

FICPA Top 25 Commonly Asked Questions

Membership

1. What is my username and password?

If you are having difficulties with your login, please e-mail msc@ficpa.org and you will receive an e-mail response with your login information.

2. Is it possible to get a copy of your member directory?

We do not provide a printed copy of the Member Directory. However, our members can access the [Member Directory](#) online. [Mailing Labels](#) can be obtained for a one-time use.

3. What are the qualifications for student membership?

The Student Affiliate classification is open to all students who are enrolled in an accredited college or university who are not working in an accounting capacity. Students can remain eligible for this type of membership up to one year after graduation, except upon certification or eligibility for the FICPA's Associate Classification. See [membership categories](#) for more information.

4. I am a CPA but not currently working at this time. Is there a discount for my membership?

Please call the Member Service Center at (800) 342-3197 for more information.

5. I just received my CPA license. How does this affect my current FICPA membership?

Congratulations! If you are a Student or Associate member, then the membership will be upgraded to a Voting Member classification.

6. As a FICPA member, can I use FICPA's logo on my business card?

The FICPA offers multiple ways for you to promote your membership to professional contacts, including a "Proud Member of the FICPA" logo, static window clings for your office, and sample press releases for announcing volunteerism and other FICPA achievements. Visit our [member benefits guide](#).

Continuing Professional Education

7. Will I receive a certificate for the CPE course(s) I attended?

Ethics course attendees will receive a certificate and signed transcripts will be available on our website within 30 days of the event for all other courses.

8. What is the CPE cancellation policy?

You will receive a refund for cancellations made more than 10 days prior to the course presentation date. Cancellations requested fewer than 10 days before the event will receive a refund less a cancellation fee. Refunds are not issued for requests 30 days after the course presentation date.

9. How do I register for a Chapter meeting?

You can register for a chapter meeting on our [website](#). From the list of Chapters, select your chapter; click on 'Current Meeting Notice' and then click the appropriate link to register. In some cases, you may need to contact the chapter officers directly. If you need assistance with a Chapter meeting registration, please email cpe@ficpa.org.

Continuing Professional Education (continued)

10. What is the nonmember fee for Seminars and Conferences?

Membership has its privileges! Nonmembers pay \$125 extra per day, and \$65 extra for 4-hour events. Please note that these nonmember fees may vary and may be applied toward a membership within six weeks of taking a course.

11. Is lunch provided for Seminars?

Full-day Seminars include lunch. Value-Priced Seminars and four-hour Seminars include breaks.

12. How do you access the online Ethics course?

About 15-30 minutes after registering for an online Ethics course, you will receive an email with instructions for logging in and the link to access the course. If you do not receive this email within 30 minutes of your registration, please notify us at cpe@ficpa.org. If you do not see it in your inbox, please check your spam filter for this email.

13. Will I receive a receipt/confirmation for my CPE registration?

Yes, if registering online you will receive a receipt/confirmation via e-mail following the completion of the purchase. If you registered through our office, a receipt/confirmation will be emailed the following business day.

14. How can I get a certificate for a Webcast?

A Certificate of Completion is available at the conclusion of the Webcast. To print a copy of your certificate, once the Webcast is over, login with your username and password and enter the code you are provided.

15. I am having trouble logging on to view a Webcast/Webinar. Who do I contact for technical support?

Webcasts and Webinars are facilitated by three providers, ACPEN, CPE Link and Surgent McCoy, and each provider has a different technical support telephone number:

- **ACPEN Assistance:**
For assistance with a Webcast presented through ACPEN, call the ACPEN Help Desk at (800) 747-1719 (available Monday-Friday from 8:00 a.m. to 6:00 p.m. CST), or visit ficpa.acpen.com/page/faq for ACPEN Webcast Frequently Asked Questions,
- **CPE Link:**
To reach CPE Link Webinars call (800) 616-3822 (available Monday-Friday from 7:00 a.m. to 5:00 p.m. PST), or visit www.cpelink.com/contact.php.
- **Surgent McCoy:**
To reach Surgent McCoy Webinars call (800) 778-7436, or visit www.cpenow.com and click on the Frequently Asked Questions for assistance.

16. Why are my Chapter/or CPE credits not showing up on the CPE Tracker.

Please allow up to 30 days for courses to be reconciled and updated to the CPE Tracker. If your credit does not show up within 30 days, contact the FICPA Member Service Center.

17. For which CPE classes am I currently registered?

You can view your current registration, as well as other membership details, by logging into your profile on our website. Go to the [FICPA website](#) and click on *Members* and then *My Account* to see *My Current Registrations*.

Continuing Professional Education (continued)

18. Are there CPE group discounts available?

Yes, we are happy to extend a 15% discount to groups of 5-7 people from the same firm registering for the same event; 8 or more people from the same firm registering for the same event will be eligible for a 20% discount. To receive the discount, all registrations must be made at the same time. For assistance, please contact the Member Service Center.

19. How do I access the conference electronic manual?

All participants will receive an e-mail approximately one week before the conference that provides a link to download the conference material. Manuals are presented as PDF files that feature search capabilities, making it easy for you to quickly find information about a presentation without requiring you to print it out. Because of the length of the manuals, we recommend using it as an electronic reference file and not printing it.

20. Where do I find the CPE tracker on the [FICPA website](#)? Visit www.ficpa.org/Content/CPE.aspx and click on the CPE tracker using the menu box on the left.

Department of Business & Professional Regulations (DBPR)

21. How can I transfer my CPA license from another state to Florida?

If an individual has applied for licensure in another state, or has a license from another state, that individual can obtain a Florida license through "licensure by endorsement application." [Here](#) is the link for the Department of Business and Professional Regulations (DBPR) where the application package can be found. For temporary practice permits click [here](#).

22. How do I find out if a course is approved for CPE credit?

All FICPA CPE has been pre-approved by DBPR. For NON-FICPA CPE courses, please contact the DBPR at (850) 921-8215 to verify approval.

23. What courses and/or CPE credits do I need to reinstate my CPA license?

The DBPR confirms which credits are required for your licensure. Please contact the DBPR for assistance at, (850) 487-1395 and enter prompts 1-4-0-9 for operator.

24. How do I report my CPE hours to the DBPR?

Florida licensees are no longer required to self-report their individual CPE hours to DBPR; however, you must affirm that you have completed the required hours. Visit www.myfloridalicense.com/dbpr/cpa/renew.html for the latest license renewal requirements. The FICPA CPE Tracker is available online to manage your hours and provide a record of CPE courses attended should DBPR require it during an audit.

Other

25. How can I find a CPA or Firm in Florida?

FICPA "Find a CPA" allows you to search for Florida CPAs based on your criteria. This list only includes CPAs who have entered their information into the database. To be listed or to use this service, go to www.ficpa.org, and click on the "Find a CPA" icon.