

Introduction:

The purpose of these instructions is to assist non-resident CPA licensees with the process of requesting the DBPR out of state license modifier.

The addition of the out of state license modifier to an individual's license will change their CPE requirements from 80 hours to only having to complete and report four hours of a Florida Board of Accountancy approved ethics course and completed DBPR CPA 14 Out of State Licensee CPE Acknowledgement. Without the designation, the licensee will be required to complete the 80-hour CPE requirement for Florida resident licensees.

To be eligible as a non-resident licensee, in addition to holding a Florida CPA license, you must:

- Not be a resident of Florida
- Hold an active CPA license in the state where your office is located
- Comply with CPE requirements of the state where your office is located

Prior to entering any information, read the following:

- Confirm you meet the qualifications of a non-resident CPA.
- AutoSave is not available with this feature; therefore, please complete the application process and select submit for all information to save. **Do not** close the browser window before submitting your application as all information will be lost.

Request for Assistance

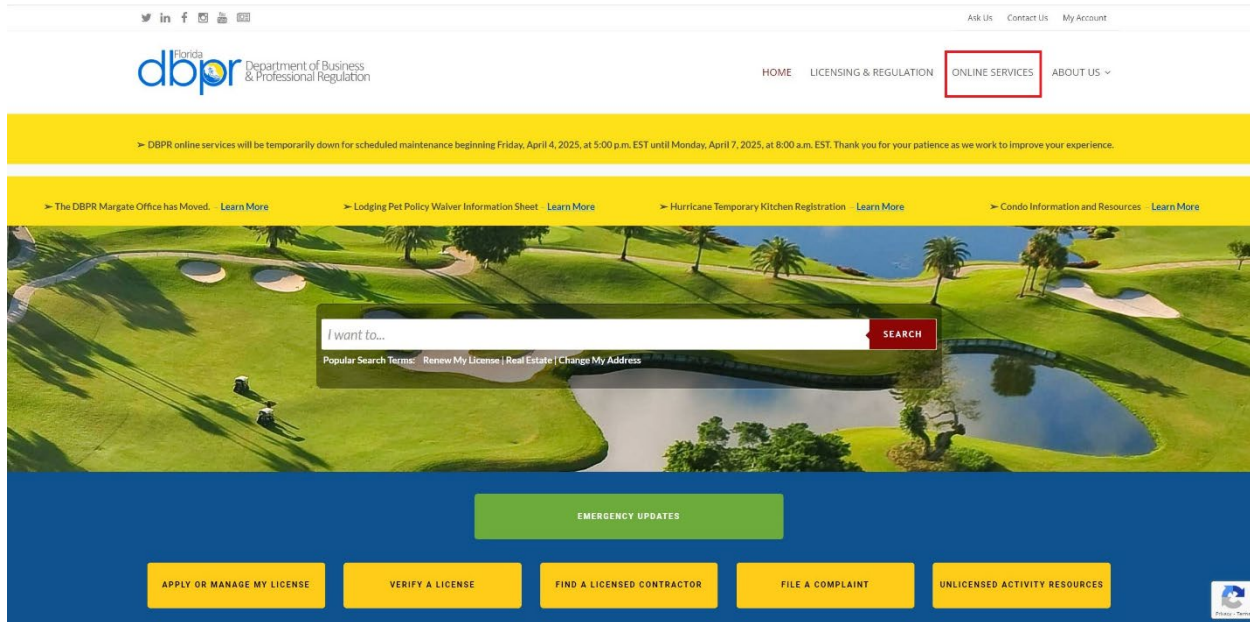
If after reviewing these instructions and/or are experiencing difficulties in reporting CPE, please send an email that includes the licensee's name, license number, and license expiration date to cpa.reportingtool@myfloridalicense.com. A staff member will respond to your request in 24-48 hours.

