

**State of Florida  
 Department of Business and Professional Regulation  
 Board of Accountancy  
 Instructor CPE Credit Reporting Form  
 Form # DBPR CPA 13**

Per Rule 61H1-33.003(4)(b)3., F.A.C – “Instructors, lecturers, panelists and discussion leaders for professional development courses and formal organized in-firm educational programs shall be credited for continuing professional education purposes at twice the credit granted participants for the first presentation of a specific course or program, the same as the credit granted a participant for the second presentation and none thereafter, except as permitted in subparagraph 61H1-33.003(4)(b)4., F.A.C. Co-panelists and co-discussion leaders shall be credited for the portion of specific course or program they must prepare to discuss and lead as a co-panelist or co-discussion leader.

4. To the extent course content has been substantially revised, the revised portion shall be considered a first presentation for the purposes of subparagraph 61H1-33.003(4)(b)3., F.A.C.”

To obtain instructor credit for teaching college or professional development courses, complete the attached form in its entirety, and upload it to the DBPR On-Line Services Portal. **Complete additional forms, as necessary, for each provider.**

If the provider of your course is an institution of higher education please have the department head or registrar sign the attached form. Otherwise, please have a representative from the course provider organization sign the form.

**Please keep in mind you will not receive credit for instructing accounting courses considered to be elementary.**

**Instructions:**

For the purposes of determining “Instructor Hours” for each course please use the following formulas:

**\*You must input the “Instructor Hours” into the DBPR On-Line Services Portal when entering your hours.**

<b>OTHER PROFESSIONAL EDUCATION/TRAINING</b>	
<b>Times Taught:</b>	<b>Instructor Hours Calculation:</b>
First (1) time, or the course has been substantially revised	(Course Hours x 2)
Second (2) time	(Course Hours x 1)
Third (3) time	<b>0</b>

<b>INSTITUTIONS OF HIGHER EDUCATION</b>		
<b>Times Taught:</b>	<b>Semester Hours Calculation:</b>	<b>Quarter Hours Calculation:</b>
First (1) time, or the course has been substantially revised	(Semester Hours x 15) x 2	(Quarter Hours x 10) x 2
Second (2) time	(Semester Hours x 15)	(Quarter Hours x 10)
Third (3) time	<b>0</b>	<b>0</b>

Please refer to [myfloridalicense.com/DBPR/certified-public-accounting/example](http://myfloridalicense.com/DBPR/certified-public-accounting/example), for an example of a completed form.

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This form serves as your "Certificate of CPE Completion" for Instructors.  
 You must retain a copy of this form for your records.

**Section I – Instructor & Course Information**

INSTRUCTOR & COURSE INFORMATION			
Licensee Name:		License Number:	
<b>Course Name:</b>		<b>Course Date(s):</b> <small>(MM/DD/YYYY)</small>	<b>Category:</b>
			<input type="checkbox"/> A&A <input type="checkbox"/> TB <input type="checkbox"/> Behavioral <input type="checkbox"/> FL Ethics
<b>Course Hours:</b>	<b>Calculation:</b> <small>(From Instructions Page)</small>		<b>Instructor Hours:</b>
<b>Course Name:</b>		<b>Course Date(s):</b> <small>(MM/DD/YYYY)</small>	<b>Category:</b>
			<input type="checkbox"/> A&A <input type="checkbox"/> TB <input type="checkbox"/> Behavioral <input type="checkbox"/> FL Ethics
<b>Course Hours:</b>	<b>Calculation:</b> <small>(From Instructions Page)</small>		<b>Instructor Hours:</b>
<b>Course Name:</b>		<b>Course Date(s):</b> <small>(MM/DD/YYYY)</small>	<b>Category:</b>
			<input type="checkbox"/> A&A <input type="checkbox"/> TB <input type="checkbox"/> Behavioral <input type="checkbox"/> FL Ethics
<b>Course Hours:</b>	<b>Calculation:</b> <small>(From Instructions Page)</small>		<b>Instructor Hours:</b>
<b>Course Name:</b>		<b>Course Date(s):</b> <small>(MM/DD/YYYY)</small>	<b>Category:</b>
			<input type="checkbox"/> A&A <input type="checkbox"/> TB <input type="checkbox"/> Behavioral <input type="checkbox"/> FL Ethics
<b>Course Hours:</b>	<b>Calculation:</b> <small>(From Instructions Page)</small>		<b>Instructor Hours:</b>
<b>Course Name:</b>		<b>Course Date(s):</b> <small>(MM/DD/YYYY)</small>	<b>Category:</b>
			<input type="checkbox"/> A&A <input type="checkbox"/> TB <input type="checkbox"/> Behavioral <input type="checkbox"/> FL Ethics
<b>Course Hours:</b>	<b>Calculation:</b> <small>(From Instructions Page)</small>		<b>Instructor Hours:</b>

**Section II – This Section is ONLY to be completed by the institution or other provider.**

INSTITUTION/PROVIDER INFORMATION	
Institution/Provider:	
Signature:	Print Name & Title: