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Instructions for Reporting Continuing Education Hours for Professional Engineers and DBPR renewal

Complete Required Hours:

- You must report 17 hours of continuing education (CE) by February 28, 2025, to renew your PE license for another two years. We have reported 1 hour of continuing education of Laws and Rules to the DBPR (allow 48 hours for it to upload). You can very by logging into https://www.myfloridalicense.com/datamart/mainMenuFLDBPR.do and view my continue ed. https://www.myfloridalicense.com/datamart/mainmenuFLDBPR.do and view my continue at myfloridalicense.com. Log in to verify it appears in your licensure record. If missing, contact us at 305-868-5717.

Using NCEES CPC Tracking:

- **Set Up Account**: Follow step-by-step instructions on our website to set up a free NCEES account.

https://ncees.org/ncees-services/cpc-tracking/

- **Upload Documents:** As you have your certificates, upload them to your NCEES CPC Tracking account. Do not send your CE transcript to FBPE by adding the Florida Board until all courses are completed.
- Do Not Mail or Email Documents to FBPE: Use the NCEES CPC Tracking tool exclusively except for:

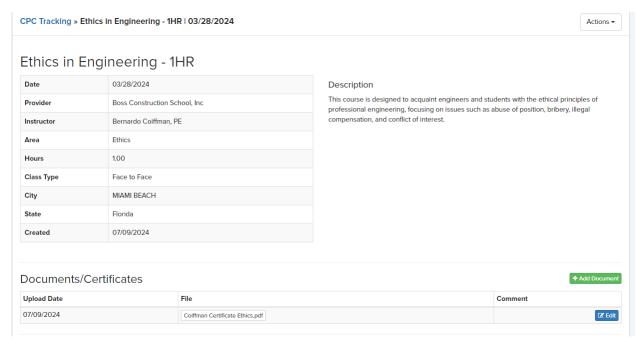
Advanced Building Code Course Reporting:

- This course must be reported directly to FBPE to Wendy Anderson at wanderson@fbpe.org to ensure the records are up-to-date and accurate if they have not done so.



- Reporting CE Hours breakdown:

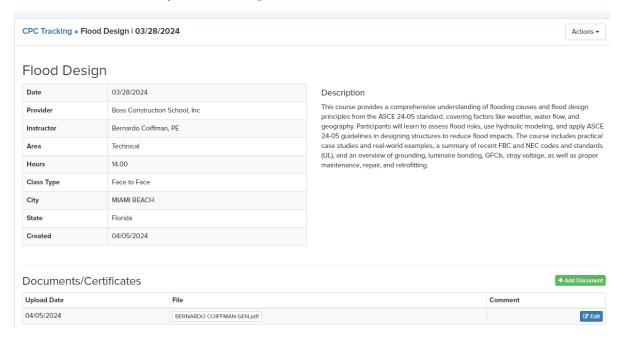
- 1 hour on professional ethics (certificate includes Laws but need it for ethics only).



This course is designed to acquaint engineers and students with the ethical principles of professional engineering, focusing on issues such as abuse of position, bribery, illegal compensation, and conflict of interest.

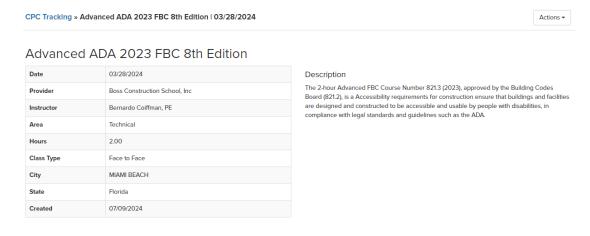


- 14 hours related to your area of practice.



This course provides a comprehensive understanding of flooding causes and flood design principles from the ASCE 24-05 standard, covering factors like weather, water flow, and geography. Participants will learn to assess flood risks, use hydraulic modeling, and apply ASCE 24-05 guidelines in designing structures to reduce flood impacts. The course includes practical case studies and real-world examples, a summary of recent FBC and NEC codes and standards (UL), and an overview of grounding, luminaire bonding, GFCIs, stray voltage, as well as proper maintenance, repair, and retrofitting.

- 2 hours on Advanced 8th Edition 2023 FBC.





The 2-hour Advanced FBC Course Number 821.3 (2023), approved by the Building Codes Board (821.2), is a classroom training module with a PowerPoint presentation that addresses the accessibility requirements of the 8th Edition (2023) Florida Building Code Accessibility.

- You need to report the remaining 17 hours using the free NCEES CPC Tracking system as shown above.

Verification:

- FBPE will verify CE completion after the renewal period closes.

NCEES and MyFloridaLicense.com Systems:

- The NCEES CPC Tracking system is not linked to myfloridalicense.com. **CE courses** uploaded to NCEES CPC Tracking will not reflect in your myfloridalicense.com account.

