

Introduction:

The purpose of these instructions is to assist Non-resident Florida CPA licensees with the process of reporting their continuing professional education course details and uploading the corresponding documents of completion to the DBPR Online Services Portal for license renewal.

Prior to entering any course information, read the following:

- Make sure the out of state modifier has been added to your license.
- Have the required Florida Board of Accountancy approved ethics course completed.
- Know the 7-digit DBPR course approval number for the required Florida Board approved ethics course completed prior to reporting.
- Have form [DBPR CPA 14 Out of State Licensee CPE Acknowledgement](#) accurately completed.
- Confirm your license re-establishment period prior to entering course information. The re-establishment period begins the July 1 two years prior to the license expiration year and ends the June 30 of the license expiration year.
- AutoSave is not available with this feature; therefore, please complete the reporting process and select submit twice, for all information to save. **Do not close the browser window before completing; all information will be lost.**
- CPE must be reported no later than December 31 of your license expiration year.
- Save the application summary sent to the email address associated with DBPR Online Services. This is a record of the information reported and uploaded.
- Once attached and uploaded, proof of completion documents cannot be viewed by licensees.
- If the licensee's home state of licensure does not have CPE requirements, the licensee must meet the CPE requirements for resident licensees.
- Do not wait until December 31 to report and upload CPE.

File Upload Information

- The maximum file size per session is **10MB**
- The maximum upload per session is **50MB**.
- The types of files this feature can accept are csv, ctx, doc, docx, gif, jpeg, jpg, pdf, png, rtf, tif, txt, xls, and xlsx.
- Preferred document type is pdf.

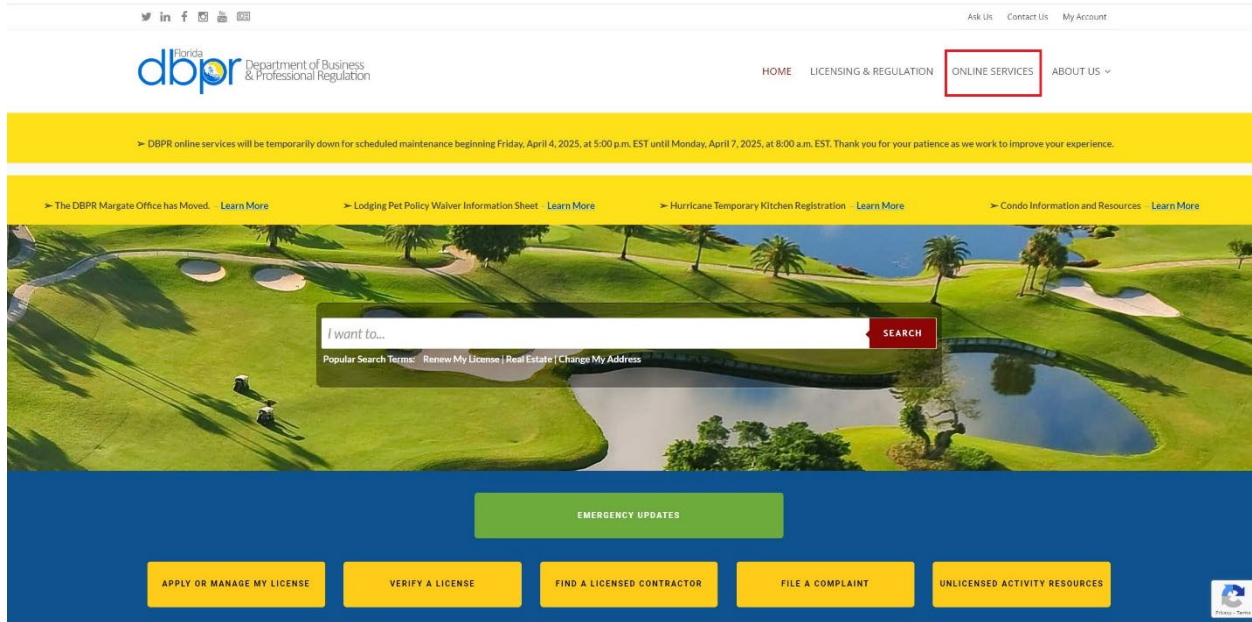
Additional Assistance Needed:

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.

