

Submitting CPE Records for Florida CPAs

You will need:

- ✓ Login information for Florida Board site
- ✓ LCvista “certified PDF”
- ✓ LCvista certificates of completion, “certificates (PDF)”
 - Note: If ALL CPE completed was taken in-firm, this is not needed.

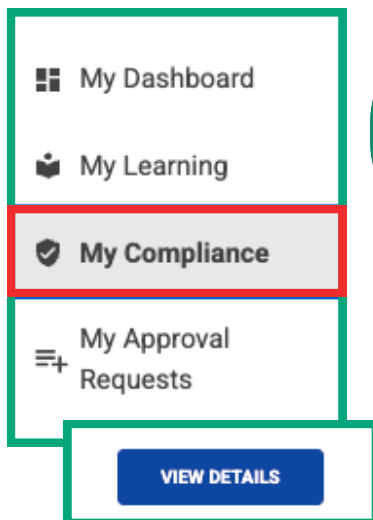
Part 1
Download LCvista files

Part 2
Report CPE on Florida Board Site

Part 1: Download LCvista Files

Click on “My Compliance” and select “View Details” for the appropriate jurisdiction and reporting period.

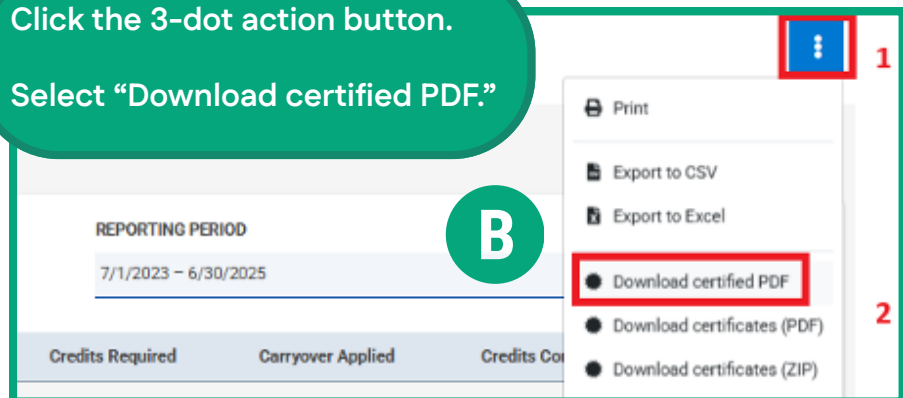
A



Click the 3-dot action button.

Select “Download certified PDF.”

B

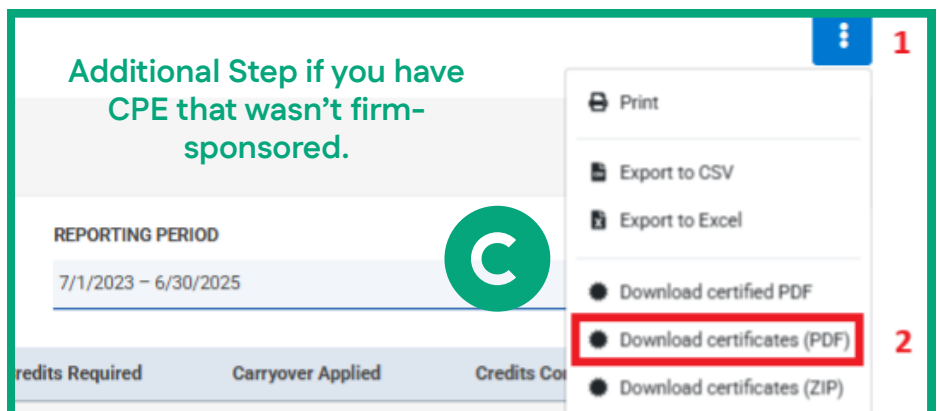


If you have CPE that wasn't firm-sponsored:

- You'll ALSO need to download certificates of completion.
- Certificates for external training completed this period must be uploaded/housed in LCvista.
- Click the 3-dot action button
- Select “Download certificates (PDF).”

Additional Step if you have CPE that wasn't firm-sponsored.

C



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Part 2: Report CPE on Florida Board Site

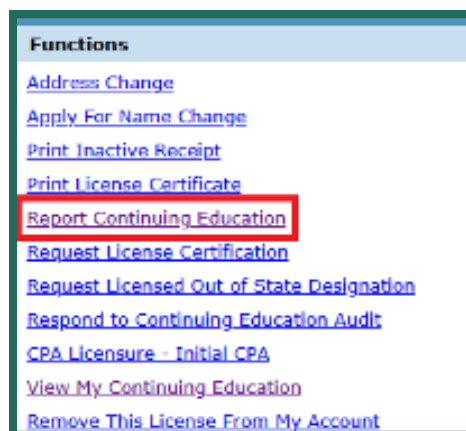
A Log-in to the [Florida Board site](#).



B Click on the linked [CPA license](#) that you wish to wish to report credits for.



C Click “Report Continuing Education.”



D Click “Next”, update address information as needed, then click “Next” again.

