



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

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April 2025

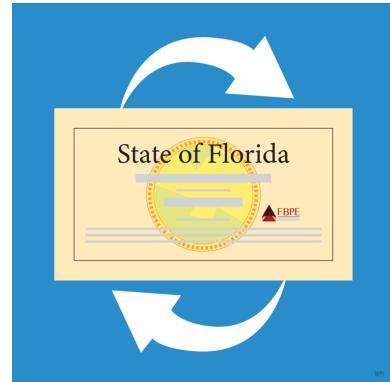
From the Executive Director: Issues We Saw During Renewal

By Zana Raybon, FBPE Executive Director & FEMC President

Renewal concluded for PE licenses on Feb. 28, 2025. I am sure the Professional Engineers licensed in Florida are as relieved as the FEMC staff.

There were several complications and, while we apologize for any difficulties, most were out of the FEMC's control.

While we have no control over the licensing system, the renewal portal, or online payments, I would like to address a few items that engineers should take note of to make future renewals easier.



Login Information

We received quite a few phone calls from engineers who could not remember [their login information](#) or had it linked to an email address from a previous job. It can be difficult to remember login information that you only use every two years. Therefore, you may want to write them down and keep the information in a safe place. You can also select "Forgot Password" if you remember your login email.

If your email changes (possibly due to a change in jobs), FEMC staff can unlink the old email address, which will allow you to use a new email address to log in.

Failure to Answer Attestations

The renewal process is set up so that all licensees must proceed from the first page of the renewal application to the last, reviewing your contact information for accuracy and, most importantly, answering [three attestation questions](#). If you select "Make Online Payment" from the main menu and bypass the renewal procedure, your license will not renew, regardless of whether you made the payment or not.

Answering Attestation Question Incorrectly

[The first question](#) a licensee encounters is whether they have completed the required 18 hours of continuing education or if they plan to complete it by Feb. 28, 2025. You should always answer "yes" to this question, even if you have not completed or reported your CE at the time you are renewing but will have completed it by the Feb. 28 deadline. Answering "No" will prevent your license from being renewed, even if you make the payment.

Providing Wrong Name or PE Number for Course

We encountered numerous problems with licenses not being renewed because the Florida Laws and Rules course was not reported for the PE. Most providers were very diligent about reporting. However, some of the records the providers submitted did not get reported accurately if the PE provided the wrong PE number or did not provide their name as it appears on their license. I know that sounds weird, but it happened more than it should have. You must provide accurate information to the CE provider when you are relying on them to report your course.

What Does Not Qualify for Laws and Rules Course

We received some questions from folks trying to get credit for Florida Laws and Rules by using an Advanced Building Code course *or* a laws and rules course from another state. First, if you are taking laws and rules from another state, it does not qualify because Florida statutes require the course to cover the laws and rules of Chapter 471, Florida Statutes.

Second, an [Advanced Building Code course](#) would not qualify because it is offered by providers that are approved by the Florida Building Commission, not FBPE. Laws and rules courses *must* be from an FBPE-approved provider.

Last Minute Everything

This is the big one. Florida now has almost 50,000 licensed Professional Engineers. Renewal opened on Nov. 5, 2024, and closed on Feb. 28, 2025. However, almost 20,000 engineers [waited to renew their licenses in the final 14 days](#) that renewal was open. More importantly, many of those engineers delayed until the last two weeks to take their Florida Laws and Rules course and have it reported. The providers were not able to keep up with the demand, and the licensure system could not keep up with the internet traffic.

We recommend that licensees take their continuing education as soon as they can. Any courses taken after March 1, 2025, will count for the next renewal. There is no reason to wait until the last two weeks.

In addition, if everyone would login and renew their licenses sooner, rather than later, we would be able to assist with any issues in a timelier manner. We heard complaints about not being able to get through on the phones, but the reality is that FEMC staff were fielding thousands of phone calls a day during the last two weeks of renewal.

