

# Checking Your Continuing Education Status in DBPR

Central Panhandle Association of REALTORS®

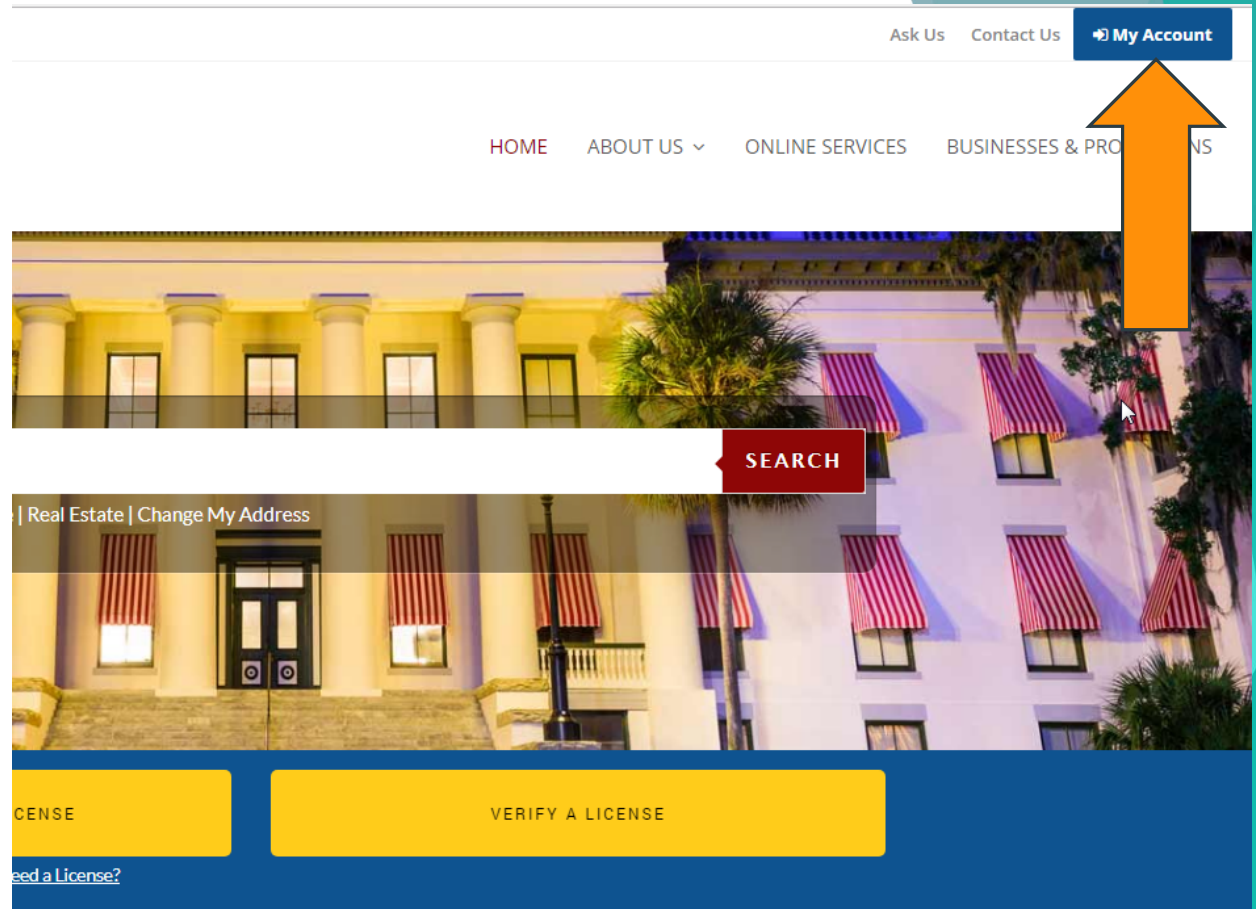


---

Central Panhandle Association of Realtors®

# Login

- ▶ Go to [www.myfloridalicense.com](http://www.myfloridalicense.com)
- ▶ In the Top right, click on the “My Account” button



# Login

- ▶ Enter your User ID and Password in the box on the right.
- ▶ If you do not remember your password or User ID, use the links under the Log On button to recover them.

**Florida dbpr** Department of Business & Professional Regulation

**DBPR ONLINE SERVICES**

[Contact Us](#)

**DBPR Online Services Main Menu**

Welcome to the Department of Business and Professional Regulation's Online Application Services.

For returning users, please login below.

If you are a new user select **"Create My Account"** link below under **"Create a New Online Profile"** to complete your initial registration.

