



300 W 41 STREET SUITE 222  
MIAMI BEACH \* FL \*33140  
call@boss-school.com  
www.boss-school.com

BS"D

## 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 verify by logging into <https://www.myfloridalicense.com/datamart/mainMenuFLDBPR.do> and view my continue ed. **Only the Florida laws and rules course will appear** in your account 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](mailto:wanderson@fbpe.org) to ensure the records are up-to-date and accurate if they have not done so.



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## - Reporting CE Hours breakdown:

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

CPC Tracking » Ethics In Engineering - 1HR | 03/28/2024 Actions ▾

### Ethics in Engineering - 1HR

Date	03/28/2024	Description 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.
Provider	Boss Construction School, Inc	
Instructor	Bernardo Coiffman, PE	
Area	Ethics	
Hours	1.00	
Class Type	Face to Face	
City	MIAMI BEACH	
State	Florida	
Created	07/09/2024	

Documents/Certificates + Add Document

Upload Date	File	Comment
07/09/2024	Coiffman Certificate Ethics.pdf	<a href="#">Edit</a>

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.

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- 14 hours related to your area of practice.

CPC Tracking » Flood Design | 03/28/2024 Actions ▾

### Flood Design

Date	03/28/2024
Provider	Boss Construction School, Inc
Instructor	Bernardo Coiffman, PE
Area	Technical
Hours	14.00
Class Type	Face to Face
City	MIAMI BEACH
State	Florida
Created	04/05/2024

**Description**

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.

Documents/Certificates + Add Document

Upload Date	File	Comment
04/05/2024	BERNARDO COIFFMAN GEN.pdf	<span style="float: right;">Edit</span>

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 8<sup>th</sup> Edition 2023 FBC.

CPC Tracking » Advanced ADA 2023 FBC 8th Edition | 03/28/2024 Actions ▾

### Advanced ADA 2023 FBC 8th Edition

Date	03/28/2024
Provider	Boss Construction School, Inc
Instructor	Bernardo Coiffman, PE
Area	Technical
Hours	2.00
Class Type	Face to Face
City	MIAMI BEACH
State	Florida
Created	07/09/2024

**Description**

The 2-hour Advanced FBC Course Number 821.3 (2023), approved by the Building Codes Board (821.2), is a Accessibility requirements for construction ensure that buildings and facilities are designed and constructed to be accessible and usable by people with disabilities, in compliance with legal standards and guidelines such as the ADA.

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	
			2024	17.00 hours
03/28/2024	Ethics in Engineering - 1HR	Ethics	1.00	<a href="#">View</a>
03/28/2024	Flood Design	Technical	14.00	<a href="#">View</a>
03/28/2024	Advanced ADA 2023 FBC 8th Edition	Technical	2.00	<a href="#">View</a>

### 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](mailto: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).



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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** .

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### 2. Log In to Renew

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

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### 3. Verify Your Florida Laws & Rules Course

Professional Engineer | Logged in

**Continuing Education Requirements**

The following information pertains to your Professional Engineer license :

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
Laws and Rules	03/01/2023	02/28/2025	1.00	1.00	0.00

  

Courses					
Course Name	Provider	Course Date	Hours	Requirements	
Boss Construction Laws and Rules	BOSS CONSTRUCTION SCHOOL, INC.	03/28/2024	1.00	Laws and Rules	
Boss Construction Laws and Rules	BOSS CONSTRUCTION SCHOOL, INC.	03/28/2024	1.00	Laws and Rules	

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.

Professional Engineer | Logged in as

Introduction	<b>Renewal - Florida Laws and Rules Attestation - REQUIRED - Information</b>
Name and Personal/Organization Details	Press "Previous" to return to the previous section. Press "Next" after appropriate details have been entered.
Contact Details	Press "Cancel" to cancel this application and return to the main menu.
Main CE Attestation - REQUIRED	As required by statute, a PE renewing a license must have completed one hour of Florida laws and rules from a Board-approved provider. Refer to Section 471.017, Fla. Stat., and to Rule 61G15-22, F.A.C., I attest that I have or will have completed one hour of Florida laws and rules from a Board-Approved provider as required by Rule 61G15-22, F.A.C.:
<b>Florida Laws and Rules Attestation - REQUIRED</b>	<input type="text" value="Yes"/>
Disciplinary Action Attestation - REQUIRED	
Application Summary	

[Previous](#) [Next](#) [Cancel](#)

Introduction	<b>Renewal - Affirmation</b>
Name and Personal/Organization Details	Press "Previous" to return to the previous section. Press "Submit" to complete this transaction. Press "Cancel" to cancel and return to the main menu.
Contact Details	
Main CE Attestation - REQUIRED	<b>Please read the following statements and answer "Yes" or "No" at the bottom.</b>
Florida Laws and Rules Attestation - REQUIRED	Each application for a license or renewal of a license issued by the Florida Board of Professional Engineers shall be signed under oath or affirmation by the applicant without the need for witnesses unless otherwise required by law.
Disciplinary Action Attestation - REQUIRED	I certify that I am empowered to execute this application as required by section 471.038, Florida Statutes. I understand that my signature on this application has the same legal effect as if made under oath. All information contained on this application is true and correct.
Application Summary	<b>I understand that falsification of any information on this application may result in administrative action, including a fine, suspension or revocation of the license.</b>
	<input checked="" type="radio"/> Yes <input type="radio"/> No

**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.)

or

**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.

**Online Application Payment Success**

Press "Next" to return to the main menu.

Amount Paid: **\$49.00**  
Validation Number: **248424072**  
Trace Number: **68334**

Application Number	Description	Applicant Name	Fee
0901-5541	Renewal	Leon	\$49.00

[Next](#)

- 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.

## 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/](http://fbpe.org/print-my-license/)](<http://fbpe.org/print-my-license/>) .