Florida Department of Business and Professional Regulation Division of Certified Public Accounting – Florida Board of Accountancy Requesting Licensed Out of State Modifier

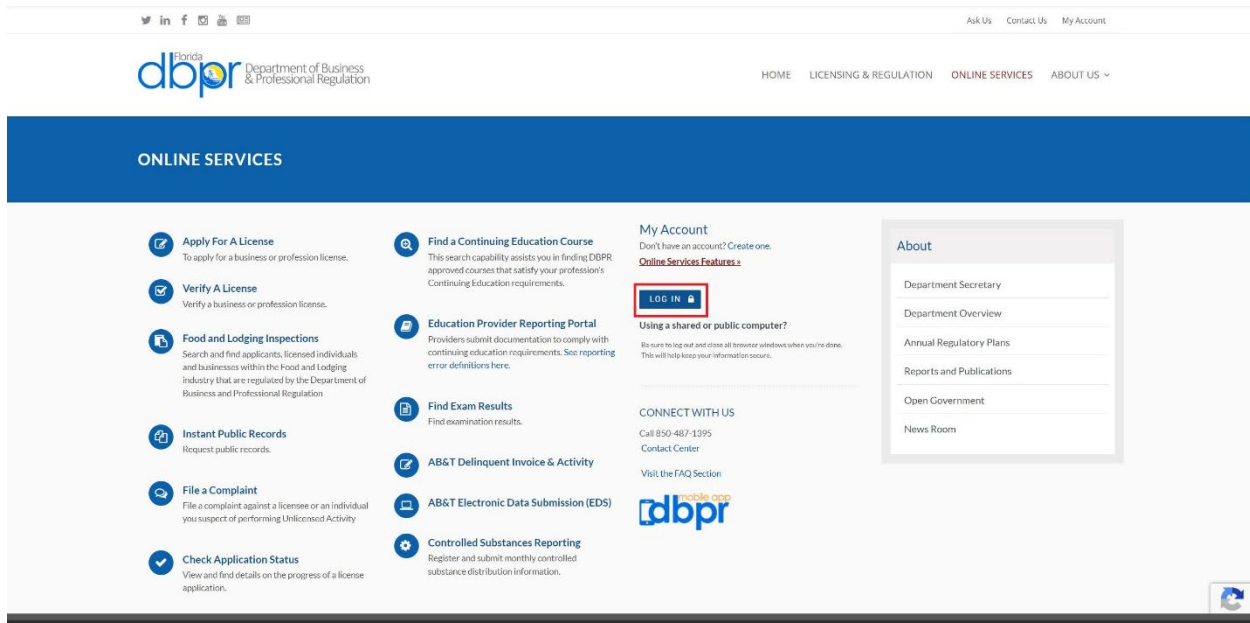
Step 1: Logging in to DBPR Online Services Account.

To begin the process of reporting CPE course information, licensees will need to log in to their DBPR Online Services account.

To log in to your DBPR account, go to www2.myfloridalicense.com and select Online Services in the top right-hand corner of your screen.



Select **Log In** on the Online Services landing page.



If an account has not been created, select [Create My Account](#) at the bottom left corner of the log in page. When creating the account make sure to use an email address that will always be in use **(using a work or school email address is not recommended)**. If an account was previously created, proceed with entering the associated email address and password.

Florida dbpr Department of Business & Professional Regulation

DBPR ONLINE SERVICES

Contact Us

Welcome to DBPR Online Services

New Users - Select [Create My Account](#) below to get started

Returning Users - [Login](#)

[DBPR Online Services Features and Steps](#)

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

Public Services

[Apply for a New License](#)

[Public License Search](#)

[File a Complaint](#)

Login to Online Profile

E-Mail/User ID:

Password:

[Login](#)

[Forgot your password?](#)

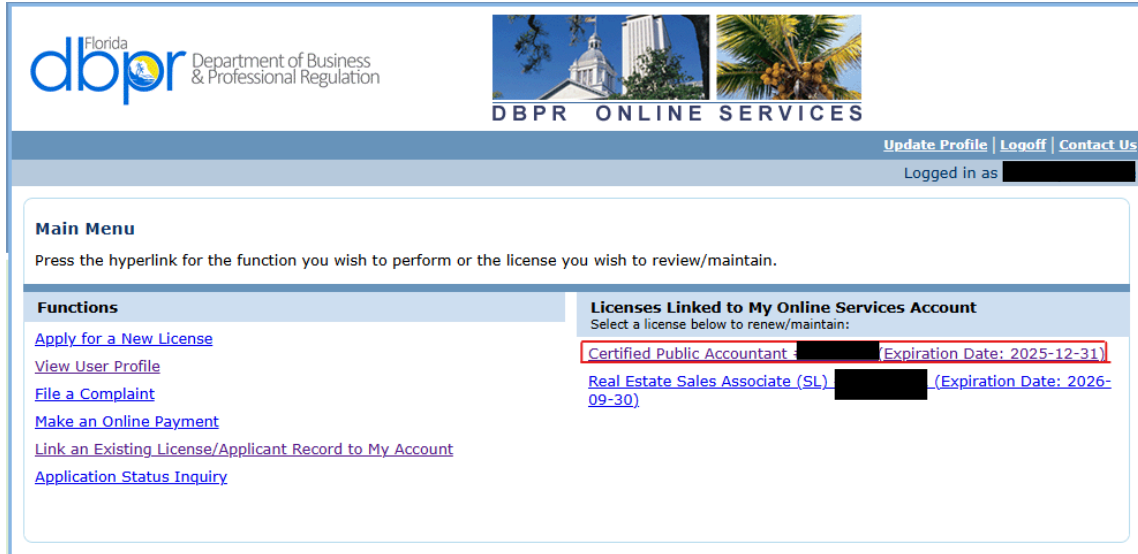
[Forgot User ID?](#)