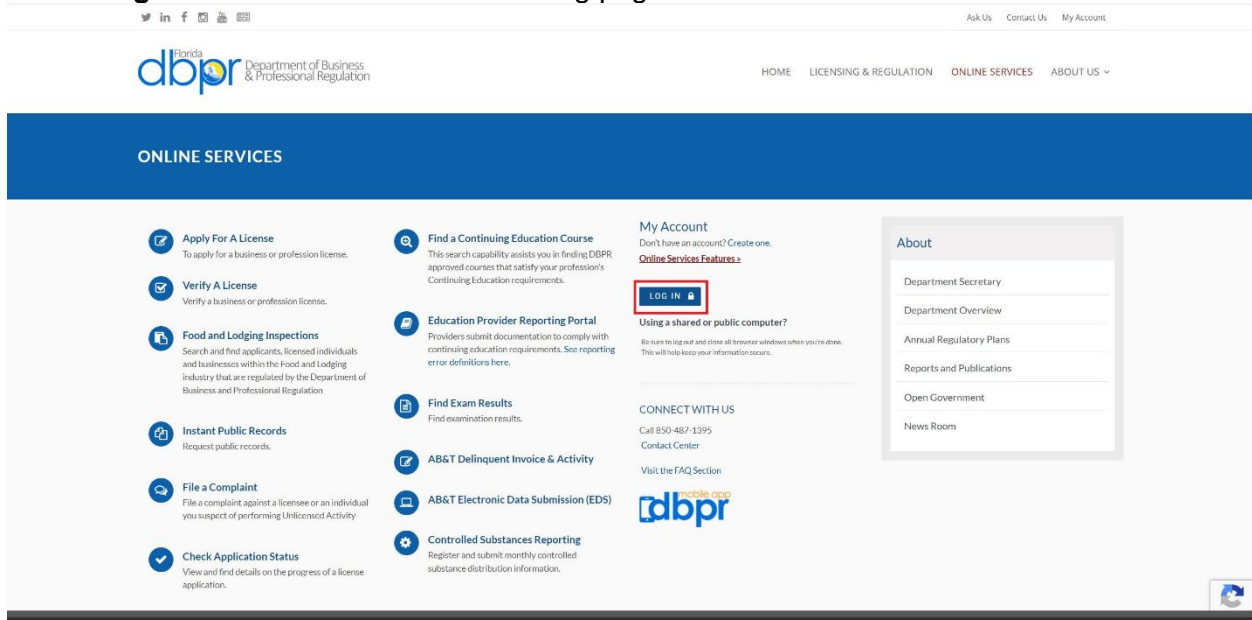
Step 1: Logging in to DBPR Online Services Account.

