

**Ken Lawson**, Secretary

**Rick Scott**, Governor

September 12, 2016

Larisa Phillips  
THE COUNSELORS OF REAL ESTATE  
430 N MICHIGAN AVE 6TH FLOOR  
CHICAGO, IL 60611

Re: Florida Real Estate Appraisal Education Reporting Information:  
Provider: 0006883  
Pass Code: 4653

Dear Larisa Phillips, Provider 0006883:

Chapter 455, Florida Statutes, requires that the Department of Business and Professional Regulation (DBPR) monitor all continuing education activities of Florida Real Estate Appraisal Licensees.

Real Estate providers are required to provide DBPR with an electronic course attendance file. Your file must be transmitted to DBPR's file deposit site (CPEFTP) after a licensee's successful completion of this course. Attendance files must be electronically submitted to the department no later than 30 calendar days thereafter or within 10-business days of the course completion the same month of a licensee's expiration date.

Each provider has been issued a pass code that must be used to transmit the electronic file to DBPR. The pass code will ensure that the file received by DBPR was actually sent by you. Your pass code is reserved for you and your authorized personnel only.

Please note that you will need to apply for each course you intend to offer. Courses cannot be renewed online. Course(s) must be taught in their entirety before they are reported to the department and partial credits are not permitted.

Information on the electronic attendance file, the desktop application can be found at web address:  
[www.myfloridalicense.com](http://www.myfloridalicense.com) > Bureau of Education & Testing > Providers/Instructors. Under this header you will see three links: one is a download link for a reporting program that we are providing you and the other two are instructional manuals. Should you have any questions or if you have encountered problems transmitting your files, please contact the Bureau of Education and Testing, Education Provider Services, at 850.921.8215.

Sincerely,

Adrian Washington  
Program Operations Administrator  
Bureau of Education and Testing