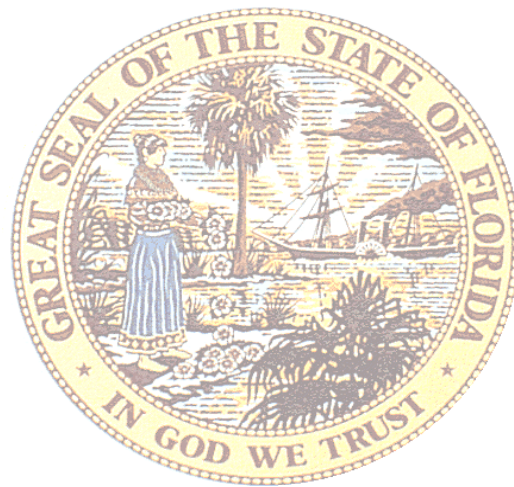


**FLORIDA BOARD  
OF  
PROFESSIONAL ENGINEERS**

**2507 Callaway Road, Suite 200  
Tallahassee, Florida 32303**



**APPLICATION FOR  
LAWS & RULES  
CONTINUING EDUCATION COURSE**

**NEW COURSE APPLICATION**

## LAWS AND RULES **NEW** COURSE APPROVAL APPLICATION

*If you have any questions or need assistance in completing the application, please contact Sean Benjamin at (850) 521-0500, Ext. 110 or [sbenjamin@fbpe.org](mailto:sbenjamin@fbpe.org)*

When filing an application, be certain that the application is completely filled out, that all questions are answered truthfully and that all the information requested is provided. **Please type or print in ink.** Please read all questions thoroughly.

### APPLICATION CHECKLIST

Application Requirements
<input type="checkbox"/> Complete CE Course Approval Application
<input type="checkbox"/> Submit application fee of \$50.00
<input type="checkbox"/> Submit copy of detailed course outline covering all required subjects
<input type="checkbox"/> Submit copy of instructor(s) résumé(s) (Curriculum Vitae)
<input type="checkbox"/> Submit sample of course certificate of completion

#### **ATTEST STATEMENT:**

The provider's point-of-contact is required to sign the attest statement located on the bottom of page 7. It is NOT to be signed by an instructor or administrative representative.

#### **GENERAL INFORMATION:**

If you are applying to qualify more than one course, you must fill out a separate Continuing Education Course Approval Application for each course. Each course provider approved by the Board to conduct courses in Florida Laws and Rules must meet the requirement of Rule 61G15-22.0105 and 22.011, F.A.C., along with all other applicable laws and rules.

#### **COURSE TITLE:**

The course title you choose must adequately define the content of the course. You must complete each section of the application.

#### **COURSE INFORMATION:**

The course information filled out on the application must include the following:

#### **COURSE DESCRIPTION:**

The course description must relate to the laws and rules governing the practice of engineering as defined in Chapter 471, Florida Statutes.

#### **COURSE TOPICS:**

The course topics must relate to the course description. The topics should illustrate the specific areas that are going to be covered during the course and must include the following from Rule

61G15-22.0105(2), FAC: Rules adopted, amended, or repealed during the immediately preceding biennium, changes to Chapters 455 and 471, F.S., made by the legislature during the preceding biennium, case law concerning Chapter 471, F.S., a list of resources used to develop the course content, and application of the provisions of Chapter 471 F.S. to individual disciplinary cases and unlicensed practice cases during the immediately preceding biennium.

**COURSE OBJECTIVES:**

The course objectives should state what the licensee should be able to demonstrate when the course has been successfully completed. The objectives should clearly describe the intended performance to preclude misinterpretation.

**EVALUATION METHOD:**

Describe the method of evaluation that will be used to determine if the course attendees have achieved the objectives of the course.

**DETAILED COURSE OUTLINE:**

The detailed course outline must indicate the course topic, all points to be covered regarding the topic and an associated timeline indicating the number of minutes to be spent on each topic. Reiteration of course topics does not constitute a detailed course outline. The course outline must be attached as an addendum to the application.

**INSTRUCTOR INFORMATION:**

List the names of all instructors on the application.

**INSTRUCTOR QUALIFICATIONS:**

Please attach a copy of the instructor(s) résumé(s)/curriculum vitae, listing any and all education and relevant work experience which sets the instructor apart from the Professional Engineers whom the applicant proposes to instruct.

**CERTIFICATE OF COMPLETION**

Submit a sample continuing education course certificate of completion complying with Rule 61G15-22.012, Florida Administrative Code.