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

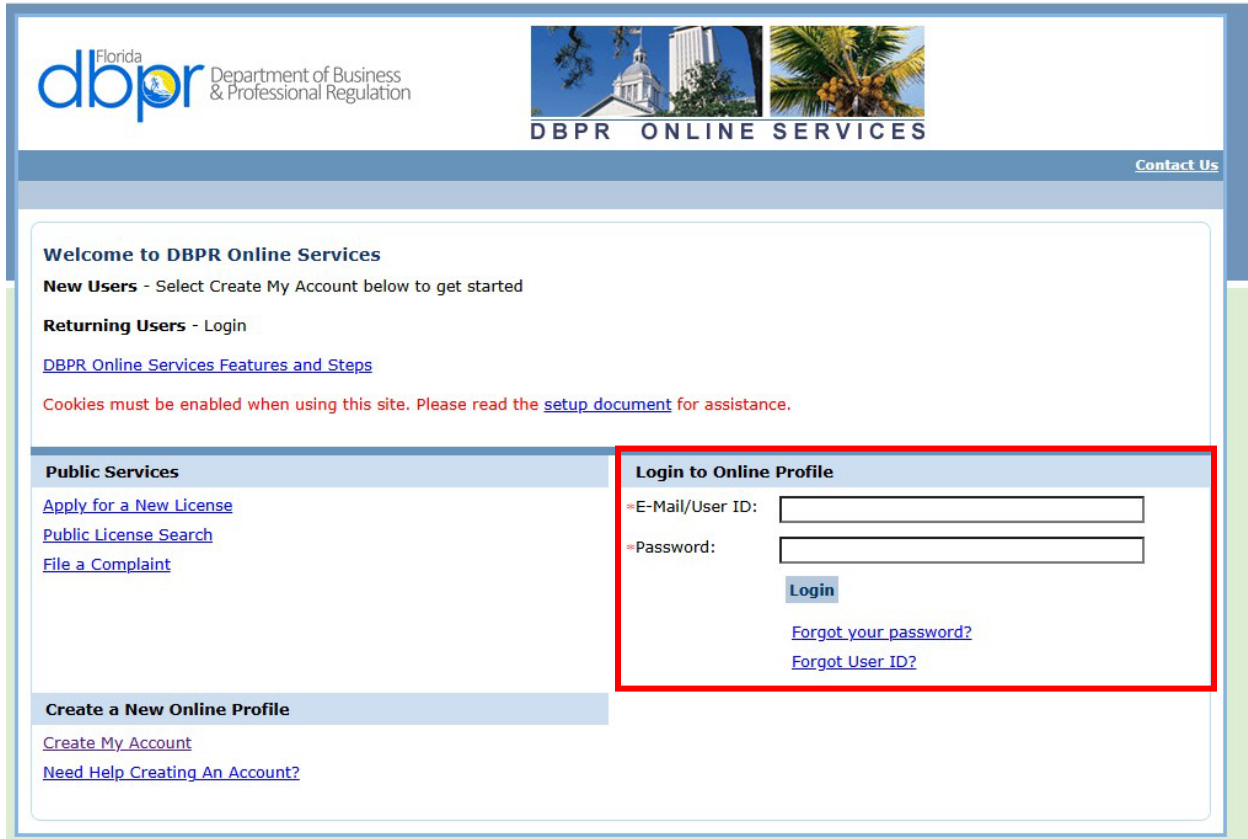
To log in to your DBPR account, go to www2.myfloridalicense.com/ and select Online Services in the top right-hand corner of your screen.



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 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](#)

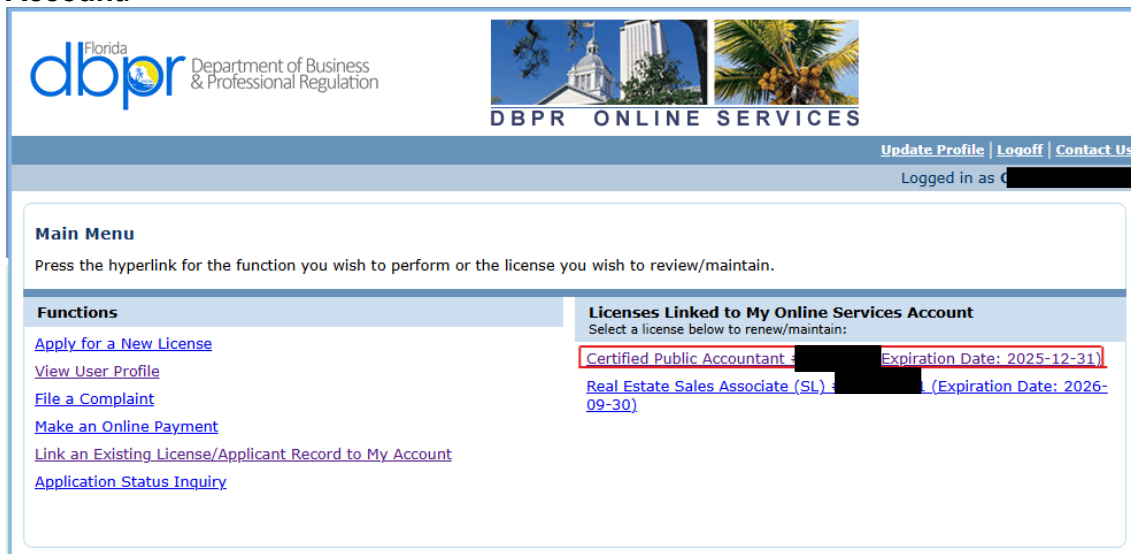
[Forgot your password?](#)

[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**.



Florida Department of Business & Professional Regulation

DBPR ONLINE SERVICES

Update Profile | Logoff | Contact Us

Logged in as [REDACTED]

Main Menu

Press the hyperlink for the function you wish to perform or the license you wish to review/maintain.