We encourage you to log into your account at [myfloridalicense.com](#) and confirm that your PE license is renewed for 2027. If not, please contact us at 850-521-0500.

We hope renewal will be smoother in two years. In the meantime, please go ahead and start preparing now.

Chair's Corner: NCEES Does More Than Track Continuing Education

By Denise Ramsey, PE, FBPE Chair (2025)

With renewal behind us, you had an opportunity to set up your [CPC Tracking](#) with [NCEES](#). Although this was a new requirement for renewal in 2025, it is a valuable free service offered by NCEES that allows license holders to track continuing education in multiple jurisdictions.



Your Board also heard from many of you while documenting your continuing education that our rules on approved providers for continuing education is confusing. We only require providers of Florida Laws and Rules classes to be approved providers. We will be working on revising wording of our rules to clarify for the next renewals.

Have you thought about what else NCEES does? Many of you have taken the [FE or PE exams](#) administered by NCEES. The rigor of developing and administering the multiple national examinations takes much diligence. I am personally serving on the Exam Audit committee this year, so I've had personal experience into the processes, and it is eye opening.

NCEES also has [a records program](#), which is highly recommended for those who seek licensure in multiple jurisdictions.

Finally, NCEES is the conduit that connects the Florida Board of Professional Engineers to other boards throughout the United States. Several members of FBPE are preparing to attend the NCEES Southern Zone conference in Little Rock, Ark., in April. This allows representatives from all Southern Zone states to meet and discuss relevant issues to engineering and the issues that boards are facing. In August, all boards will assemble in New Orleans to similarly share on a wider scale.

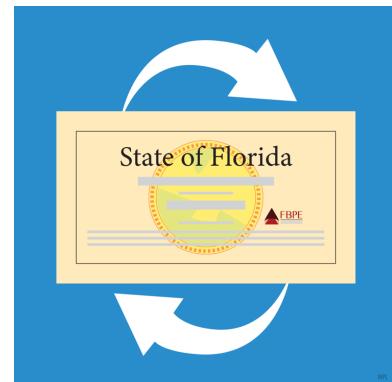
Finally, and unrelated to NCEES, we are closely monitoring the Florida legislative session for impacts to our licensees and will report back in the next newsletter.

Did You Delay Renewing Your PE License Until the Final Days?

With a renewal window of roughly 17 weeks, half of Florida's Professional Engineers put off renewing their licenses until the last three weeks, while one-quarter delayed it until the final week.

Once again, the almost 12,000 Professional Engineers who waited until the end of February to renew their licenses put a strain on the Board's [12-person full-time staff](#). As a result, many calls and emails went unanswered as staff assisted other late-renewing PEs.

