

Florida Statute and Rules Governing Approved Continuing Education Providers

456.025 Fees; receipts; disposition

(7) Each board, or the department if there is no board, shall establish, by rule, a fee not to exceed \$250 for anyone seeking approval to provide continuing education courses or programs and shall establish by rule a biennial renewal fee not to exceed \$250 for the renewal of providership of such courses. The fees collected from continuing education providers shall be used for the purposes of reviewing course provider applications, monitoring the integrity of the courses provided, covering legal expenses incurred as a result of not granting or renewing a providership, and developing and maintaining an electronic continuing education tracking system. The department shall implement an electronic continuing education tracking system for each new biennial renewal cycle for which electronic renewals are implemented after the effective date of this act and shall integrate such system into the licensure and renewal system. All approved continuing education providers shall provide information on course attendance to the department necessary to implement the electronic tracking system. The department shall, by rule, specify the form and procedures by which the information is to be submitted.

64B-5.001 Definitions.

For the purposes of this rule chapter, the following definitions will apply:

(1) "Approved provider" means a person approved by a board, or the department when there is no board, to provide continuing education or whose continuing education program has been approved by a board, or the department when there is no board.

"Approved provider" also means an institution of higher learning or a school approved by a board, or the department when there is no board, to provide continuing education or whose continuing education program has been approved by a board, or the department when there is no board.

(2) "Continuing education (CE) tracking system" means the Department of Health designated electronic system through which approved providers and licensees submit necessary information on program attendance.

(3) "Program" includes a class, seminar, lecture, presentation, symposium, convention at which continuing education is presented by a professional trade association, self-study or home-study hours, or other activity offered for the purpose of complying with continuing education requirements established in statute or rule approved by the board or the department when there is no board.

(4) "Electronically" refers to the submission of information and data via the Internet.

(5) "Maximum Allowable" refers to the total number of hours that a licensee can possibly earn for attending an approved provider program.

(6) "Hours Earned" refers to the total number of hours that a licensee is awarded during the approved provider program.

(7) "Mandatory Hours" refers to those specific hours, which are designated by law or by board rule, or by rule of the department when there is no board, as mandatory.

Specific Authority 456.004(1), (5), 456.025(7) FS. Law Implemented 456.013(9), 456.025(7) FS. History—New 3-15-05.

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64B-5.002 Submission of Program Information, Submission of Licensee Program Completion Data, Licensee Self-Submission, Address.

For the purposes of implementing and maintaining the CE tracking system, the following requirements apply:

(1) Submission of program information. Unless otherwise provided by rule of a board or the department when there is no board, prior to the date a program is to be offered, all approved providers must electronically submit the following program information through the CE tracking system: the provider name, the name of the program, when the program is being offered, and the maximum allowable credit hours approved by the board or the department when there is no board according to procedures set forth in the rules of each board or by the department when there is no board. Upon receipt of such information the CE tracking system will assign a program number for the purpose of tracking each continuing education program, or at an approved provider's request, the CE tracking system can use a program number convenient to and assigned by the approved provider or a board. Program information can be updated, as necessary, by the approved provider up until the day the program is offered.

(2) Submission of licensee program completion data; licensee self-submission.

(a) All approved providers shall submit licensee program completion data through the CE tracking system within ninety (90) days of program completion, unless otherwise provided by rule of a board or the department when there is no board. Required information includes the provider number, the program name, the number for the program assigned by the CE tracking system or the number provided to the CE tracking system by the approved provider or a board, the date the program was completed and the license numbers of licensees who participated in the program. The approved provider may submit the total hours earned during the program by each licensee without specifically delineating the individual courses or lectures constituting the total. The approved provider shall specifically list the licensee's completion of any subject hours mandated by law.

(b) Such licensee program completion data shall be submitted electronically through the CE tracking system by using either the designated spreadsheet format, the designated text file format, entering the data directly to the CE tracking system, using a compatible format, or through submission of the scan card which is hereby incorporated by reference and effective, all of which are available through the Department of Health at the internet or street address in subsection (4) below. The scan card shall contain the appropriate designation for submission of detailed information for each profession's required continuing education and mandatory hours, and shall be completed according to the instructions on the scan card.

(c) Licensees may, at their option, self-report any CE hours earned electronically to the internet address in subsection (4) below. Licensees shall not be charged any fees for electronically self-reporting CE hours through the CE tracking system. A board or the department when there is no board may restrict, by rule, which hours may be self-reported.

(3) An approved provider or licensee who unsuccessfully attempts to electronically submit any information as provided in this rule, has the option of submitting that information in one of the formats specified in subsection (2) together with a statement regarding the unsuccessful attempted compliance. It must be sent by certified U.S. mail as indicated in subsection (4). Such submission will meet the requirements of this rule.

(4) Address. All information and data required by this rule shall be submitted

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electronically to the following Internet address: <https://www.cebroke.com>. For the purposes of subsection (3), the information may be mailed to the CE Tracking Unit, Division of Medical Quality Assurance, Department of Health, 4052 Bald Cypress Way, Bin #C00, Tallahassee, FL 32399-3250.

Specific Authority 456.004(1), (5), 456.025(7) FS. Law Implemented 456.013(9), 456.025(7) FS. History—New 3-15-05.