Functions

- [Apply for a New License](#)
- [View User Profile](#)
- [File a Complaint](#)
- [Make an Online Payment](#)
- [Link an Existing License/Applicant Record to My Account](#)
- [Application Status Inquiry](#)

Licenses Linked to My Online Services Account

Select a license below to renew/maintain:

Certified Public Accountant	Expiration Date: 2025-12-31
Real Estate Sales Associate (SL)	Expiration Date: 2026-09-30

Step 2: License Menu

Next, select **Report Continuing Education** on the left side of the License Menu.

The screenshot displays the Florida Department of Business & Professional Regulation (DBPR) Online Services interface. At the top, the DBPR logo and 'DBPR ONLINE SERVICES' are visible. The user is logged in as a Certified Public Accountant. The 'License Menu' section provides instructions to select a function and includes a 'Back' button. A summary box shows the license status as 'Current, Active' and the expiration date as '09/03/2025'. A list of functions is provided, with 'Report Continuing Education' highlighted in a red box.

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](#)

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

- CPE reporting instructions
- DBPR CPA Form 13 Instructor CPE Credit
- DBPR CPA Form 14 Out of State Licensee CPE Acknowledgment Form (if not already completed).

If the previously mentioned information does not apply, 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 logo for the Florida Department of Business & Professional Regulation (dbpr). To the right is a banner with images of the Florida State Capitol and palm trees, with the text "DBPR ONLINE SERVICES". Below the banner is a navigation bar with links for "Main Menu", "Update Profile", "Logoff", and "Contact Us". The user is identified as a "Certified Public Accountant" and is logged in. The main content area is titled "Report Continuing Education - Introduction" and contains a sidebar with navigation options: "Introduction", "Contact Details", "Continuing Education Reported", "File Attachments", and "Application Summary". The main content area lists several links: "Instructions for In State Licensees", "Instructions for Out of State Licensees", "CPA 13 Instructor CPE Credit", and "CPA 14 Out of State Licensee CPE Acknowledgement Form". Below these links, there are 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".

Contact Details – Address Detail Summary

On this screen licensees will need to verify the mailing address on record with DBPR is correct. **It is required to verify the mailing address every time CPE is entered.** If the address as displayed is not correct, update the information by selecting **Address Change** on the License Menu screen. If everything is correct select **Next** located on the bottom right of the page.

The screenshot shows the following elements:

- Header:** Florida dbpr Department of Business & Professional Regulation, DBPR ONLINE SERVICES, Main Menu | Update Profile | Logoff | Contact Us
- User Info:** Certified Public Accountant [Redacted], Logged in as [Redacted]
- Navigation Menu:** Introduction, Contact Details (selected), License Modifiers, Application Summary
- Section Title:** Request Licensed Out of State Designation - Address Detail Summary
- Instructions:**
 - 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
- Buttons:** Previous, Next (highlighted), Add, Cancel

Report Continuing Education – Continuing Education Reported Information

This screen is where all the details of CPE course information is entered. Select the **Add** function at the bottom of the page to enter CPE course information.

The screenshot shows the following elements:

- Header:** Florida dbpr Department of Business & Professional Regulation, DBPR ONLINE SERVICES, Main Menu | Update Profile | Logout | Contact Us
- User Info:** Certified Public Accountant [redacted] Logged in as [redacted]
- Navigation Menu:** Introduction, Contact Details, **Continuing Education Reported**, File Attachments, Application Summary
- Main Content:**

Report Continuing Education - Continuing Education Reported - Information

Please enter the course details for any continuing education taken during the current period. Course materials and receipts will not be accepted as proof of completion.

Press "Add" to add a new record.
 Press the "Edit" link to edit an existing record.
 Press the "Remove" link to remove an existing record.
 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.
- Table:**

Please select the Reestablishment CE Period.	Course Provider/Sponsor:	Was this a self-study course?	Please enter the completion date: (mm/dd/yyyy)	Please enter today's date: (mm/dd/yyyy)	Name of the course:	Ethics course code:	AA Hours:	Technical Hours:
- Buttons:** Add (highlighted), Previous, Next, Cancel

Step 3: Entering FL Board Approved Ethics:

On this screen, the licensee will need to enter all course information required by Rule 61H1-33.003, F.A.C. **Note:** A red asterisk (*) denotes a required field. Enter zeros in the area(s) of study credit is not applied to. For example, when entering hours for your FL Board approved ethics enter 4 in the field value and enter zeros in the remaining areas of study. If zeros are not entered, a **Field Value Error** will be received.

