

IMPORTANT FAQs FOR REGISTRANTS

FICE Advanced Work Zone Traffic Control Refresher
April 22, 2010

Sponsored by the Florida Institute of Consulting Engineers

ORLANDO MARRIOTT LAKE MARY

1501 International Parkway

Lake Mary, Florida 32746

(407) 995-1100 or (800) 380-7724

Room: Orchid 1 & 2

Parking is complimentary.

COURSE SCHEDULE

7:30 a.m. Registration Desk Opens & Continental Breakfast

8:00 a.m. Course Begins

12:00 p.m. Lunch Provided

5:00 p.m. Course Adjourns

REPORT TO SEMINAR REGISTRATION

1. Pick up your name badge (to be worn throughout seminar)
2. Pick up your course materials

VERY IMPORTANT

Continuing Education Credit

FES Provider #EXP 0003823

1. **LOCATE** the sign-in/sign-out roster for your seminar
2. **SIGN IN** - enter time of arrival and your signature
3. **SIGN OUT** - enter time of departure and your signature
4. **VERIFY** or supply your PE number.

- Certificates will be available on-line. Instructions will arrive via e-mail within 10 business days.
- No internet access? Please report this to the registration desk during the break or at the end of the program and request that FES mail your certificate to you.

NEW PROCEDURE FOR REPORTING ENGINEERING PDHS

FES (and all other CE providers) is now required to report both your Laws and Rules PDHs and your Area of Practice PDHs to the Department of Business and Professional Regulation/Florida Board of Professional Engineering.

Timeline for reporting PDH credit for engineers

- FES has 10 business days after an event to report PDH credit
- DBPR then has 48 hours to post your credit to their website.
- As soon as FES reports your PDH credit, we will notify all event registrants by e-mail that their PDHs have been reported.
- Within the next 48 hours, your PDH credits will be visible on the MyFloridaLicense website.
- Remember to access the “view” mode vs. the “report” mode when checking your PDHs.

Possible delays

- FES notifies you that you did not sign-in or sign-out properly.
- If you attended an event with over 700 attendees, FES will need more processing time.

If your credits still do not appear after receiving our posting notification e-mail and the 48-hour grace period, please contact FBPE at (850) 521-0000. Please feel free to contact the FES Continuing Education Department at seminars@fleng.org if you have questions or need assistance.