

Continuing Education Reporting and License Renewal

This is a SunCam transcription of a very informative video training session which was produced by the Florida Board of Professional Engineers. The video is available on the FBPE web site at: <http://www.fbpe.org/continuingeducation.asp>.

1



“Welcome to the renewal 2009 training session. With the changes of the portal at www.myfloridalicense.com, the Board has designed a training session to help you, the licensee, complete your renewal on-line. This training session will take you step-by-step through the renewal process of reporting your ‘Areas of Practice’ hours. Viewing your ‘Laws and Rules’ course, submit your renewal payment and update your license status, all from the ease of your computer. Before proceeding make sure that you are using Internet Explorer and disable your Pop-up Blocker.”

2



“The license renewal website is located at www.myfloridalicense.com. NOTE: This website has changed. If you get the message that the web site is redirecting, go ahead and select the ‘Please Click Here’ link.

3



“Once the page is fully loaded, select the link ‘Renew a License’.”

4



“This page will give you the option to set-up a new account or allow you to proceed to the log-in screen. If you have not already set-up your account, select path 1 and follow the 4-step process. Once your account is set-up, you will automatically be logged-in. If you have already set-up your account, select path 2.”

5



“Enter your user ID and PIN. You can also activate your account here if you have not done so. This page also allows you to search for your user ID and/or your PIN number if, for any reason, you do not have this information.”

6



“Once you have successfully logged-in to your account, you will be on the account summary page. This page will give you the basic information about your license including the primary address that we have on file for you. You will need to select ‘Report Continuing Education’ to report your ‘Areas of Practice’ courses only.”

7



“On this screen you will need to select ‘Add a Continuing Education Course’.”

Note: Only Area of Practice courses will show in the Report Continuing Education Section. The Laws and Rules Course will not show on this page.”

8



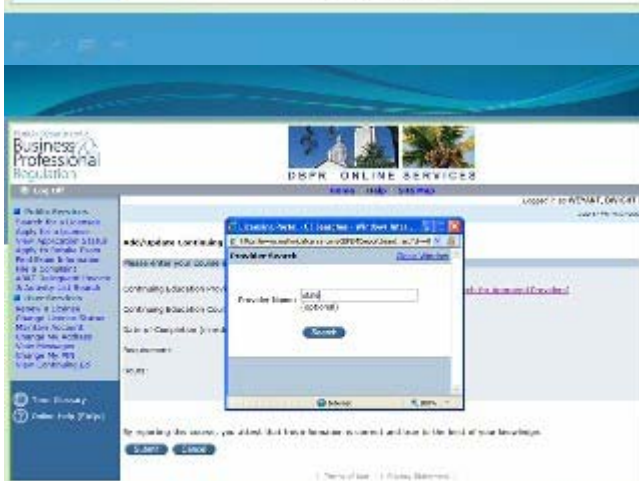
“This screen will allow you to add the course to your profile. Select the ‘Search for an Approved Provider’s’ link and a pop-up box will appear.”

9



“In the provider’s search box you have 2 options. You can either type-in the beginning of the provider’s name, without abbreviations, or select ‘Search’ for the full list of providers. For this presentation, I am going to type-in a provider’s name.”

10



“So that you can see how the search function works, I am going to use the word ‘State’ and search for the providers who have this word in their provider’s name.”

11



“As you see the provider is listed as ‘State Agency Impacting Engineering’. This is the provider that I need. To select this provider, I am going to double click on the name.”

12



“It has returned me to the ‘Add/Update Continuing Education Course’ screen. My provider is listed with a requirement of ‘Areas of Practice’. You will need to complete this section by entering the course name, the date of completion with a 2-digit month, 2-digit day, 4-digit year and the number of PDHs earned for the course.”

13



“Once you have verified that all information is correct, click ‘Submit’.”

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“On the ‘CE Reporting Summary’ page, you will now see the course that you have entered. If you entered any incorrect information, either edit or delete the course information. If you delete the course information, go back and add it again. This page will allow you to see the total amount of areas of practice courses you have submitted if there is more than one. At this time if you have any additional ‘Area of Practice’ courses, you may add them.”

15



“Once all of your ‘Areas of Practice’ courses have been self-reported, and you would like to verify that the ‘Laws and Rules’ course that you have taken is listed, select the ‘View Continuing Education’ link on the left side of the page.”