Create a New Online Profile

[Create My Account](#)

[Need Help Creating An Account?](#)

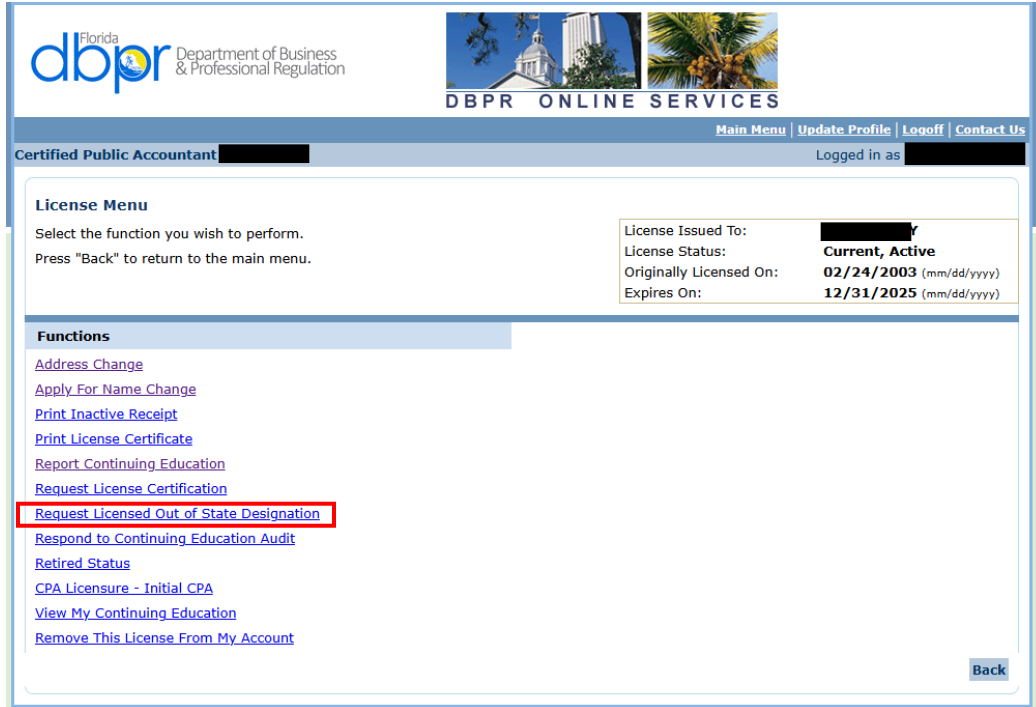
Once logged in, select the appropriate license under **Licenses Linked to My Online Services Account**. If your license is not there, select Link an Existing License under Functions and go to step 2 when the license is linked.



The screenshot displays the DBPR Online Services user interface. At the top left is the logo for the Florida Department of Business & Professional Regulation (dbpr). To the right of the logo are two images: the Florida State Capitol building and a palm tree. Below these images is the text "DBPR ONLINE SERVICES". In the top right corner, there are links for "Update Profile", "Logoff", and "Contact Us". Below these links, it says "Logged in as" followed by a redacted name. The main content area is titled "Main Menu" and contains the instruction: "Press the hyperlink for the function you wish to perform or the license you wish to review/maintain." There are two columns of links. The left column, under the heading "Functions", includes: "Apply for a New License", "View User Profile", "File a Complaint", "Make an Online Payment", "Link an Existing License/Applicant Record to My Account", and "Application Status Inquiry". The right column, under the heading "Licenses Linked to My Online Services Account", includes the instruction "Select a license below to renew/maintain:" followed by two entries: "Certified Public Accountant [redacted] (Expiration Date: 2025-12-31)" and "Real Estate Sales Associate (SL) [redacted] (Expiration Date: 2026-09-30)".

