Florida Department of Health
Continuing Education Integration Project

Frequently Asked Questions

The Department of Health, Medical Quality Assurance will verify a practitioner's continuing education record in the electronic tracking system at the time of renewal. Practitioners will be able to view their course history in the continuing education tracking system free of charge. The course history will list all the courses that have been reported for the practitioner.

If the practitioner's continuing education records are complete, they will be able to renew their license without interruption.

If the practitioner's continuing education records are not complete, they will be prompted to enter their remaining continuing education hours before proceeding with their license renewal.

Why is continuing education being verified at renewal?

Continuing Education is a requirement to renew a professional license. Section 456.025(7), F.S. requires the Department to implement an electronic continuing education tracking system for each biennial renewal cycle and to integrate such system into the licensure and renewal system. The two systems are now integrated.

Can I create an account in the tracking system prior to being licensed?

No, you will not be able to create an account until you receive a license number from the Department of Health. Students need to be aware of this change in our license renewal process and begin reporting continuing education into the tracking system once they are licensed.

What will happen if I do not have the required continuing education for renewal?

The project will be implemented in two phases. The first phase (optional phase) will prompt practitioner's to input required continuing education hours, but will not prevent licensure renewal. The second phase (mandatory) will require reporting of all required continuing education hours in order to proceed with license renewal.

Below is a chart identifying the optional phase and first mandatory phase for each Profession.

PROFESSION	OPTIONAL REPORTING CYCLE	FIRST MANDATORY REPORTING CYCLE
Respiratory Care	6/1/11 - 5/31/13	6/1/13 - 5/31/15
Dietetic Nutrition	6/1/11 - 5/31/13	6/1/13 - 5/31/15
Nutrition Counselors	6/1/11 - 5/31/13	6/1/13 - 5/31/15
Licensed Practical Nurse	8/1/11 - 7/31/13	8/1/13 - 7/31/15
Massage Therapist	9/1/11 - 8/31/13	9/1/13 - 8/31/15
Pharmacist	10/1/11 - 9/30/13	10/1/13 - 9/30/15
Prosthetist Orthotist	12/1/11 - 11/30/13	12/1/13 - 11/30/15
School Psychologist	12/1/11 - 11/30/13	12/1/13 - 11/30/15
Physical Therapist	12/1/11 - 11/30/13	12/1/13 - 11/30/15
Physical Therapist Assistant	12/1/11 - 11/30/13	12/1/13 - 11/30/15
Speech Language Audiology	1/1/12 - 12/31/13	1/1/14 - 12/31/15
Midwifery	1/1/12 - 12/31/13	1/1/14 - 12/31/15
Medical Doctors Expiring 1/31 even year	2/1/12 - 1/31/14	2/1/14 - 1/31/16
Physician Assistants	2/1/12 - 1/31/14	2/1/14 - 1/31/16
Dentistry	3/1/12 - 2/28/14	3/1/14 - 2/28/16
Nuclear Pharmacist	3/1/12 - 2/28/14	3/1/14 - 2/28/16
Acupuncture	3/1/12 - 2/28/14	3/1/14 - 2/28/16
Chiropractic Physicians	4/1/12 - 3/31/14	4/1/14 - 3/31/16
Osteopathic Physicians	4/1/12 - 3/31/14	4/1/14 - 3/31/16
Podiatric Physicians	4/1/12 - 3/31/14	4/1/14 - 3/31/16
Registered Nurse Expiring 4/30 even year	5/1/12 - 4/30/14	5/1/14 - 4/30/16
Psychologist	6/1/12 - 5/31/14	6/1/14 - 5/31/16