E Click “Add.”

F Submit an entry for each **Florida-specific Ethics program** completed.

Note that if you are unsure of the “**Ethics course code**”, it can be found [here](#) (it is the “**DBPR Course Approval Number**” listed).

Click “**Next.**”

Please enter the course details for any continuing education taken during the current period. Course materials and receipts will not be accepted as proof of completion.
Press "Next" to save this record and continue.
Press "Cancel" if you do not want to save your changes and return to the previous screen.

Please select the Reestablishment CE Period.	07/01/2023 - 06/30/2025 ▼
Course Provider/Sponsor:	Sponsor Name
Was this a self-study course?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Please enter the completion date:	11/15/2023 (mm/dd/yyyy)
Name of the course:	Personal and Professional Ethics for Florida CPAs
Ethics course code:	1234567
AA Hours:	0 ▼
Technical Hours:	0 ▼
Behavioral Hours:	0 ▼
Ethics Hours:	4 ▼
Credit Type	Participant ▼

[Next](#) [Cancel](#)

G Click “**Add.**”

You will now use **LCvista’s certified PDF** to submit one entry summarizing all other CPE completed. Some helpful tips:

1. Course Provider/Sponsor: unless all CPE completed was from one sponsor, enter “**Various**”
2. If ANY of these credits were self-study, the answer to the question “**Was this a self-study course?**” Should be “**Yes**”
3. Completion date: enter date of most recent non-Florida Ethics program completed
4. Name: enter “**See Transcript Attached**”
5. AA Hours: this will be the total of all “**AAA**” (Accounting and Auditing Applied) and “**GA**” (Government Applied)

Please enter the course details for any continuing education taken during the current period. Course materials and receipts will not be accepted as proof of completion.
Press "Next" to save this record and continue.
Press "Cancel" if you do not want to save your changes and return to the previous screen.

Please select the Reestablishment CE Period.	07/01/2023 - 06/30/2025 ▼
Course Provider/Sponsor:	Various
Was this a self-study course?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Please enter the completion date:	05/22/2025 (mm/dd/yyyy)
Name of the course:	See Transcript Attached
Ethics course code:	
AA Hours:	29.5 ▼
Technical Hours:	43.5 ▼
Behavioral Hours:	5 ▼
Ethics Hours:	0 ▼
Credit Type	Participant ▼

[Next](#) [Cancel](#)

H

Click “Next.”

Now that all CPE has been reported, click “Next” again.

Report Continuing Education - Continuing Education Reported - Information

Please enter the course details for any continuing education taken during the current period. Course materials and receipts will not be accepted as proof of completion.

Press “Add” to add a new record.
Press the “Edit” link to edit an existing record.
Press the “Remove” link to remove an existing record.
Press “Previous” to return to the previous section.
Press “Next” after appropriate details have been entered.
Press “Cancel” to cancel this application and return to the main menu.

Please select the Reestablishment CE Period.	Course Provider/Sponsor:	Sponsor Code	Was this a self-study course?	Please enter the completion date: (mm/dd/yyyy)	Please enter today's date: (mm/dd/yyyy)	Name of the course:	Ethics course code:
07/01/2023 - 06/30/2025	Sponsor Name		Yes	11/15/2023		Personal and Professional Ethics for Florida CPAs	1234567 0
07/01/2023 - 06/30/2025	Various		Yes	05/22/2025		See Transcript Attached	

Add Previous **Next** Cancel

I

On the File Attachments page:

Click “Choose File.”

Select the certified PDF from LCvista.

Click “Attach.”

Please enter the course details for any continuing education taken during the current period. Course materials and receipts will not be accepted as proof of completion.

Press “Next” to save this record and continue.
Press “Cancel” if you do not want to save your changes and return to the previous screen.

Please select the Reestablishment CE Period.

Course Provider/Sponsor:

Was this a self-study course? Yes No

Please enter the completion date: (mm/dd/yyyy)

Name of the course:

Ethics course code:

AA Hours:

Technical Hours:

Behavioral Hours:

Ethics Hours:

Credit Type:

Next Cancel

J

If you are also uploading any certificate of completion file(s), do that now by selecting “Choose File” and then “Attach.”

When finished uploading the necessary attachment(s), click “Next.”

K

Confirm the Application Summary is accurate.

Click “Submit.”

Continuing Education Reported

Please select the Reestablishment CE Period.	Course Provider/Sponsor:	Sponsor Code	Was this a self-study course?	Please enter the completion date: (mm/dd/yyyy)	Name of the course:	Ethics course code:	AA Hours:	Technical Hours:	Behavioral Hours:
07/01/2023 - 06/30/2025	Sponsor Name		Yes	11/15/2023	Personal and Professional Ethics for Florida CPAs	1234567 0	0	0	0
07/01/2023 - 06/30/2025	Various		Yes	05/22/2025	See Transcript Attached		29.5	43.5	5

Attachments
ComplianceDetailCertifiedPDF12.pdf
download3.pdf

Previous **Submit** Cancel