

# DBPR CPE Reporting Tool Flash Facts

The following information is designed to assist you in reporting your required Continuing Professional Education (CPE) hours with the Department of Business and Professional Regulation (DBPR) for your Florida license. Your CPE reporting must be completed using the new DBPR Reporting Tool.



## Things to Know

- Avoid uploading your CPE one entry at a time. See our tutorial to learn more about 'Bulk Uploading.'
- Each time you login to upload CPE and certificates, it is an "upload session."
- Be sure to complete the "session" by clicking the "Submit" button on the affirmation page. The system does not save partial uploads.
- You will be required to manually enter course information and provide the corresponding certificate for each course that you upload. An e-mail with an application summary will confirm that your submission went through successfully.
- Pay special attention to the credit type hours; i.e. if a course is 2 hours of A&A, you would enter 2 for A&A, and 0 for the other credit type hours.
- Florida only accepts CPE in .5 hour increments. Ex: 1.4 credits = 1 credit  
1.8 credits = 1.5 credits

## Certificate Criteria

### FILE SIZE

- Individual files may not exceed 10 MB.
- The maximum size for all uploaded files in a session may not exceed 50 MB.
- Accepted file types: .pdf (PDF is preferred), .txt, .ctx, .gif, .jpg, .jpeg, .png, .tif, .doc, and .rtf

### ATTACHING YOUR CERTIFICATES

- "Choose File" and select "Attach" for each file you are uploading.
- Select "Next" when there are no more files to attach.



Scan the QR code to learn more or visit [ficpa.org/CPETracker](http://ficpa.org/CPETracker).

## Florida CPE Requirements

- 80 hours every 2 years
- 4 hours FL Regulatory Ethics
- 8 hours of A&A
- No more than 20 hours in Behavioral
- No limits on Technical Business

## Important Deadlines

### June 30 of your reporting year

All 80 hours of CPE must be reported using the DBPR Reporting Tool in your [myfloridalicense.com](http://myfloridalicense.com) portal.

### Automatic Extensions

#### September 15

Required: 8 extra hours of Accounting & Auditing (A&A) (16 in total)

#### December 31

Required: 16 extra hours of A&A (24 in total)

## Report and Renew: Two-Step Process

	Even Year (2026)	Odd Year (2027)
<b>Reestablishment Period</b>	7/1/24 to 6/30/26	7/1/25 to 6/30/27
<b>1. Report CPE</b>	Use DBPR reporting tool	Use DBPR reporting tool
<b>2. Renew License</b>	10/1/26 to 12/31/26	10/1/27 to 12/31/27
<b>License Expires</b>	12/31/26	12/31/27

CPE and certificates preferably need to be uploaded to DBPR by June 30; however, there is a grace period until July 31.

If an upload deadline is missed, you will automatically be enrolled into the next extension date (see above).