFM) &  
Board of Building Code Administrators and Inspectors (BCAIB)

The Division of State Fire Marshal and the Florida Building Code Administrators and Inspectors Board have agreed to accept certain continuing education hours for renewal of licenses and certifications for individuals who are dually licensed as both firesafety inspectors and certificate holders licensed under 468.609, Florida Statutes.

---

**INSTRUCTIONS FOR PROVIDERS**

**Follow these instructions if you are a provider submitting a continuing education course for approval to the SFM and are also requesting reciprocity by the BCAIB:**

You are required to be an approved provider with the SFM prior to submitting a course for approval.

1. Follow these steps to become an approved SFM provider.
  - Go to the SFM's "FCDICE" website at: [www.floridastatefirecollege.org](http://www.floridastatefirecollege.org)
  - Select "**Apply**"
  - Select "**Training Provider Application**"
  - Select either "**individual**" or "**organization**"
  - Select "**Fire Services**" at the bottom of the page
  - Complete all entries on all pages until finished
  
2. Log into the FCDICE system once you are an approved SFM provider.
  - Go to the SFM's "FCDICE" website at: [www.floridastatefirecollege.org](http://www.floridastatefirecollege.org)
  - Select "**Apply**"
  - Select "**Course Approval Request**"
  - Provide a short description of the course
  - Select "**Fire Services**"
  - Complete the second page (tuition fee and lab fee must have an amount, even if it is \$0)
  - Make sure to check the box for "**Continuing Education**"
  - Attach copies of your course outline and objectives
  - Click "**Save**"
  - For directions on how to apply for CEU reciprocity by the BCAIB, obtain a copy of **Form DBPR BCAIB 10 – Continuing Education Course & Provider Approval** at:  
[http://www.myfloridalicense.com/dbpr/pro/build/documents/bcaib10\\_fire\\_marshal\\_training\\_course\\_and\\_provider.pdf](http://www.myfloridalicense.com/dbpr/pro/build/documents/bcaib10_fire_marshal_training_course_and_provider.pdf).
  - If your course is approved by the SFM, you will receive a message in your "FCDICE" inbox confirming course approval and issuance of a "RN" number. You are required to provide a copy of this course approval message to the BCAIB

*If you have any questions, please contact the Bureau of Fire Standards & Training at (352) 369-2800.*