Step 2: License Menu

Next, select **Request Licensed Out of State Designation** on the left side of the License Menu under Functions.



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'. A navigation bar includes links for 'Main Menu', 'Update Profile', 'Logoff', and 'Contact Us'. The user is identified as a 'Certified Public Accountant' and is logged in. The 'License Menu' section provides instructions to select a function and return to the main menu via a 'Back' button. A summary box on the right indicates the license is issued to a redacted name, is 'Current, Active', and was originally issued on 02/24/2003, expiring on 12/31/2025. Below this, a 'Functions' list includes various options, with 'Request Licensed Out of State Designation' highlighted in red. A 'Back' button is located at the bottom right of the function list.

| | |
|-------------------------|--------------------------------|
| License Issued To: | [REDACTED] |
| License Status: | Current, Active |
| Originally Licensed On: | 02/24/2003 (mm/dd/yyyy) |
| Expires On: | 12/31/2025 (mm/dd/yyyy) |

Functions

- [Address Change](#)
- [Apply For Name Change](#)
- [Print Inactive Receipt](#)
- [Print License Certificate](#)
- [Report Continuing Education](#)
- [Request License Certification](#)
- [Request Licensed Out of State Designation](#)**
- [Respond to Continuing Education Audit](#)
- [Retired Status](#)
- [CPA Licensure - Initial CPA](#)
- [View My Continuing Education](#)
- [Remove This License From My Account](#)

[Back](#)



Once selected, the introduction page will appear. This page contains links for the following:

- CPE reporting instructions for Non-resident FL CPA license holders
- DBPR CPA Form 14 Out of State Licensee CPE Acknowledgment Form.
 - **This form will need to be completed by the licensee accurately and completely.**

Select **Next** at the bottom of the page to confirm your contact details.

The screenshot shows the DBPR Online Services interface. At the top left is the Florida DBPR logo. To the right are images of the Florida State Capitol and palm trees, with the text 'DBPR ONLINE SERVICES'. A navigation bar at the top right contains links for 'Main Menu', 'Update Profile', 'Logoff', and 'Contact Us'. Below this, the user is identified as 'Certified Public Accountant [redacted]' and 'Logged in as [redacted]'. The main content area is titled 'Request Licensed Out of State Designation - Introduction'. It contains the following text: 'This application is used by certified public accountants to request an Out of State licensing designation, indicating that continuing education course requirements, other than the mandatory Florida Board-approved Ethics course, have been met in another state. Pursuant to rule 61H1-33.003, F.A.C., Each Florida certified public accountant shall be required to re-establish his/her professional knowledge and competency in conformity with this rule by the completion of continuing professional education programs.' Below this text are two links: '[Instructions for Out of State Licensees](#)' and '[CPA 14 Out of State Licensee CPE Acknowledgement Form](#)'. At the bottom of the main content area, there are two instructions: 'Press "Next" to continue.' and 'Press "Cancel" to cancel this application and return to the previous menu.' At the bottom right of the page, there are two buttons: 'Next' (highlighted with a red box) and 'Cancel'.

After confirming contact information, select **Next** to preview your application.



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

Certified Public Accountant [REDACTED] Logged in as [REDACTED] e

Request Licensed Out of State Designation - Address Detail Summary

Press "Add" to add an additional address.
Press "Previous" to return to the previous section.
Press "Next" when finished adding/changing addresses.
Press "Cancel" to cancel this application and return to the main menu.

General Addresses

Main Address Address: 240 NW 76TH DRIVE
SUITE A
Belleville , IL
62221
US

E-mail: [REDACTED]

License Specific Addresses

License Mailing Name: [REDACTED]

Address: 240 NW 76TH DRIVE
SUITE A
Belleville , IL
62221
US

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

Step 3: Review Application, Affirmation Statement & Confirmation

Make sure all information on the application screen is correct and select **Submit**.