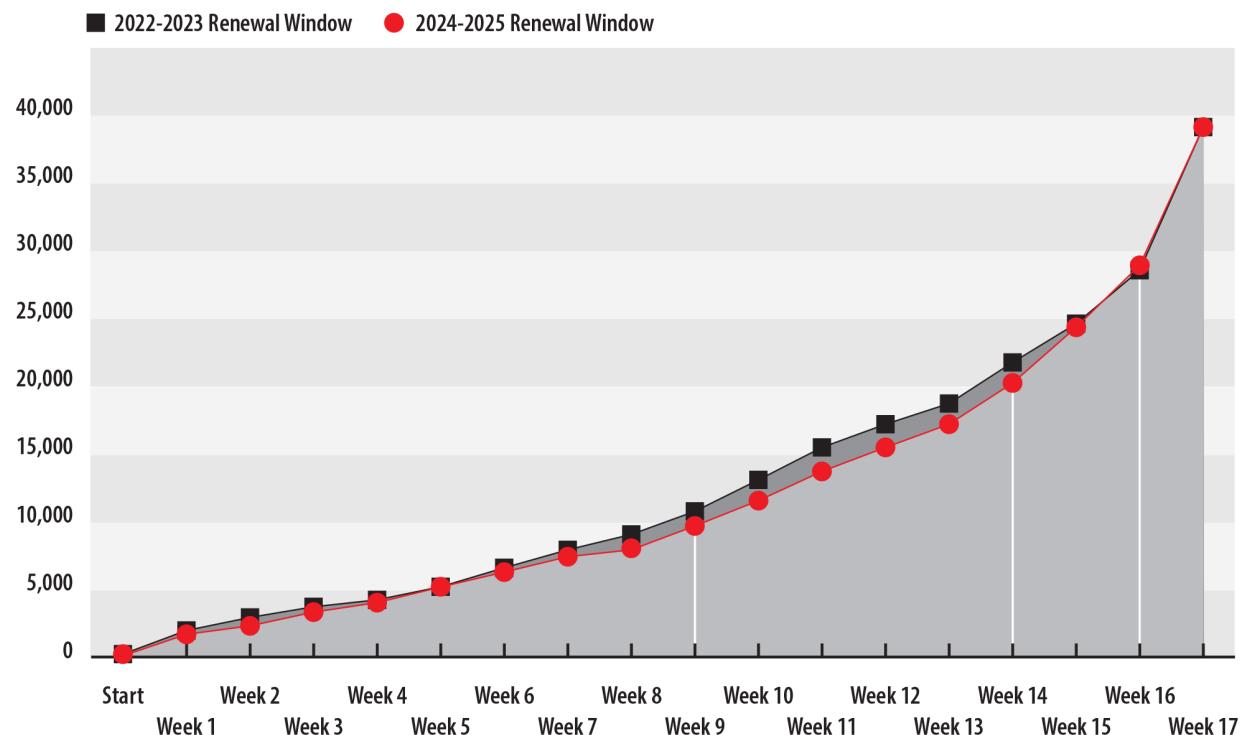
The surge of late renewals strained the licensing system, which ran slower than usual, causing payment delays and time-outs.



Delaying your renewal until February might not seem significant, but it puts your livelihood at risk since you cannot practice engineering (i.e., signing and sealing engineering documents) in Florida if your license has expired.

As it was, nearly 1,000 PEs could not renew their licenses before the Feb. 28, 2025, deadline because they failed to answer the three attestation questions during the renewal process, their continuing education provider had not reported their Florida Laws and Rules course, or they ran into payment issues or other problems. Another 1,000 PEs had other problems that prevented their renewal.

Charting 2024-2025 Renewals



By the end of the first nine weeks (and roughly the halfway point of the renewal window), only one-quarter of Florida PEs had renewed their licenses, about 2,100 fewer than during the same period in the 2022-2023 window. Renewals continued to lag the previous cycle until the last two weeks of the renewal period.

Florida PEs were burdened with reporting all 18 hours of their continuing education during this renewal period because too many PEs failed the continuing education audit during the past two renewal cycles. The [NCEES CPC Tracking system](#) added extra complexity to the process during this period.

At the same time, while there were only minor changes in the actual renewal process that PEs went through at [myfloridalicense.com](#), many PEs seemed to struggle more with completing renewal during this period.

This may be one of the reasons why renewals lagged the last cycle until the final three weeks.

The requirement to use the [CPC Tracking system](#) will continue, so PEs should begin taking their continuing education courses early and start logging them in the CPC system before the next renewal period. (Only CE courses taken after March 1, 2025, will count toward the next renewal.)

The [next renewal window opens](#) in early November 2026. With nearly 50,000 PEs expected to renew that period, FBPE encourages you to renew early to prevent delays that keep your license from renewing in time.

Credentials Forgery Continues to Be a Problem for Florida PEs

The risk of credentials forgery is growing, and as a licensed Professional Engineer, you should be proactive in protecting your professional credentials, which may be used by unlicensed individuals for fraudulent purposes.

Maintaining control over your physical or digital seal is your responsibility. Many instances of forgery occur when people who an engineer has worked with in the past retain copies of signed and sealed documents and use the old signing and sealing information on new plans. To help prevent this:

- Do not share unprotected digital copies of signed and sealed documents.
- Store your physical and digital seal in a secure location.
- Refrain from including personal information, such as your professional seal, in public sample plans available on company or personal websites.



