



FLORIDA
DEPARTMENT OF
FINANCIAL SERVICES

TOM GALLAGHER
CHIEF FINANCIAL OFFICER
STATE OF FLORIDA

MEMORANDUM

TO: Continuing Education & Prelicensing Providers

FROM: Hazel Muhammad, Chief, Bureau of Licensing ^{AM}
Division of Agent & Agency Services

SUBJECT: Continuing Education & Prelicensing Course Offering and Roster Submission
Compliance Reminder Notice

DATE: 10/26/2005

A recent Department audit of course offerings and roster submissions indicate that many providers have been delinquent in submitting course offerings and rosters to the Department in violation of Rule Chapters 69B - 228.090(1)(a)1., 69B - 228.100(1)(b)2., 69B - 211.180(1) and 69B - 211.190, Florida Administrative Code.

In accordance with the above rules, it is the Providers' responsibility to submit intent to offer an approved continuing education or prelicensing course 30 days prior to the first day of class. In addition, a completed roster must be submitted on behalf of each student who has completed the approved course, no later than 20 days after the course has been completed.

In order for the Department to timely update licensees' records following the course completions, it is critical that the providers promptly submit the information required in these specified rules. The Providers' failure to comply can cause licensees' records to inaccurately reflect non-compliance with the continuing education requirements or delay applicants' authorizations to sit for their examinations for licensure.

Please be advised the Department expects full compliance with these requirements. Failure to meet these requirements may result in administrative action, to include monetary penalties, withdrawal of provider approval, or other action.

Please contact us if you have questions or need additional information relating to these requirements.