

When submitting electronic correspondence with our office, please use the Electronic Excel Spreadsheet format that has been provided for you. You will need to submit this information as an attachment to an email.

**PLEASE NOTE:** Do not modify this excel spreadsheet. This can cause problems in reporting this information to the Board. If zeros drop from the spreadsheet this is fine. For the Course Name column, allow the name of the course to roll over as excel spreadsheets do. Only report Florida P.E.'s on this spreadsheet.

In the subject line of the Email you will need to provide the Name of your Provider, the Provider Number, and the Date of Submission. Example: Florida Board of Professional Engineers Provider #00 01/01/2009. Here are some instructions on how to fill in the information on the spreadsheet.

Section A: License Number: The 4 or 5 digit license number. If P.E.'s are taking courses from you, and they are not FLORIDA P.E.'s please do not list them on the spread sheet.

Section B: Provider Number: You should have received your 7 digit provider number on your approval letter. If you do not know your provider number, please contact Sean Benjamin at the Board at [sbenjamin@fbpe.org](mailto:sbenjamin@fbpe.org).

Section C: Date: If the date on the course is 12/25/2006 then you enter it on the spreadsheet as 12252006. Do not put symbols or spaces in the date.

Section D: Requirement: Only Area of Practice Courses can be reported on this spreadsheet. Use the letters "AOP" in this column.

Section E: Hours: Please enter the PROFESSIONAL DEVELOP HOUR amount in this field. If the quarter hour needs to be used, please use .25, .50, .75 for the 15 30 45 min quarter hour.

Section F: Course Name: Please enter the name of the course. Use abbreviations as much as possible.

Please note, if a P.E. is taking more than one course with you, you will have to list each course separately. For two date course, enter in the beginning date of the course, and the total number of P.D.H. earned. Please email questions about this format to [sbenjamin@fbpe.org](mailto:sbenjamin@fbpe.org) or email CE listings to [CEProvider@fbpe.org](mailto:CEProvider@fbpe.org).

Providers are responsible for reporting this information within five (5) days of the courses being taken. This information is needed in order to make sure your information is processed and placed in the correct file. Please do not include any questions in electronic transmissions of attendees.

Note that when courses are taken they will not appear on the Continuing Educational Portal located at [www.myfloridalicense.com](http://www.myfloridalicense.com). Please make sure that the P.E.'s taking your courses are aware this and they will need to self-report the hours on the portal.

I trust you will find this information helpful. If you need further information, please E-mail questions to Sean Benjamin at [sbenjamin@fbpe.org](mailto:sbenjamin@fbpe.org) or email CE Listings to [CEProvider@fbpe.org](mailto:CEProvider@fbpe.org). If you need to call, contact the Florida Board of Professional Engineers at (850) 521-0500 ext 24.