

The Florida Board of Professional Engineers Newsletter for Continuing Education Providers

2011-2013 PE Renewal is just around the Corner

In preparation for the 2011-2013 renewal of Florida Professional Engineering Licenses, FBPE will be issuing newsletters to approved continuing education providers to assist in reporting of course credits. We plan for renewal to officially open on or about November 12, 2010.

Therefore, all CE credits earned prior to that date should already have been reported. Furthermore, all credits earned after November 12, 2010 will need to be reported by providers no later than ten (10) following completion of coursework.

Please encourage license holders to verify their license status and confirm entry of the required continuing education hours. They may view their continuing education by logging into their account at www.myfloridalicense.com and clicking on "View Continuing Ed." If you they not see their credits, they should contact you, the course provider, as soon as possible. If any provider has a problem with a reported course not showing up on a PEs record, you should contact FBPE to remedy the problem. In this process, please keep in mind the steps we must follow in resolving any problem with your account. Some problems can be resolved by our staff. Other problems require a process of contact with the Department of Business and Professional Regulation. If this is necessary the process may take additional time to revolve. Any reported problem will be evaluated to determine steps required to resolve. FEMC staff primarily responding to licensees on continuing education issues is Brian Lynch, Manager of Applications and Licensure and Nancy Wilkins, Licensure Analyst.

Instructions for Reporting CE Credits

You will first need your provider code (seven digits, e.g. 0009999), your pin number (four digits 9999) and the course credit code (also seven digits, e.g. 000099). Make sure you are using an approved code.

Next, you will need the engineer's name and PE number (seven numerical digits - two initial zeros, 0099999).

The link for the DBPR CPE Reporting tool is:

<http://www.myfloridalicense.com/dbpr/servop/testing/providers.html>

On left side of page you will see Providers/ Instructors and under that is the user guide. Print out the guide and then go to the Provider Continuing

Education Download Software. Click on this link and run the program. It should install on your desktop.



Open the program. If you are not on the list of Providers in the drop down menu, go to the Provider tab, complete the cells (shown below) and click on "Update Provider Information."

The image shows a screenshot of a software application window. The title bar contains "File FTP Print Setup Help". Below the title bar is a tabbed interface with tabs for "FTP", "Reports", "Courses", "Occupations", and "Provider". The "Provider" tab is selected. The main area of the window is titled "Provider Information" and contains four input fields: "Provider Number" with the value "9999999", "Provider Name" (empty), "Pass Code" with the value "9999", and "Email Address" (empty).

To report courses, you should check to see if your course is listed in the drop down menu. If not go to the course tab and add it there. Then go back to the Reports tab. Your provider name and course name and number should now appear in both drop down menus. You will first click on the provider drop down menu and choose your name, then click on blue "1." You will next choose the course name and title and choose the date the course was given, then click on the blue "2." Then choose the occupation code and title (PE Professional Engineer). If it does not show up, click on the Occupations tab and manually enter it - exactly as typed above. Then go back to Reports and choose the PE occupation. Then enter the license number (must be 7 digits; if only 5 are provided, add two zeros to beginning) and name of participant and then click on the blue "3." Next enter the total number of records you have reported and click on the blue "4 " When you are completely finished click on the blue "5" to end the

report.

ID	Number	Description	Code
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Rule on Continuing Education Provider Certificates

Pursuant to Rule 61G15-22.012, Florida Administrative Code, all CE providers are required to provide certificates of completion to course participants. The rule states, in part:

61G15-22.012 Obligations of Continuing Education Providers.
To maintain status as a continuing education provider, the provider must:

(3) Furnish each participant with an individual certificate of attendance. An attendance record shall be maintained by the provider for four (4) years and shall be available for inspection by the Board and the Florida Engineers Management Corporation.

As a provider, you should be aware that you are obligated to provide certificates of completion to all course attendees and you are required to maintain accurate records for four (4) years. Failure to comply with this rule may result in a loss of your provider license and the ability to provide continuing education courses to Florida engineers.

If you have any questions regarding your obligations as a continuing education after reviewing Rule 61G15-22.012, please feel free to contact Brian Lynch or Nancy Wilkins (contact information below). It is our intent to work with Continuing Education Providers to resolve any and all issues. This is only achieved through active communication. Thank you in advance for your cooperation.

Please send questions or comments regarding this newsletter to:

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