One of the simplest ways to prevent misuse of your professional credentials is to periodically check online job platforms and freelance websites for individuals using your name or PE number. Some of the freelance platforms where forgeries have been reported include Fiverr.com, Freelancer.com, Guru.com, PeoplePerHour.com, and Upwork.com.

If you find your name or PE number being used without your consent, contact the Board's investigator, Wendy Anderson, at [\(850\) 521-0500, ext. 119](tel:(850)521-0500,ext.119), or wanderson@fbpe.org. You should also file a complaint with the Internet Crime Complaint Center (ic3.gov). IC3 is run by the FBI and is the federal government's hub for reporting cybercrime.

If you discover that your information has been compromised and used to issue permits or plans that you did not sign or seal:

- Contact the relevant permitting agency. Notify them immediately so they are aware of the forged documents and can take appropriate action.
- Report the incident to law enforcement. Forgery is a criminal offense, and filing a police report ensures that legal action can be taken against the perpetrators.
- Inform the Board. FBPE should be made aware of credential misuse to prevent further fraudulent activity.

Unfortunately, there have been cases where the credentials of deceased engineers were used fraudulently for years. If you become aware that a Florida-licensed PE has died, please notify [the Board](#) as soon as possible so that the PE's license status can be changed to "Deceased."

Forgery is a growing concern in the engineering profession, and vigilance is key to preventing the misuse of credentials. By monitoring online activity, securing your professional seal, and reporting unauthorized use of your information, you can protect your hard-earned credentials and maintain the integrity of your profession. If you suspect forgery, act swiftly by reporting it to the proper authorities to prevent further fraudulent activity.

Additionally, Florida Building Officials who have concerns about potential forgeries related to engineering documents should also contact Anderson at [850\) 521-0500, ext. 119](tel:(850)521-0500), or wanderson@fbpe.org.

Mica Appointed as a FEMC Corporate Director

David R. Mica of Tallahassee has been appointed to the corporate board of the [Florida Engineers Management Corporation](#) by the Florida Department of Business and Professional Regulation.

Mr. Mica was named a director for a four-year term starting on March 12, 2025. He fills a vacant public seat.

Mr. Mica retired as the executive director of the Florida Petroleum Council in 2020, having served with that organization since 1985. Before that, he was director of government affairs for the Florida Farm Bureau Federation from 1983 to 1985. He was also a district assistant and staff assistant to U.S. Senator Lawton Chiles from 1980 to 1983, executive director of the Suwannee County Chamber of Commerce from 1978 to 1980, and assistant doorkeeper of the U.S. House of Representatives in 1978.



David R. Mica

He is a 1977 graduate of the University of Florida where he earned a bachelor's degree in political science. He attained the professional status of Certified Association Executive and Designated Professional Lobbyist.

Among his affiliations, Mr. Mica was a founding member of the Florida Association of Professional Lobbyists, is chairman of the board of the Florida Museums of History Foundation, and is a past member of the Florida Bar's Citizens Advisory Committee. He has served as chairman of the boards of the Economic Club of Florida, Leadership Florida, Florida Society of Association Executives, Southern Scholarship Foundation, and Florida Historic Capital Foundation.

Mr. Mica and his wife, Karen, have three adult children and eight grandchildren.

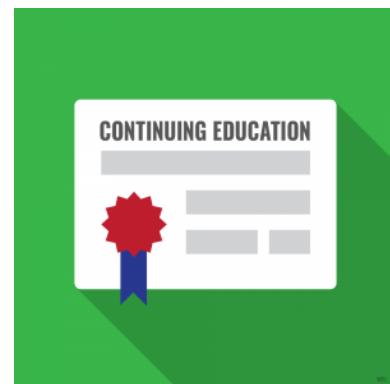
As a director of FEMC, Mr. Mica will ensure oversight of the non-profit, single-purpose corporation, which provides administrative, investigative, and prosecutorial services to the [Florida Board of Professional Engineers](#).