Also, remember to enter the seven-digit DBPR course approval number (ethics course code). Without this number, the FL Board approved ethics credit will not report as completed and your account will report a deficiency in requirements. The 7-digit DBPR course approval number is identified on the course completion document but can also be located [here](#). Once your information has been entered select Next.

The screenshot shows the 'DBPR ONLINE SERVICES' interface. At the top, there is a navigation bar with 'Main Menu', 'Update Profile', 'Logoff', and 'Contact Us'. Below this, the user is identified as a 'Certified Public Accountant' and is logged in. The main content area is titled 'Report Continuing Education - Continuing Education Reported - Edit'. It contains a sidebar with navigation options: Introduction, Contact Details, Continuing Education Reported, File Attachments, and Application Summary. The main form area includes the following fields and options:

- Reestablishment CE Period: 07/01/2023 - 06/30/2025
- Course Provider/Sponsor: CERIFI CPEDGE
- Was this a self-study course?: Yes (selected) / No
- Completion date: 04/02/2025 (mm/dd/yyyy)
- Name of the course: Personal and Professional Ethics for FL CPAs
- Ethics course code: 0004975
- AA Hours: 0
- Technical Hours: 0
- Behavioral Hours: 0
- Ethics Hours: 4
- Credit Type: Participant

At the bottom right of the form, there are two buttons: 'Next' (highlighted with a red box) and 'Cancel'.

Review of Report Continuing Education – Continuing Education Reported – Information.

When all course information has been entered select **Next** to be taken to the screen where the reported course information is listed. After the information has been reviewed for accuracy, select **Next** to upload the completion certificate and completed DBPR Form 14 Out of State Licensee Acknowledgment.

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]

Report Continuing Education - Continuing Education Reported - Information

Please enter the course details for any continuing education taken during the current period. Course materials and receipts will not be accepted as proof of completion.

Press "Add" to add a new record.
 Press the "Edit" link to edit an existing record.
 Press the "Remove" link to remove an existing record.
 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.

Please select the Reestablishment CE Period.	Course Provider/Sponsor:	Sponsor Code	Was this a self-study course?	Please enter the completion date: (mm/dd/yyyy)	Please enter today's date: (mm/dd/yyyy)	Name of the course:	Ethics course code:	A F
07/01/2023 - 06/30/2025	CERIFI CPEDGE		Yes	04/02/2025		Personal and Professional	0004975 0	

Add Previous **Next** Cancel

Step 4: File Upload.

To upload required proof of completion documentation select **Choose File** and locate the file(s) of the course(s) entered during the session. **File size is limited to 10mb max per file and 50mb max total upload and the preferred format for upload is PDF.**