Date	Course		Area	Hours	Hours	
2024					17.00 hours	
03/28/2024	Ethics in Engineering - 1HR	B	Ethics	1.00	View	
03/28/2024	Flood Design	B	Technical	14.00	View	
03/28/2024	Advanced ADA 2023 FBC 8th Edition	B	Technical	2.00	View	

Need Help?

- For questions about renewing your license, call (850) 521-0500 and select "Renewal" to speak to a representative, or email renewal@fbpe.org.

By following these steps, you can ensure all your continuing education hours are reported correctly and your PE license renewal goes smoothly.

After completing the above steps make sure

- 5. Complete Required Continuing Education (CE) Hours
 - You need 18 hours of CE by Feb. 28, 2025, including:
 - 1 hour of Florida Laws & Rules from a Board-approved provider.
 - 1 hour of Professional Ethics.
 - 4 hours related to your engineering practice area.
- 12 additional hours in any engineering-related topic (an Advanced Building Code course can count toward these 12 hours).



Follow these detailed steps to renew your Florida Professional Engineer license via DBPR:

1. Understand Key Dates

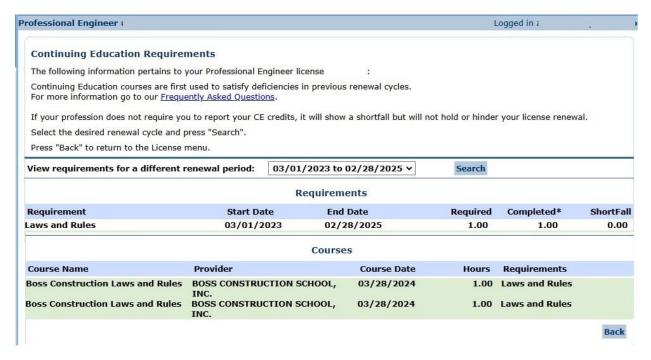
- Online license renewal opens on Tuesday, Nov. 5, 2024.
- All active licenses will expire on Feb. 28, 2025.
- Delinquent licenses will be declared null and void after Feb. 28, 2025.

2. Log In to Renew

- Access your online account at http://myfloridalicense.com)



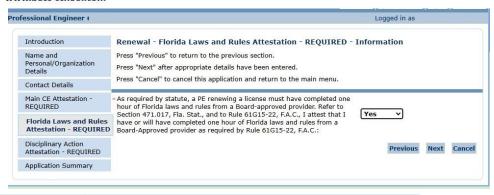
3. Verify Your Florida Laws & Rules Course

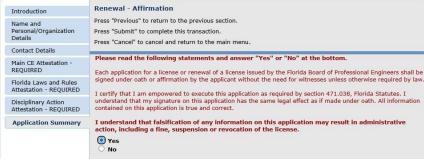


This can be viewed by tapping on the continuing education tap

- Before starting your renewal, ensure your Florida Laws & Rules course is reported by your Continuing Education (CE) provider in your account.
- If the course is missing, contact your provider directly and wait until it's reported before proceeding.







Renewal - Main CE Attestation - REQUIRED - Information

Press "Previous" to return to the previous section.

Press "Next" after appropriate details have been entered.

Press "Cancel" to cancel this application and return to the main menu.

For the current biennium (March 1, 2023, through February 28, 2025), a licensee must complete a total of 18 hours of continuing education including one hour of board-approved Florida laws and rules, one hour of ethics, four hours of technical area of practice, and 12 hours in any topic related to the practice of engineering. **These hours must be completed by midnight February 28, 2025.** Each licensee must retain proof of completion for four years (or two renewal cycles) after renewal. Pursuant to Rule 61G15-22.006(1)(a-b), F.A.C., licensees shall be responsible for uploading CE credits to their account in the NCEES CPC Tracking system and at the time of licensure renewal, each licensee shall indicate on the renewal application that such account has been established. Refer to Section 471.017, Fla. Stat., and to Rule 61G15-22, F.A.C.

I attest that I have **completed or will have completed by midnight February 28, 2025,** 18 hours of continuing education as required by Rule 61G15-22, F.A.C., and uploaded my certificates to the NCEES CPC Tracking system (Select "Yes" or "No" in the drop-down menu.)

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2. Prepare Payment

- The renewal fee is \$49.00, consisting of a \$44.00 renewal fee and a \$5.00 mandatory fee to support efforts against unlicensed activity.





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7. Accessing Your License

- Printed PE licenses are no longer mailed . Instead, a PDF of your license will be sent to your email after renewal, which you can print as needed.
- For instructions on requesting a PDF of your license, visit fbpe.org/print-my-license/.