

## **Instructions for Account Activation and Self-Reporting of Continuing Education Hours**

Renewal of a Professional Engineer's or Certificate of Authorization licenses is now available on-line at [www.Myfloridalicense.com](http://www.Myfloridalicense.com). A new self-reporting module for reporting continuing education for Professional Engineers is now available as part of the DBPR licensure database. If you have forgotten your PIN and/or User ID, you may also contact the DBPR Customer Contact Center at (850) 487-1395. Use prompts 1, 2, and 4 for automated assistance. Please make sure that you listen carefully to the menu options. For P.E.'s using the automated menu, use the numbers 7 3 and # to enter the letters at the beginning of your license number. If you are renewing a Cert. of Authorization, use 2 2 and # at the beginning of your license number. For security purposes, we do not have access to the PIN number you assign. If you are still not able verify the information using the telephone menu, you can use prompts 1, 1, 4, 0, and 0 to speak directly with an agent. Note: DBPR can only assist you with your online account. If you require more information on CE, please visit the Boards website at [www.fbpe.org](http://www.fbpe.org) or call (850) 521-0500.

### **Activate an online account**

To activate your online account, go to [www.myfloridalicense.com](http://www.myfloridalicense.com) and choose Activate My Account. This path will allow you to set up the account for the first time. You will be prompted for:

1. **License Board/Division:** Select: "Board of Professional Engineers"
2. **License Profession:** Select: "Professional Engineer/Cert. of Authorization"
3. **License Number:** Enter your P.E.# or CA#
4. **Initial Pin:** The initial PIN code is usually the last four digits of the SS# or the FEIN

Next, you will need to change the PIN code and verify the new PIN number. The PIN number should be numeric characters only, and should be at least four digits long.

Next you will need to enter a HINT Question and Answer. The HINT question should be a simple short question that only you can answer and the answer does not change. The HINT Q & A must always be all alphabetical characters. The HINT Q & A section is to identify you if you ask the system for your User ID or PIN code. Be sure the answer is such that you will always give the same answer to your hint question. Do not use any numeric characters in either the question or answer.

When the HINT Q & A is complete, the system will assign a Use Id. Keep the User Id as it is permanent. Now proceed to the first page and make a selection for what you need to do. (Report Continuing Education, Change My Address, Renew a License, etc.) See directions to Report CE below.

### **Deactivated Account**

After three attempts to logon to the account using either incorrect User ID or PIN code information, the account will automatically deactivate. If your account is deactivated, please call the DBPR Customer Contact Center at (850) 487-1395 to request that the PIN number be reset. The agent will reset the PIN and give you the new PIN code. When entering the online account using the new PIN number you will be required to enter a new PIN. Be sure to use only numeric characters and write down your new number. (Refer to procedures outlined in the first paragraph of this notice.)

### **Forgot my PIN or User ID**

Changing the PIN code is required when activating the online account. The initial PIN code will no longer work. A User ID is computer assigned as the last step of activating the account. The User ID will not change.

If you have forgotten your User ID or PIN number, follow these instructions. Go to [www.myfloridalicense.com](http://www.myfloridalicense.com) and choose "Login." If you've forgotten either the User ID or PIN code, choose the option that says "Forgot My User ID" or "Forgot My PIN".

If you selected "Forgot My User ID" please make the following selections:

1. **License Division:** Select "Division of Professions"
2. **License Profession:** Select "Professional Engineer or Cert. of Authorization"

3. **License Number:** Enter your P.E.# or CA# (or your SS# on the next line)
4. Click "**Find**"

This will return you to the Login screen with your 7-digit User ID already in the User ID Field. Please save this number for your records. If you don't know the PIN please go to "Forgot My PIN" and make the following selections:

1. **User ID:** Enter your 7-digit User ID.
2. Click "**Get Hint**"

Your original hint question will appear and you will need to answer it. When answering the hint question, the 'answer' field is case sensitive. If you originally used capital letters or lower case letters, you will have to do exactly the same when entering the answer to identify yourself to the system. When the hint answer is entered, the system will identify you and give you the prompt to change the PIN number and/or update your Hint Question and Answer. (The PIN must be ALL numeric characters and between four and eight characters in length). Continue on to report your Professional Development Hours.

### **Self-Reporting Professional Development Hours**

Go to <http://myfloridalicense.com>

1. Use the User Name and Pass code to Login to Account.
2. Once you are logged in, in the middle/side of the Page click > Report Continuing Education.
3. In the bottom left of middle screen click > **Add Continuing Education** Course.
4. Under Add/Update Continuing Education Course Screen Click > **Search for Approved** Providers.
5. A Pop-up Box will open. Under Requirement use the dropdown menu to select: **Area of Practice and/or Laws and Rules**. Click > **Search**.
6. Using the Scrolling Tool, locate the name of your provider and click on the provider name. It will return you to the 'Add/Update Continuing Education' Course Screen with the Continuing Education Provider Name and the Requirement Type.
7. Fill in the following information. Continuing Education Course Name, Date of Completion (mm/dd/yyyy), and number of PDH's. Click Submit.

Repeat Steps 4, 5, 6, 7. (As Needed Depending on License Status)

Check under CE Education Requirement Summary to make sure that the required hours equals the reported hours. Once you have reported all PDH's, make the following selections:

1. Click **Return to Maintain/Renew License**
2. Click **Maintain Renew this License**
3. Click **Renew this license**.

This will take you through the steps of successfully completing your renewal entirely online.

**If you have already reported your PDH's, Login to your account and follow only Steps 2 and 3 from directly above to complete the renewal online.**

If you need to change your email address or mailing address, login to the account and make the following selections:

1. Click **Maintain Renew this License**
2. Click **Maintain Profile**
3. Select Options 1-3 and click Add or Modify depending on your selection.
4. Click **Back** to go to the Main Menu.

If you need further assistance, please E-mail D. Sean Benjamin at [sbenjamin@fbpe.org](mailto:sbenjamin@fbpe.org) or if you need assistance with Cert. of Authorizations, contact Sandra Bass at [sbass@fbpe.org](mailto:sbass@fbpe.org). You may also contact the Florida Board of Professional Engineers at (850) 521-0500.