Electrologist	6/1/12 - 5/31/14	6/1/14 - 5/31/16
Registered Nurse Expiring 7/31 even year	8/1/12 - 7/31/14	8/1/14 - 7/31/16
Clinical Lab Personnel	9/1/12 - 8/31/14	9/1/14 - 8/31/16
Nursing Home Administrator	10/1/12 - 9/30/14	10/1/14 - 9/30/16
Athletic Trainer	10/1/12 - 9/30/14	10/1/14 - 9/30/16
Naturopathic Physician	10/1/12 - 9/30/14	10/1/14 - 9/30/16
Optician	1/1/13 - 12/31/14	1/1/15 - 12/31/16
Consultant Pharmacist	1/1/13 - 12/31/14	1/1/15 - 12/31/16
Registered Pharmacy Tech	1/1/13 - 12/31/14	1/1/15 - 12/31/16
Medical Doctors Expiring 1/31 odd year	2/1/13 - 1/31/15	2/1/15 - 1/31/17
Anesthesiologist Assistant	2/1/13 - 1/31/15	2/1/15 - 1/31/17
Med Physicist	2/1/13 - 1/31/15	2/1/15 - 1/31/17
Optometrist	3/1/13 - 2/28/15	3/1/15 - 2/28/17
Hearing Aid Specialists	3/1/13 - 2/28/15	3/1/15 - 2/28/17
Occupational Therapy	3/1/13 - 2/28/15	3/1/15 - 2/28/17
Lic. Clinical Social Worker	4/1/13 - 3/31/15	4/1/15 - 3/31/17
Lic. Marriage/Family Therapist	4/1/13 - 3/31/15	4/1/15 - 3/31/17
Lic. Mental Health Counselor	4/1/13 - 3/31/15	4/1/15 - 3/31/17
Cert Master Social Worker	4/1/13 - 3/31/15	4/1/15 - 3/31/17
Registered Nurse Expiring 4/30 odd year	5/1/13 - 4/30/15	5/1/15 - 4/30/17

During the mandatory phase you will not be able to renew a license without reporting completion of continuing education into the tracking system. If you do not have the hours to report, your license will move to a delinquent status at expiration. In order to renew a delinquent license you will be required to complete the continuing education requirements. Additional fees may apply.

Do I have to wait until license renewal to report my continuing education credits to the electronic tracking system?

No, you can report your hours free of charge anytime during the biennium by registering for the Free Basic Account. The Department encourages you to report early to avoid a delay in the license renewal process.

Please note, if you take a course from a Florida Board approved Provider they are required to report on your behalf. If you take a course from a National organization it is your responsibility to report completion. There may be other ways for you to obtain credit towards continuing education required for license renewal. For specific approved methods of obtaining continuing education for your profession please review the Board rules by visiting www.flhealthsource.com

Do I have to subscribe to the electronic tracking system?

No, subscriptions remain optional. There are a number of services you can receive by subscribing, however, it is optional.

You do however need to report your hours. You can always search for courses, report your hours, and view your course history free of charge by creating a Free Basic Account

Is the 7 day free trial advertised on CEBroker's homepage the same as the Free Basic Account?

No, the 7 day free trial is a trial period for the paid subscription service to determine if you would like to subscribe. The Free Basic Account is a free account and does not require you to give credit card information. This account allows you to view your course history and report CE hours free of charge during the two year biennium. To create a Free Basic Account you can login to your MQA Services account using your user id and password at www.flhealthsource.com OR you can visit www.CEatRenewal.com and choose option 2.

How will I know what has been reported?

You are be able to view your course history in the tracking system free of charge. Your course history will show all the courses that have been reported, the completion date and the total number of hours. You can create your basic account or professional account at www.CEatRenewal.com

If I create a free basic account and enter all of my hours, will the system tell me if I have met the continuing education requirements for my Profession?

If you are using the Basic Free Account it will be your responsibility to know the continuing education requirements for your Profession and calculate your compliance using the data listed on your course history.

If you enter your hours prior to renewal in a basic account the system will not generate a compliance status, however, the system will check compliance during your renewal period using the basic account. You will receive a complete or incomplete message at the time of renewal. Profession specific information and copies of the Board rules can be found at www.flhealthsource.com.

What is the difference between viewing my course history using the basic free account or subscribing to the continuing education tracking system?

With a free Basic Account you can view your **basic** course history, which will list the course name, educational provider name, date of completion and hours reported. It would then be up to you to determine whether all of the courses that have been reported will complete all of your specific continuing education requirements. You can also self-report any continuing education that may be missing.

A Professional Account (paid subscription) provides you with all of the tracking tools that CE Broker offers. Your transcript will display what your specific CE requirements are and will calculate what requirements have been met and what may still be outstanding. A Professional Account is a subscription service and is not a requirement but it can be a useful tool in managing your Florida continuing education requirements should you chose to subscribe.

Do I have to report my continuing education completion into the tracking system or will the Provider report on my behalf?

If you take a course from a Florida approved continuing education provider, the provider is responsible for reporting your course completion. If you take your course from a National organization you will be required to self-report into the tracking system.

How long does a Florida approved Provider have to report my continuing education completion into the tracking system?

Pursuant to Rule 64B – 5.002, F.A.C Providers are allowed up to 90 days to report. However, during the renewal period this process is modified to allow licensees to self report courses taken from a Florida approved Provider to avoid a delay in license renewal.

Where do I go to report my hours?

You can report your hours by logging into MQA Services using your user id and password at www.flhealthsource.com OR if you already have an account you can visit www.cebroker.com