Please send your completed application and documentation to:

Florida Board of Professional Engineers  
Attention: Sean Benjamin  
2507 Callaway Road, Suite# 200  
Tallahassee, FL 32303  
[www.fbpe.org](http://www.fbpe.org)

## Laws & Rules Course Approval Application

Florida Board of Professional Engineers  
Attn: Sean Benjamin  
2507 Callaway Road, Suite# 200  
Tallahassee, FL 32303

*If you have any questions or need assistance in completing this application,  
please contact Sean Benjamin, Continuing Education Analyst,  
at 850.521.0500 extension 110 or at [sbenjamin@fbpe.org](mailto:sbenjamin@fbpe.org)*

New Course: <input type="checkbox"/> New Course Only
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Provider Information
Federal Employer ID Number/Social Security Number
Individual/Company Name
Provider Number
Point of Contact
Mailing Address
City, State, Zip Code
Email Address
Telephone/Fax Numbers

\*Under the Federal Privacy Act, disclosure of Social Security Numbers is voluntary, unless specifically required by Federal Statute. In this instance, Social Security Numbers are mandatory pursuant to Title 42, United States Code, Section 883 and 854; and Sections 455.203(9), 409.2577 and 409.2598, Florida Statutes. Social Security Numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social Security Numbers must also be recorded on all professional and occupational license applications and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub. L. 193, Sec. 317.

**Provider Category**

Please check the category that best describes your organization.

- A commercial educator. 61G15-22.002 Definitions. (An individual or business organization trained in teaching and offering education courses for a profit).
- A state or national professional association whose primary purpose is to promote the profession of engineering.
- A Professional Engineer with a Florida license to practice engineering who is not and has never been the subject of disciplinary action.
- A Professional Engineering Business holding a current Florida Certificate of Authorization.
- A governmental agency impacting the practice of engineering that is **NOT** a State or Federal Agency exempt under 61G15-22.011(9), F.A.C.

**Course Information**

Submit a copy of your course materials and indicate within your course content where you address the following:

**Rules adopted, amended, or repealed during the immediate preceding biennium**

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Attach supplement if needed.

**Changes to Chapters 455 and 471, F.S., from legislative action during the preceding biennium**

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Attach supplement if needed.

**Describe application of the provisions of Chapter 471, F.S., to individual disciplinary cases and unlicensed practice cases during the immediately preceding biennium.**

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Attach supplement if needed.

**List of resources used to develop the course content**

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Attach supplement if needed.

**Course Offering Information**

Is this a new course?  Yes  No

If this is not a new course, has the course changed?  Yes  No

Title of Course, Workshop, or Seminar

Number of Classroom Hours in Professional Development Hours (PDH's)

Method of Presentation

Instructor Led/Classroom

Have you attached a sample certificate of completion?  Yes  No

Interactive Distance Learning - Courses offered through distance learning must comply with 61G15-22.0105(5), F.A.C., content as follows:

- Attach a copy of the document used by the students to interact and achieve answers to inquires within two business days.
- Describe how the program promotes student involvement and measures learning and comprehensive of content at regular intervals.

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Attach a copy of the document used to evidence ability to monitor student enrollment and participation upon completion of the course.

Describe how you will assure qualified instructors will be available to answer questions and provide students with necessary support during the duration of the course, pursuant to the requirements in the requirements in Rule 61G15-22.0105

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Attach a copy of the statement used by the students to evidence completion of each module/session of instruction.

**REMINDER: ATTACH A COPY OF THE INSTRUCTOR(S) RÉSUMÉ (CURRICULUM VITAE) THAT DEMONSTRATES KNOWLEDGE OF CHAPTER 471, F.S. AND CHAPTER 61G15, F.A.C.**

**REMINDER: ATTACH A COPY OF THE CERTIFICATE OF COMPLETION**

Instructor Information				
Last Name	First Name	Middle	Title	Suffix
License Type: (Check Only One)	Professional Engineer <input type="checkbox"/>		Attorney <input type="checkbox"/>	
License Number:				
Last Name	First Name	Middle	Title	Suffix
License Type: (Check Only One)	Professional Engineer <input type="checkbox"/>		Attorney <input type="checkbox"/>	
License Number:				
Last Name	First Name	Middle	Title	Suffix
License Type: (Check Only One)	Professional Engineer <input type="checkbox"/>		Attorney <input type="checkbox"/>	
License Number:				

**Attest Statement**  
**Requires Signature of the Provider Point of Contact**

I affirm that I have provided the above information completely and truthfully to the best of my knowledge and I hereby agree to abide by the Florida Board of Professional Engineers Laws and Rules regarding Continuing Education provider status in Chapter 61G15-22.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_