

**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
FLORIDA BOARD OF ACCOUNTANCY  
COMMITTEE ON CONTINUING PROFESSIONAL EDUCATION**

**September 12, 2023**

**CONFERENCE CALL**

**MINUTES**

The meeting was called to order at 11:31 a.m. by Jason Lafser, Chair. The roll was called by Karan Lee reflecting the following:

**Committee members present:**

Jason Lafser – Chair  
Maria Caldwell  
Sean Dennis  
Madeline Domino  
Mindy Rankin

**Committee members absent:**

Jeffrey Haller  
Bill Michaelson

**Staff members present:**

Roger Scarborough, Director  
Trecia Jenkins  
Karan Lee  
Barbara Whitney

**Others present:**

Rachelle Munson, Senior Attorney General and Board Counsel  
Carrie Summerlin, FICPA  
Meagan Camp  
Dennis Gatlin - American CPE Inc.

**Ratify Minutes from May 30, 2023, meeting.**

Motion was made by Ms. Rankin and seconded by Ms. Domino to approve the minutes from the August 22, 2023, meeting. Upon vote, motion passed unanimously. Ms. Caldwell abstained from voting.

**ETHICS**

**Consider Renewal Ethics Provider and Course Applications:**

- a. American CPE Inc.

1. Ethics for Florida CPAs – Self-Study - 4 CPE hours

Motion was made by Ms. Rankin and seconded by Ms. Caldwell to approve the course listed above retroactively to July 1, 2023. The Committee requested that staff research to see if the instructor must be a Florida Certified Public Accountant. Upon vote, motion passed unanimously.

- b. Illumeo Inc.

1. Ethical Conduct for Florida CPA – Self-Study – 4 CPE hours

Motion was made by Ms. Rankin and seconded by Ms. Caldwell to approve the course listed above. The Committee requested that staff have the provider complete the provider status on the application. Upon vote, motion passed unanimously.

The Committee requested that staff include in the ethics application that the provider include the instructor's Florida licensee number if this is required in our rules and that the provider certify that they are using the most current statutes and rules in their course material.

## **ADMINISTRATIVE MATTERS**

- a. Laws and Rules (informational).

- b. Executive Director and/or Licensing Supervisor Remarks.

Mr. Scarborough gave the Committee an overview of the updates that have been made in Section 473.311 (b), F.S. and Rule 61H1-33, F.A.C.

Mr. Scarborough shared with the Committee that the Bureau of Education and Testing (BET) has completed the audit for Group B for the reestablishment period July 1, 2020 to June 30, 2022. He shared that 320 licensees were audited of which 238 (74%) responded and 207 (65%) are compliant.

Mr. Scarborough informed the Committee that the licensees being audited are notified by BET one-time by email. If BET does not receive a response, the file is sent to the enforcement team for non-compliant. He informed them that the enforcement team makes every effort to get in touch with the licensees which many times result in the licensees becoming compliant.

Mr. Scarborough shared that they have identified approximately 170 licensees who do not have an DBPR online account. He indicated that 45 of these licensees renew their license in 2024. He informed them that he has drafted a communication to this group, explaining the need to have a DBPR online account to report their CPE. He is waiting on the Communication Office to approve the communication so that it can be sent out to the licensees. He also informed them that 15 licensees have no email address at all so we will be mailing a letter to the licensees informing them that they need to have an email address and an online account with the Department.

Mr. Scarborough also shared that the Department is supporting a bill that requires all licensees to have a DBPR online account.

c. Other Business

None

**SET FUTURE MEETING DATE**

December 5, 2023, at 10:30 a.m.

Meeting adjourned at 12.27 p.m.

  
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Jason Lafser, Chair