

## Community Association Managers (PRE-3803) Pre-Licensure Education Provider Renewal

### Renewal information for current licensees expiring May 31, 2024.

Every day we work to improve the way we do business in order to serve you better. **A copy of your license will be sent to the email address associated with your online account once you renew your license.** This process significantly reduces the amount of time it would have otherwise taken for you to receive your license in the mail. The Department will no longer print and mail initial, renewed or duplicate licenses.

**If you wish to print your license at any time in the future, you may do so using your secure online account with the Department. Please log into [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) to access your account and follow the step-by-step instructions on how to print your license.** Additionally, after you have created an online account and linked your license, you may view a copy of your professional license on your mobile device using the DBPR mobile application. You may download the DBPR mobile application from the Apple App Store or Google Play. Once you have installed the application, select “My License” and enter the same login and password information that you used to create your online account to view a copy of your professional license.

#### **A. Renewal Information**

- **Renewing Active:** To renew your providership license, submit your renewal request online and pay your renewal fee of **\$250**. By submitting the appropriate renewal fees to the department, you affirm compliance with all requirements for such renewal.
- **Your license must be renewed by May 31, 2024.** Failure to renew timely will cause your license to be moved into null and void status and will require completion of a new provider application.
- Providers cannot be inactive.
- It is the responsibility of the provider to maintain current and active providership. The board may not recognize or grant educational credit to applicants who complete your courses if you do not have a valid providership.
- If you wish to mail your renewal notice, please complete the blank renewal form found on the profession’s website along with your renewal fee payment to:

Department of Business and Professional Regulation  
2601 Blair Stone Road  
Tallahassee, FL 32399

**If mailing, please allow additional time for processing of your renewal request.**

## **B. Important information**

- State law requires you to maintain a current mailing address (address of record) with the Department of Business and Professional Regulation. All official correspondence from the Department will be sent to this address of record including license renewal notices, important board information, service of process, etc. It is also recommended that you keep your telephone and e-mail address current with the Department. The Department will use the e-mail address for official communication with license holders. Update your personal information through one of the options referenced in this renewal package.
- Effective October 1, 2009, Section 455.227(1)(t), Florida Statutes, requires all professional licensees to self report to the department, within 30 days of being convicted, or found guilty of, or having plead nolo contendere (no contest) or guilty to a crime in any jurisdiction. A licensee who fails to report this information may be subject to disciplinary action, including fines, suspension or license revocation. To report, complete the criminal self-reporting document and mail it to the department at the address provided on the form. To obtain a copy of the form, go to [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com).

Visit [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) to create an account or access an existing account. There you will find license and renewal information, fees and their breakouts, license relationships as well as the opportunity to update personal data, apply online for additional licenses, and renew your license. For commonly asked questions please use the "Ask Us" link at the top of the page and if you need additional assistance select the "Contact Us" link or call our Customer Contact Center at 850.487.1395.