**Cookies must be enabled when using this site. Please read the [setup document](#) for assistance.**

Public Services	Log in to Online Profile
<a href="#">Apply for a New License</a>	*E-Mail/User ID: <input type="text"/>
<a href="#">Public License Search</a>	*Password: <input type="password"/>
<a href="#">File a Complaint</a>	<b>Log On</b>
	<a href="#">Forgot your password?</a>
	Forgot User ID? Click <a href="#">here</a> .

**Create a New Online Profile**

[Create My Account](#)

[Need Help Creating An Account?](#)

# Choose the correct license

- ▶ On the right side, it will list out all licenses attached to your login.
- ▶ Click the license that you are checking the continuing education status for.

The screenshot displays the DBPR Online Services interface. At the top, the Florida Department of Business & Professional Regulation logo is visible alongside the text 'DBPR ONLINE SERVICES'. Navigation links for 'Update Profile', 'Logoff', and 'Contact Us' are present. The user is logged in, as indicated by the 'Logged in as' field. The main menu includes a list of functions: 'Apply for a New License', 'View User Profile', 'File a Complaint', 'Make an Online Payment', 'Link an Existing License to My Account', and 'Application Status Inquiry'. On the right, the 'Licenses Linked to My Online Services Account' section shows two active licenses: 'Real Estate Broker' and 'Real Estate Corporation', both with an expiration date of 2020-09-30. An orange arrow points to the 'Real Estate Broker' license entry.

# License Menu

- ▶ In the top right, you can view your license expiration date.
- ▶ Otherwise, in the bottom section, click on "View My Continuing Education."



[Main Menu](#) | [Update Profile](#) | [Logoff](#) | [Contact Us](#)

Real Estate Broker # [REDACTED]

Logged in as [REDACTED]

## License Menu

Select the function you wish to perform.  
Press "Back" to return to the main menu.

License Issued To:	[REDACTED]
License Status:	<b>Current, Active</b>
Originally Licensed On:	<b>02/05/2001</b> (mm/dd/yyyy)
Expires On:	<b>09/30/2020</b> (mm/dd/yyyy)

## Functions

- [Address Change](#)
- [Maintain Relationships](#)
- [Print License Certificate](#)
- [Request License Certification](#)
- [Application for Broker License - Upgrade from Sales Associate to Broker - FL Resident](#)
- [View My Continuing Education](#) ←
- [Remove This License From My Account](#)

[Back](#)

# View CE Requirements

- ▶ This page will show you all of your requirements for your current period, and how many hours have been completed.
- ▶ This person still needs to complete all 14 hours, but they have until 09/30/2020 to do so.

The screenshot shows the DBPR Online Services portal. At the top, there is the Florida DBPR logo and the text "Department of Business & Professional Regulation". To the right, there is a banner image of the Florida State Capitol and palm trees, with the text "DBPR ONLINE SERVICES". Below the banner, there are navigation links: "Main Menu", "Update Profile", "Logoff", and "Contact Us".

The user is logged in as a "Real Estate Broker" with a license number [REDACTED]. The page title is "Continuing Education Requirements".

The main content area contains the following text:

The following information pertains to your Real Estate Broker license (# [REDACTED]):  
 Continuing Education courses are first used to satisfy deficiencies in previous renewal cycles.  
 For more information go to our [Frequently Asked Questions](#).

If your profession does not require you to report your CE credits, it will show a shortfall but will not hold or hinder your license renewal.  
 Select the desired renewal cycle and press "Search".  
 Press "Back" to return to the License menu.

Below this text, there is a dropdown menu for "View requirements for a different renewal period:" set to "10/01/2018 to 09/30/2020" and a "Search" button.

The "Requirements" table is highlighted with an orange border:

Requirement	Start Date	End Date	Required	Completed*	ShortFall
BPL - Broker Post License	10/01/2018	09/30/2020	0.00	0.00	0.00
Ethics & Business Practices	10/01/2018	09/30/2020	3.00	0.00	3.00
LAW - Core Law	10/01/2018	09/30/2020	3.00	0.00	3.00
SPE - Real Estate Specialty Credit	10/01/2018	09/30/2020	8.00	0.00	8.00

Below the requirements table, there is a "Courses" section with a table header:

Course Name	Provider	Course Date	Hours	Requirements
No Courses Found For The Selected Period.				

At the bottom right of the page, there is a "Back" button.

# View different renewal period

- ▶ You can change the renewal period that you are looking at with the drop down in the center of the page then click Search.

Florida dbpr Department of Business & Professional Regulation

DBPR ONLINE SERVICES

Main Menu | Update Profile | Logoff | Contact Us

Real Estate Broker # [REDACTED] Logged in as [REDACTED]

### Continuing Education Requirements

The following information pertains to your Real Estate Broker license (# [REDACTED]):

Continuing Education courses are first used to satisfy deficiencies in previous renewal cycles. For more information go to our [Frequently Asked Questions](#).

If your profession does not require you to report your CE credits, it will show a shortfall but will not hold or hinder your license renewal. Select the desired renewal cycle and press "Search".

View requirements for a different renewal period:

#### Requirements

Requirement	Start Date	End Date	Required	Completed*	ShortFall
BPL - Broker Post License	10/01/2018	09/30/2020	0.00	0.00	0.00
Ethics & Business Practices	10/01/2018	09/30/2020	3.00	0.00	3.00
LAW - Core Law	10/01/2018	09/30/2020	3.00	0.00	3.00
SPE - Real Estate Specialty Credit	10/01/2018	09/30/2020	8.00	0.00	8.00

#### Courses

Course Name	Provider	Course Date	Hours	Requirements
No Courses Found For The Selected Period.				

# View different renewal period

- ▶ This is showing the previous period of 10/01/2016 to 09/30/2018.
- ▶ Notice that the course, provider, and course data displays at the bottom for courses that were completed.

Florida dbpr Department of Business & Professional Regulation

DBPR ONLINE SERVICES

Main Menu | Update Profile | Logoff | Contact Us

Real Estate Broker # [REDACTED] Logged in as [REDACTED]

### Continuing Education Requirements

The following information pertains to your Real Estate Broker license (# [REDACTED]):

Continuing Education courses are first used to satisfy deficiencies in previous renewal cycles. For more information go to our [Frequently Asked Questions](#).

If your profession does not require you to report your CE credits, it will show a shortfall but will not hold or hinder your license renewal. Select the desired renewal cycle and press "Search". Press "Back" to return to the License menu.

View requirements for a different renewal period:

Requirements					
Requirement	Start Date	End Date	Required	Completed*	ShortFall
BPL - Broker Post License	10/01/2016	09/30/2018	0.00	0.00	0.00
Ethics & Business Practices	10/01/2016	09/30/2018	3.00	3.00	0.00
LAW - Core Law	10/01/2016	09/30/2018	3.00	3.00	0.00
SPE - Real Estate Specialty Credit	10/01/2016	09/30/2018	8.00	8.00	0.00
Excess Hours Completed	10/01/2016	09/30/2018	0.00	6.00	0.00

Courses				
Course Name	Provider	Course Date	Hours	Requirements
(CORRESPONDENCE) CONTINUING EDUCATION	[REDACTED]	04/04/2018	14.00	Ethics & Business Practices, LAW - Core Law, SPE - Real Estate Specialty Credit
PROFESSIONAL STANDARDS TRAINING	FLORIDA ASSOCIATION OF REALTORS	11/30/2017	3.00	SPE - Real Estate Specialty Credit
THERE'S A NEW CODE IN TOWN	[REDACTED]	02/16/2017	3.00	Ethics & Business Practices, SPE - Real Estate Specialty Credit

# Verify your CE Credits

- ▶ If you have taken any CE courses that are not displaying in this section, contact the company that you took the course through.
- ▶ If you take online courses to satisfy CE requirements, please make sure you complete them with enough lead time to allow the company to report to DBPR.

The screenshot shows the DBPR Online Services portal for a Real Estate Broker. The page displays the following information:

**Continuing Education Requirements**

The following information pertains to your Real Estate Broker license (# [REDACTED]):

Continuing Education courses are first used to satisfy deficiencies in previous renewal cycles. For more information go to our [Frequently Asked Questions](#).

If your profession does not require you to report your CE credits, it will show a shortfall but will not hold or hinder your license renewal. Select the desired renewal cycle and press "Search". Press "Back" to return to the License menu.

View requirements for a different renewal period:

Requirements					
Requirement	Start Date	End Date	Required	Completed*	ShortFall
BPL - Broker Post License	10/01/2016	09/30/2018	0.00	0.00	0.00
Ethics & Business Practices	10/01/2016	09/30/2018	3.00	3.00	0.00
LAW - Core Law	10/01/2016	09/30/2018	3.00	3.00	0.00
SPE - Real Estate Specialty Credit	10/01/2016	09/30/2018	8.00	8.00	0.00
Excess Hours Completed	10/01/2016	09/30/2018	0.00	6.00	0.00

Courses				
Course Name	Provider	Course Date	Hours	Requirements
(CORRESPONDENCE) CONTINUING EDUCATION	[REDACTED]	04/04/2018	14.00	Ethics & Business Practices, LAW - Core Law, SPE - Real Estate Specialty Credit
PROFESSIONAL STANDARDS TRAINING	FLORIDA ASSOCIATION OF REALTORS	11/30/2017	3.00	SPE - Real Estate Specialty Credit
THERE'S A NEW CODE IN TOWN	[REDACTED]	02/16/2017	3.00	Ethics & Business Practices, SPE - Real Estate Specialty Credit