CE Provider Renewal Runs Through May 31

Current licenses for continuing education providers will expire on **May 31, 2025**. CE providers can renew their licenses and courses now.

To renew your CE provider license:

- Go to myfloridalicense.com, and select "My Account." If you already have an account, log in using your email address or user ID and password. If you don't have an account, click "Create My Account" and follow the instructions.
- To link your license to your account, you need your provider license number and activation code, which is either the last four digits of your Social Security number or the last four of



your Federal Employer Identification Number (FEIN). Your license number *is not* the provider number assigned to you upon approval. If you cannot locate your license number, you can retrieve it by selecting “Verify a License” at myfloridalicense.com or by contacting our office at [\(850\) 521-0500, ext. 113](tel:(850)521-0500).

- If you cannot access your account, contact the Board office at [\(850\) 521-0500, ext. 113](tel:(850)521-0500). Once you have accessed your account, you may change your contact information, if necessary, and then continue the process to renew your license.
- You will then pay your fees and renew your license.

Laws and Rules Course

For CE providers providing a Florida Laws and Rules course: After renewing your provider license, please complete the *Laws and Rules Application* found on the [Provider Application Process & Renewal](#) page under our website’s *Continuing Education* section. Follow the instructions and mail it to the FBPE office.

Questions regarding the CE provider renewal process can be directed to the CE desk by calling the Board office at [\(850\) 521-0500, ext. 113](tel:(850)521-0500), or emailing cedesk@fbpe.org.

If you did not renew during this previous renewal period, you will need to contact the Board office at [\(850\) 521-0500, ext. 113](tel:(850)521-0500), for assistance in renewing your Florida CE provider license.

Providers of a Florida Laws and Rules course must report all completions, including the PE’s name and number, to the Florida Department of Business and Professional Regulation in a timely manner.

Continuing Education Provider Reporting

[Rule 61G15-22.006, Florida Administrative Code, Demonstrating Compliance; Audits; Investigations](#), requires Florida Professional Engineer licensees to maintain sufficient records demonstrating completion of qualifying professional development hours for at least four years. PEs are required to self-report continuing education documents.

CE providers *are required* to provide completion and attendance certificates to PEs and maintain those records for four years. PEs must provide the appropriate certificates to FBPE when requested. [Rule 61G15-22.012, F.A.C., Obligations of Continuing Education Providers](#), states in part:

“To maintain status as a continuing education provider, the provider must:

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

Failure to comply with this rule may result in a loss of the provider license and the ability to provide continuing education courses to Florida engineers.

The current statutes and rules relating to engineering can be found on the [Statutes and Rules](#) page under the *Legal* section on [our website](#).

CE Provider Account and Renewal FAQs

The following questions and answers can clarify some of the most common questions that arise in each biennium and how to resolve them.