16



“Under the continuing education requirements, you will see a total of all hours taken. At the bottom of the page, under ‘Courses’, You will see your ‘Laws and Rules’ course, reported by your provider as required. Should you see any shortfalls in your continuing education, you will need to go back and update your profile or contact your provider. If everything is correct, you can proceed with renewing your license. Select ‘Maintain Account’.”

SunCam Note: License renewal will not be available until November!

17



“On the ‘Account Summary’ page, select ‘Maintain/Renew this License’. This link is at the bottom right corner of the screen.”

18



“Under ‘Renewal Actions’, you will see 3- options to update your renewal. Select ‘Step 1’ if you need to update your address. Once your address is updated, you will be redirected to this menu. Select ‘Step 2’ to pay your renewal fees.”

19



“At the ‘Make a Payment’ screen you will see the total amount of your renewal fee. Use the buttons below as your options to make your payments online. Credit cards, debit cards with the Visa/MasterCard logo and electronic checks are the only types of payments that can be used online. For the 2009 renewal, a \$5.00 unlicensed activity fee will be the only fee required to renew because of a 2007 Legislative act.”

20



“Once the payment has been made, you will be redirected back to this screen. Select ‘Step 3’ to submit the renewal for processing as required.”

21



“If your renewal has not been completed, the deficiency will be listed and tell you what you will need to complete for your renewal. If you do not see your ‘Laws and Rules’ course listed, but you have paid your renewal fee and updated your ‘Areas of Practice’ course, contact your provider to find-out when the course will be updated. Once the course is updated, your license will automatically renew within 24-hours.”

22



“If everything is completed properly, the next screen you will see will say ‘Congratulations! Your license has been successfully renewed’.

23

Things to Remember for a Successful Renewal.

“Things to remember for a successful license renewal.”

24

Online Renewal will be available November 2008. Renewal Forms will be mailed in October 2008.

“Online renewal will be available in November 2008 and renewal forms will be mailed in October 2008. You will be able to update your ‘Areas of Practice’ course and verify completion of your ‘Laws and Rules’ course on the www.myfloridalicense.com portal before and during the renewal cycle.”

25

If mailing renewal forms, please make sure the form is completely filled out with a check or money order made payable to Florida Board of Professional Engineers.

“If you choose to submit your renewal by mail, make sure that the renewal form is completely filled-out. The payment must be made payable to: The Florida Board of Professional Engineers and attached to the renewal form.”

26

Make sure that you are using INTERNET EXPLORER. Mozilla/Firefox will not work.

“Make sure that you are using Internet Explorer. Mozilla, Firefox and other internet browsers will not work.”

27

Have all renewal certificates available to complete renewal.

“Have all renewal certificates available when you are renewing online. This will insure that all information submitted is accurate.”

28

Payments Accepted Online



“Electronic checks, Visa, MasterCard, Discover, American Express or debit cards that have the Visa or MasterCard logo are acceptable for online payment.”

29

Online payments are safe and secure. FBPE cannot take Credit Cards or Checks by phone.

“When submitting online payments, they are safe and secure. However, the Florida Board of Professional Engineers cannot take any payments by phone. Payments must be submitted online or by mail, attached to the renewal form.”

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Florida Board does NOT have access to PIN's or Deactivated accounts. Contact the Dept. of Business & Professional Reg. Customer Contact Center – 850.487.1395

“The Florida Board of Professional Engineers does not have access to view or change PIN numbers. If you cannot remember your login information, and you are not able to use the ‘Forgot My PIN’ or the ‘Forgot My User ID’ links to retrieve the information, or your account has been deactivated, you will need to contact the Florida Department of Business and Profession Regulation, customer contact center, at 850-487-1395. Using prompts 1, 1, 4, 0, 9 to speak with a specialist.”

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The Laws & Rules Course is not on the Self-Reporting CE Summary Page. You must select "View Continuing Education" to see your Laws & Rules Course.

“The ‘Laws and Rules’ course will not be listed on the ‘Reporting CE Summary’ page. You must select ‘View Continuing Education’ to see your ‘Laws and Rules’ course.”

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Licenses should be received 3-4 weeks from the date of renewal.

“Once you have renewed your license, you will receive a new license within 3 to 4 weeks from the date that the renewal was completed.”

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Additional Questions

Sean Benjamin
850.521.0500 ext. 110 or
at renewaldesk@fbpe.org

“If you have any additional questions, you may contact Sean Benjamin at area code 850-521-0500 extension 110 or email questions for renewal only to renewaldesk@fbpe.org.”