Report Continuing Education - Attachments

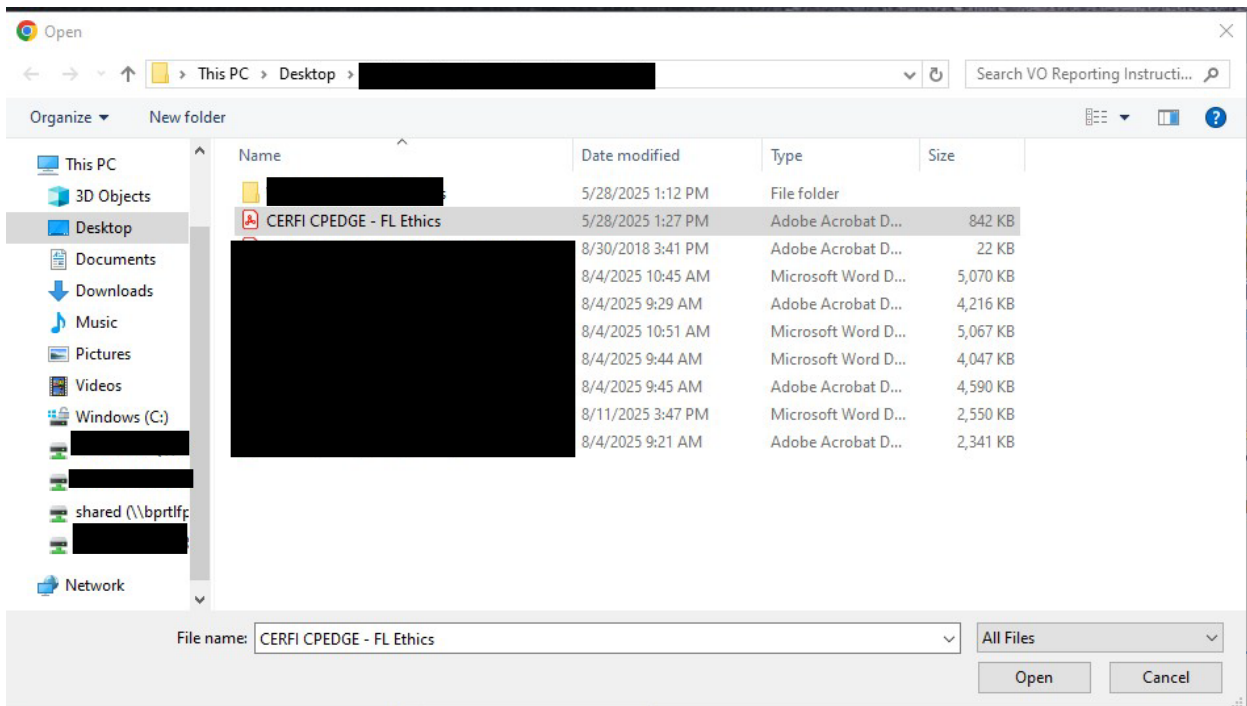
Please attach the certificate of completion for each course. The Certificate of Completion must include the course title and date, number of hours earned, attendee's name, course provider's name, provider's number (if applicable) and provider's signature.

Course materials and receipts will not be accepted as proof of completion.

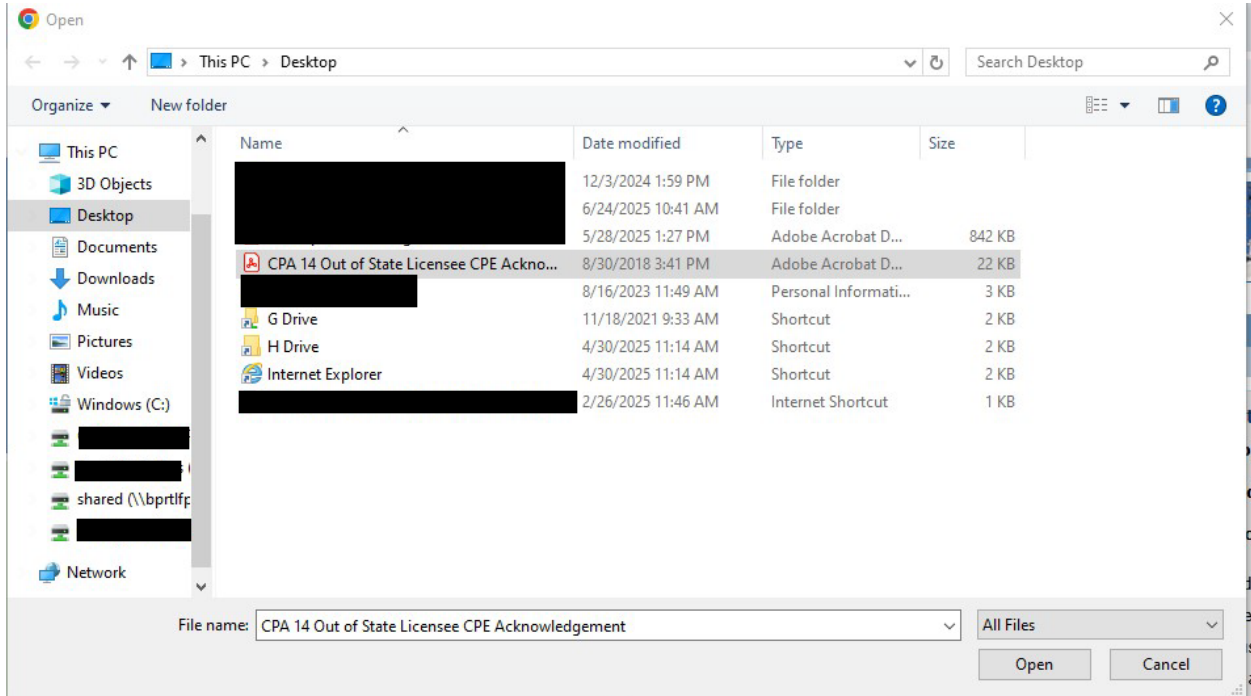
Select a file and press "Attach" to upload.
Press "Next" when there are no more files to upload.
Press "Previous" to return to the previous screen.
Press "Cancel" to cancel this application and return to the main menu.

