

# Checking you Continuing Education Credits on the DBPR Website

## **Part 1:** Registering for the new DBPR Online Services Portal

Step 1 – Go to the DBPR website and select **Verify a License**

- A. Open your browser and go to <http://myfloridalicense.com/dbpr/>
- B. Click on the **Verify a License** link (At the top second tab in)

Step 2 – Begin the registration process by clicking the **Log On** Link

- A. Click the **Log On** link (At the top of the page)
- B. Click on the **Real Estate** profession link

Step 3 – From the logon screen, click the **Create my Account** link.

- A. Click **Create My Account** (Bottom of the page under Create a New Online Profile)

Step 4 – Enter the required **registration information**, and then click **NEXT**

- A. Enter your Name and Email address
- B. Choose a password recovery question or create your own, then enter the answer
- C. Enter the characters in the picture
- D. Click **Next** to continue

Step 5 – Review and save the registration information

- A. Review the registration information you entered
- B. Click **Edit** to revise the information or **Save** to continue

Step 6 – Receive a temporary password

- A. Find the email sent from DPBR
- B. Click **Return** to return to the logon screen.

Step 7 – Logon using the temporary password provided by DBPR

- A. Enter your email address and temporary password provided
- B. Click the **Log On** button to log on

Step 8 – Create a permanent password for DBPR online services

- A. Enter the temporary password provided by DBPR as your old password
- B. Enter a new password and enter it again to confirm
- C. Click **Save** to complete the process

## **Part 2:** Linking a license to a DBPR account

Step 1 – Log on using information from Part 1

Step 2 – Click ***Link and Existing License to My Account***

Step 3 – Choose the appropriate governing board

- A. Choose ***Real Estate Commission***
- B. Click ***Next*** to continue

Step 4 – Enter the specific license information for the license to be linked

- A. Select license type: ***Real Estate Broker or Sales***
- B. Enter ***License Number***
- C. Click ***Next*** to continue

Step 5 – Confirm authority by entering the correct Social Security Number

- A. Enter ***Social Security Number***
- B. Enter the characters in the picture
- C. Click ***Next*** to continue

Step 6 – Add the license to the registration

- A. Click Add to link the license to your registration information

Step 7 – Acknowledge the confirmation page

- A. Click ***Next*** to complete process

Step 8 – Return to the Main Menu with the linked license displayed

## **Part 3:** Checking Continuing Education (CE) Credits

Step 1 – Select the licensed to be reviewed

- A. Click the link of the license for which you wish to check CE credits

Step 2 – Click the ***View My Continuing Education Link***

Step 3 – Review Continuing Education Requirements and Completed Classes

## **Continuing Education (CE) Credit Requirements:**

Real Estate Agent Sales –

**45-hour post-license\*** course to be completed within the licensee's first renewal cycle.

This cycle ends on your license expiration date (located at the bottom of your license.)

**14-hours continuing education** every two years after your first renewal cycle (3 hours core law, 11 specialty)

\*The GRI 1 will satisfy your 45-hour post licensing requirements