- **What is the renewal fee for continuing education providers?** The renewal fee for the current biennium is \$250 for current CE providers. If you did not renew during the previous renewal period, you will need to contact the Board office at [\(850\) 521-0500, ext. 113](tel:(850)521-0500), for assistance in renewing your Florida CE provider license.
- **What is the application fee to provide a Florida Laws and Rules course?** There is no longer a fee to register a Florida Laws and Rules course if you are a current Board-approved CE provider. If you are currently providing the course, you must complete the *Laws and Rules Application* after you have renewed your provider license and submitted the application to the Board. If you are not currently providing a Florida Laws and Rules course but would like to be approved by FBPE, you must submit a [Laws and Rules Application](#).
- **How do I access my account?** Go to myfloridalicense.com. Click on “My Account” in the blue box in the upper right. Either log into your existing account with your email or user ID and password, or click “Create My Account” if you do not have one. The process is similar to that used by Professional Engineers to log into their accounts, which is [illustrated on our website](#).
- **I forgot my password to access my account. How can I retrieve that information?** If you attempt to sign into your account to renew your license and have forgotten your password, select “Forgot Your Password.” You will be prompted to your email address or user ID, and then answer your security question. A temporary password will be emailed to you, which you can use to log into the system and set a new password. If you do not know the answer to your security question, please follow the instructions provided in the question below.
- **I forgot the answer to the security question associated with my account. How can I get that information?** Contact the Board office at [\(850\) 521-0500, ext. 113](tel:(850)521-0500), or cedesk@fbpe.org. Once we have retrieved the information for you, an email will be sent to you with the answer to your security question. It may take up to 24 hours to complete your request. If you are sending an email request to retrieve your answer, you must include your name, license number, and email address.
- **I am using my information to log in, but I can't access my account. What do I do?** We can help. Contact the Board office at [\(850\) 521-0500, ext. 113](tel:(850)521-0500), or cedesk@fbpe.org.
- **How do I link my license to my account?** You need your provider license number and your activation code, which is either the last four digits of either your Social Security number or your Federal Employer Identification Number (FEIN). Your license number is not the provider number assigned to you upon approval. If you cannot locate your license number, you can retrieve it by selecting “Verify a License” at myfloridalicense.com or by contacting our office at [\(850\) 521-0500, ext. 113](tel:(850)521-0500).

If you have any questions regarding your obligations as a continuing education provider after reviewing [Rule 61G15-22.012, F.A.C., Obligations of Continuing Education Providers](#), or the CE requirements for licensees covered in [Section 471.017, F.S., Renewal of License](#), please contact the Board office at [\(850\) 521-0500, ext. 113](tel:(850)521-0500), or cedesk@fbpe.org.

Recent Updates to Florida Engineering Rules

[Chapter 61G15, Florida Administrative Code](#), contains the rules that govern the practice of engineering in Florida. The rules are adopted by the Florida Board of Professional Engineering based on [Chapter 471, Florida Statutes, Engineering](#).

The rules are regularly reviewed and updated by the Board.

The latest changes, as of March 2, 2025, include:

- 61G15-19.0051 *Notice of Noncompliance*
- 61G15-20.0017 *Application for Retired Status*
- 61G15-30.001 *Purpose (Responsibility Rules Common to All Engineers)*
- 61G15-31.006 *Design of Structural Systems Utilizing Open Web Steel Joists and Joist Girders*
- 61G15-33.003 *Design of Power Systems*
- 61G15-34.002 *Definitions (Responsibility Rules, Mechanical Systems)*
- 61G15-34.003 *Design of Heating, Ventilation and Air Conditioning Systems*
- 61G15-34.005 *Design of Heat and Energy Transfer Systems*
- 61G15-34.006 *Design of Material and Human Transfer Systems*
- 61G15-34.007 *Design of Plumbing Systems*
- 61G15-34.008 *Design of Mechanical Machines and Motion Systems*
- 61G15-34.009 *Design of Instrumentation and Control Systems*
- 61G15-34.010 *Design of Fuel Gas Systems*

Changes are highlighted in the PDF available on the [Statutes and Rules page](#) in the *Legal* section of the Board's website, [fbpe.org](#).

Special Recognition: Congratulations, Examinees

FBPE applauds everyone who passed engineering exams in the past quarter. We wish them much success as they move towards the next step in their engineering careers. [See the complete list online](#).

Legal Department: Latest Engineer Discipline

Under Rule 61G15-37.001(11), Florida Administrative Code, the Florida Engineers Management Corporation is required to post all Final Orders involving active disciplinary cases to the website until the terms of the final order are completed, or until the licensee becomes inactive, retires, relinquishes the license, or permits the license to become null and void. Included in this section are the most recent cases in which final action has been taken by the Board, a brief description of the licensee's violation and discipline as well as a link to the final order. [View actions](#).

Mark Your Calendar

We regularly update our calendar with the latest FBPE and FEMC events. [Check out the calendar](#).

FBPE Board Members & FEMC Directors

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