Attach File: No file chosen

Please use PDF format, optimized for minimum size, for uploading documents. File sizes are limited. (10 MB max per file, 50 MB max total upload)
[Help with uploading files.](#)



Florida Board of Accountancy
Division of Certified Public Accounting – Florida Board of Accountancy
CPE Reporting Instructions – Non-resident CPA License Holders



Once the correct file(s) has/have been chosen and the file name is identified next to **Choose File** select **Attach** at the bottom of the page. The selected file will show up under **Files to be Uploaded**. Select **Next**.

The screenshot shows the Florida Department of Business & Professional Regulation (DBPR) Online Services portal. The user is logged in as a Certified Public Accountant. The page is titled "Report Continuing Education - Attachments".

Navigation Menu:

- Introduction
- Contact Details
- Continuing Education Reported
- File Attachments**
- Application Summary

Main Content:

Report Continuing Education - Attachments

Please attach the certificate of completion for each course. The Certificate of Completion must include the course title and date, number of hours earned, attendee's name, course provider's name, provider's number (if applicable) and provider's signature.

Course materials and receipts will not be accepted as proof of completion.

Select a file and press "Attach" to upload.
Press "Next" when there are no more files to upload.
Press "Previous" to return to the previous screen.
Press "Cancel" to cancel this application and return to the main menu.

Files to be Uploaded

CERFICPEDGEFLEthics.pdf	Remove
CPA14OutofStateLicenseeCPEAcknowledgement.pdf	Remove

Total Size: **884598**

Attach File: No file chosen

Please use PDF format, optimized for minimum size, for uploading documents. If your files exceed the upload size (10 MB max per file, 50 MB max total upload) after you submit your application go back to the Main Menu, Select "Application Status Inquiry", next to your open application Select "Attach" and continue uploading additional documents.
Note: The size limit restrictions are the same using this method also.

[Help with uploading files.](#)

Bottom Navigation:

Step 5: Application Summary, Submission & Confirmation.

After file selection and attachment, the next screen is the **Report Continuing Education – Application Summary** page. Review the course information entered for accuracy, and the attachment(s) selected are correct. **Certificates cannot be viewed once they have been uploaded.** If correct, select **Submit**.

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]

Report Continuing Education - Application Summary

Introduction: **Report Continuing Education - Application Summary**

Contact Details: Review the data and press "Submit" to continue.

Continuing Education Reported: Press "Previous" to return to the previous section. Press "Cancel" to cancel and return to the main menu.

File Attachments

Application Summary

License Type: Certified Public Accountant
 Application Date: 09/04/2025 (mm/dd/yyyy)

Addresses

General Addresses

Main Address Address: 240 NW 76TH DRIVE
 BELLEVILLE , IL
 62221
 US

Continuing Education Reported

Please select the Reestablishment CE Period.	Course Provider/Sponsor:	Was this a self-study course?	Please enter the completion date: (mm/dd/yyyy)	Name of the course:	Ethics course code:	AA Hours:	Technical Hours:	Bi...
07/01/2023 - 06/30/2025	CERIFI CPEDGE	Yes	04/02/2025	Personal and Professional Ethics for FL CPAs	0004975 0	0	0	0

Attachments

CERFICPEDGEFLEthics.pdf
 CPA14OutofStateLicenseeCPEAcknowledgement.pdf

Previous **Submit** Cancel

Reporting Continuing Education – Affirmation.

