

# IMPORTANT FAQs FOR REGISTRANTS

## FICE Roadside Design Course September 14-16, 2010

*Sponsored by the* Florida Institute of Consulting Engineers

**HILTON GARDEN INN LAKE BUENA VISTA**  
11400 Marbella Palm Court  
Lake Buena Vista, FL 32836 (Orlando)  
**Room:** Buena Vista West

### DAILY SCHEDULE

8:00 am Registration Opens & Continental Breakfast  
8:30 am Class Begins  
12:00 pm Lunch Provided  
4:00 pm Class Ends

**IT IS RECOMMENDED TO BRING A FULLY CHARGED LAPTOP TO THIS COURSE. You do not need to download specific software prior to the course. Upon registering onsite, you will receive a packet of materials including a single user CD-ROM.**

### 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.

### **PROCEDURE FOR REPORTING ENGINEERING PDHS:**

FES is required to report your PDHs directly to the Florida Board of Professional Engineers and to the Department of Business and Professional Regulation (DBPR) on your behalf.

### **TIMELINE FOR REPORTING PDH CREDIT FOR ENGINEERS:**

1. FES has 10 business days after an event to report PDH credit to the Department of Business and Professional Regulation (DBPR).
2. DBPR then has 48 hours to post your credit to their website.
3. As soon as FES reports your PDH credit to DBPR, we will notify all event registrants by e-mail that their PDHs have been reported.
4. 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**

1. FES notifies you that you did not sign-in or sign-out properly.
2. 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 the FBPE at: 850-521-0500. Please feel free to contact the FES Continuing Education Department at: seminars@fleng.org if you have questions or need assistance.

**WE RECYCLE** Please return your badge holder to the registration table as you leave.

**EVALUATION** Shortly after this seminar you will receive an email with a link to our evaluation survey. Please respond. Your constructive suggestions help to ensure the quality of the Continuing Education Program.

**CELL PHONES** Please be courteous and turn your cell phone **OFF**