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**TO:** All Contractor Members  
**FROM:** Barbara Ferencak, Director of Foundation Programs  
**DATE:** August 8, 2008  
**SUBJECT:** How to Monitor Your Continuing Education Credits Online

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The status of your continuing education hours/credits should be checked regularly throughout each licensure cycle.

All Florida licensed roofing contractors must earn 14 hours of continuing education (CE) every two years or licensure cycle. August 31<sup>st</sup> is the renewal deadline. (CCC license holders renew even years (8/31/08). RC license holders renew odd years (8/31/09). Within the 14 hours the following six mandatory subjects require one hour CE credit each: Advance Code (Adv), Business Practices (BSP), Laws and Rules (L&R), Workers' Compensation (WC), Work Place Safety (WPS) and Wind Mitigation (WMM). The remaining eight hours are classified as General (G).

It is in your best interest to periodically monitor the CE hours that the Department of Business and Professional Regulation (DBPR) has listed under your license. The Construction Industry Licensing Board (CILB) is a division of the DBPR which regulates and monitors all Florida licensed construction business owners. CILB no longer renews licenses without the appropriate continuing education hours.

Step One: Log on to [www.myfloridalicense.com](http://www.myfloridalicense.com)  
This takes you directly to the Department of Business and Professional Regulations (DBPR) Home Page.

Step Two: Click on *Renew a License*  
This is located in the banner portion of the screen. Be sure to click on the words *Renew a License*. Clicking on *Apply For* brings up unnecessary screens.

The next screen offers two paths. *If you are a first time user, select Path 1: This is the first time I am using the DBPR Online Services website.* Click on Go.

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### Step Three: Identify Profession and Enter Initial Pin

The License Board/Division field. - Click on the box, scroll down and click on Construction Industry Licensing Board.

The License Profession field – Click on the box, scroll until you find your licensed profession and click on it (i.e. Certified Roofing Contractor or Registered Roofing Contractor).

Type in your license number as it appears on your roofing license.

Type in your initial PIN.

DBPR mailed all licensed contractors their initial PIN. (Try the last four digits of your social security number.)

The Initial PIN is used to establish your Online Services Account. This account will allow you to access your personal license information on DBPR's website or via their self-service telephone system. The initial PIN was included in a mailing contractors should have received from the Department of Business and Professional Regulation. **If you are unable to locate your initial PIN, please contact the DBPR Customer Contact Center at 850-487-1395.**

Remember errors can be made when providers report your CE credits to DBPR. Because of this, it is always wise and highly recommended to check your CE record on a regular basis.

Once your account has been activated you will be able to:

- Renew a License
- Maintain Account
- Maintain/Renew License
- Change Address
- View Messages
- Change Your PIN
- View Continuing Education (CE credits)