For all information to be saved and submitted, affirm the information entered and uploaded is true and correct. Click on **Yes** and then select **Submit** to save the information reported. **Selecting “Submit” does not mean all CPE has been completed and submitted as final. CPE can be reported no later than December 31 of your license expiration year.**

DBPR ONLINE SERVICES

Main Menu | Update Profile | Logoff | Contact Us

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

- Introduction
- Contact Details
- Continuing Education Reported
- File Attachments
- Application Summary

Report Continuing Education - 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.

As a reminder, the normal CPE requirements or the requirements for a licensee using an extension are as follows:

Deadline	Acct/Audit	Technical	Behavioral	Ethics	Total
June 30 th	8	No limit	20 max	4 board approved	80
Sept. 15 th (1 st ext.)	16	No limit	20 max	4 board approved	88
Dec. 31 st (2 nd ext.)	24	No limit	20 max	4 board approved	96

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 in this application is true and correct.

By submission of this application I further certify:

In State Licensees:

- I have uploaded proof of CPE completion certificates for **all** courses listed on the application.
- I am required to maintain copies of my proof of CPE completion certificates for the two years following the end of my re-establishment period.

Out of State Licensees:

- I have complied with the CPE Requirements for the State in which my office is located,
- I have provided a completed Out of State Licensee CPE Acknowledgement Form, and
- I have provided proof of completion of the mandatory Florida Board-approved ethics course.

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

Confirmation.

After the successful entry and submission of CPE courses and certificates, the confirmation screen informs the user that an email was sent to the email address associated with their DBPR Online Services account with a summary of the information entered and a list of attachments uploaded during the session. To conduct additional business in the DBPR Online Services portal, select **Return**.

The screenshot shows the DBPR Online Services portal. At the top left is the Florida DBPR logo (Department of Business & Professional Regulation). To the right are images of the Florida State Capitol and palm trees, with the text "DBPR ONLINE SERVICES". A navigation bar includes links for "Main Menu", "Update Profile", "Logoff", and "Contact Us". Below this, the user's "Certified Public Accountant #" and "Logged in as" information are displayed. The main content area is titled "Confirmation" and contains the following text: "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." Below this text, it says "Press 'Return' to return to the main menu." A red box highlights a "Return" button in the bottom right corner of the confirmation message.

To ensure your CPE requirements have been met select **View My Continuing Education** on the License Menu screen under Functions. **Note: This information may take up to 24 hours to update.**

The screenshot shows the DBPR Online Services portal. 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 includes links for "Main Menu", "Update Profile", "Logoff", and "Contact Us". Below this, the user's "Certified Public Accountant" and "Logged in as" information are displayed. The main content area is titled "License Menu" and contains the following text: "Select the function you wish to perform. Press 'Back' to return to the main menu." To the right of this text is a table showing license information:

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)

Below the license information is a section titled "Functions" with a list of links: "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" (highlighted with a red box), and "Remove This License From My Account". A "Back" button is located in the bottom right corner of the Functions section.

After selecting **View My Continuing Education** select your license renewal period and your requirements will show. As a non-resident licensee, you will notice under the required section credit is only required in the Ethics.

The screenshot displays the 'Continuing Education Requirements' page for a Certified Public Accountant. The page includes a header with the DBPR logo and navigation links. The main content area shows the user's license information and provides instructions on how to view requirements for a specific renewal period. A table titled 'Requirements' shows the breakdown of required credits for Accounting & Auditing Subjects, Ethics, and Total Credit Requirements. Below this, a 'Courses' table lists the specific courses that fulfill these requirements, including 'General Provider A/A Credit', 'General Provider Total Credit', and 'PERSONAL & PROFESSIONAL ETHICS FOR FL CPAs'.

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	01/01/2024	12/31/2025	0.00	0.00	0.00
Ethics	01/01/2024	12/31/2025	4.00	4.00	0.00
Total Credit Requirements	01/01/2024	12/31/2025	0.00	0.00	0.00

Courses				
Course Name	Provider	Course Date	Hours	Requirements
General Provider A/A Credit	GENERAL PROVIDER A/A	06/30/2025	0.00	Accounting & Auditing Subjects, Total Credit Requirements
General Provider Total Credit	GENERAL PROVIDER TOTAL CREDITS	06/30/2025	4.00	Total Credit Requirements
PERSONAL & PROFESSIONAL ETHICS FOR FL CPAs	CERIFI CPEDGE	04/02/2025	4.00	Ethics