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

Certified Public Accountant [REDACTED] Logged in as [REDACTED]

| | |
|----------------------------|--|
| Introduction | Request Licensed Out of State Designation - Application Summary |
| Contact Details | Review the data and press "Submit" to continue. |
| License Modifiers | Press "Previous" to return to the previous section. |
| Application Summary | Press "Cancel" to cancel and return to the main menu. |

Request Licensed Out of State Designation Summary

| | |
|--------------------------|------------------------------------|
| License Type: | Certified Public Accountant |
| Application Date: | 05/28/2025 (mm/dd/yyyy) |

Addresses

General Addresses

| | | |
|---------------------|----------|---|
| Main Address | Address: | 240 NW 76TH DRIVE SUITE A Belleville , IL 62221 US |
| | E-mail: | [REDACTED] |

License Specific Addresses

| | | |
|------------------------|----------|---|
| License Mailing | Name: | [REDACTED] |
| | Address: | 240 NW 76TH DRIVE SUITE A Belleville , IL 62221 US |
| | E-mail: | [REDACTED] |

License Factors Selected

| | |
|-----------------|---------------------|
| Schooling Hours | Out of State |
|-----------------|---------------------|

[Previous](#) [Submit](#) [Cancel](#)

Read the affirmation, select **Yes**, and then select **Submit**. Once the application has been submitted, the confirmation message will appear. An application summary will be sent to the email address associated with the DBPR Online Services account.

Florida dbpr Department of Business & Professional Regulation

DBPR ONLINE SERVICES

Main Menu | Update Profile | Logoff | Contact Us

Certified Public Accountant [REDACTED] Logged in as [REDACTED]

Introduction
Contact Details
License Modifiers
Application Summary

Request Licensed Out of State Designation - Affirmation

Press "Previous" to return to the previous section.
Press "Submit" to complete this transaction.
Press "Cancel" to cancel and return to the main menu.

Please read the following statements and answer "Yes" or "No" at the bottom.

Each application for a license or renewal of a license issued by the Department of Business and Professional Regulation shall be signed under oath or affirmation by the applicant, or owner or chief executive of the applicant without the need for witnesses unless otherwise required by law.

I certify that I am empowered to execute this application as required by section 559.79, 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.

By submission of this application I further certify:

- I am a nonresident licensee seeking renewal of my Florida CPA license.

I understand that falsification of any information on this application may result in administrative action, including a fine, suspension or revocation of the license.

Yes
 No

Previous **Submit** Cancel

Florida dbpr Department of Business & Professional Regulation

DBPR ONLINE SERVICES

Main Menu | Update Profile | Logoff | Contact Us

Certified Public Accountant [REDACTED] Logged in as [REDACTED]

Confirmation

Your information has been submitted. An email has been sent to the email address associated with your DBPR Online Services account. If you do not receive this email you may verify the address where the message was sent by selecting "Main Menu" and then "View User Profile". Updates to where future emails are delivered can be made by selecting the "Edit" function and updating your email address.

Press "Return" to return to the main menu.

Return

You may need to wait at least 24 hours after the submission of the Request Licensed Out of State Designation application to verify the modifier has been applied to your license

To verify the modifier has been added, log in to your DBPR Online Services account and select your CPA license. Once you have reached the license menu, the modifier will appear in the box that has your name, first license date and license expiration date.

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License Menu

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

| | |
|-------------------------|---|
| License Issued To: | [REDACTED] |
| License Status: | Current, Active |
| Originally Licensed On: | 02/24/2003 (mm/dd/yyyy) |
| Expires On: | 12/31/2025 (mm/dd/yyyy) |
| Modifiers: | Out of State 09/03/2025 (mm/dd/yyyy) |

Functions

- [Address Change](#)
- [Apply For Name Change](#)
- [Print Inactive Receipt](#)
- [Print License Certificate](#)
- [Report Continuing Education](#)
- [Request License Certification](#)
- [Request Licensed Out of State Designation](#)
- [Respond to Continuing Education Audit](#)
- [CPA Licensure - Initial CPA](#)
- [View My Continuing Education](#)
- [Remove This License From My Account](#)

[Back](#)

To verify the only requirement to meet is the four-hour Florida Board of Accountancy approved ethics requirement, select **View My Continuing Education** under Functions located on the License Menu page. Once you have reached Continuing Education Requirements, make sure the correct license renewal period is selected. Your requirements should look like the picture below.

Continuing Education Requirements

The following information pertains to your Certified Public Accountant 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 | |
| Accounting & Auditing Subjects | 01/01/2026 | 12/31/2027 | 0.00 | 0.00 | 0.00 | |
| Ethics | 01/01/2026 | 12/31/2027 | 4.00 | 0.00 | 4.00 | |
| Total Credit Requirements | 01/01/2026 | 12/31/2027 | 0.00 | 0.00 | 0.00 | |

Courses

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