

CEU Providers Portal

How to Renew a CEU Program

To renew an approved CEU program, follow these steps.

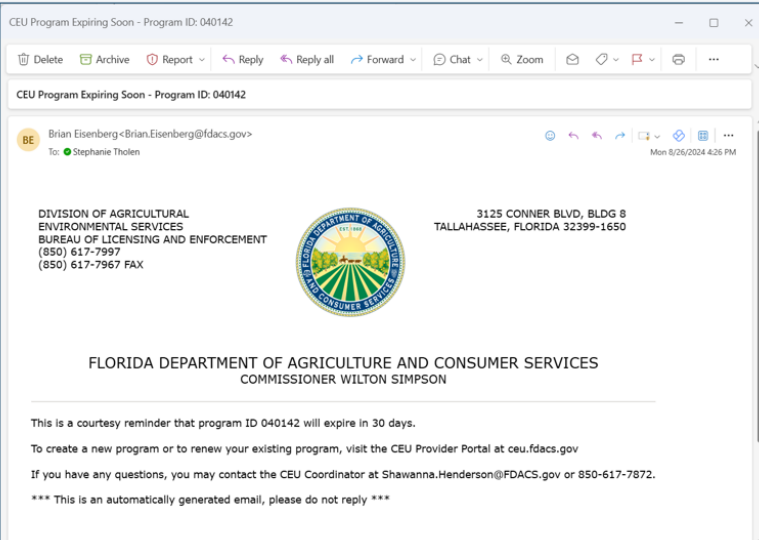
Steps to Renew a CEU Program

1. Go to <https://aeslicensing.fdacs.gov> and sign in with your credentials.
2. From the home screen, select 'Go to CEU Providers Portal'.
3. Under 'Open Programs', find the program you want to renew. Click the Program ID or use the drop-down menu to select 'Renew Program'.
4. Review and update any required information, then submit the renewal request.

Program Renewal

Every night a Power Automate runs to check for Programs that are within the 30 day renewal window. If it finds a program within the window, a renewal program will be created and an email will be sent to the CEU Provider.

Receive Expiration Reminder Email



CEU Program Expiring Soon - Program ID: 040142

From: Brian Eisenberg <Brian.Eisenberg@fdacs.gov>
To: Stephanie Tholen
Date: Mon 8/26/2024 4:26 PM

DIVISION OF AGRICULTURAL ENVIRONMENTAL SERVICES
BUREAU OF LICENSING AND ENFORCEMENT
(850) 617-7997
(850) 617-7967 FAX

3125 CONNER BLVD, BLDG 8
TALLAHASSEE, FLORIDA 32399-1650

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER WILTON SIMPSON

This is a courtesy reminder that program ID 040142 will expire in 30 days.

To create a new program or to renew your existing program, visit the CEU Provider Portal at ceufdacs.gov

If you have any questions, you may contact the CEU Coordinator at Shawanna.Henderson@FDACS.gov or 850-617-7872.

*** This is an automatically generated email, please do not reply ***

Program Renewal (Cont.)

Open Portal

Locate Program

Renew Program

From the Home Page, locate the program that is within the renewal window.

Click the drop down to the right of the program.

Select Renew Program.

Note: If the program is not within the renewal window, you will not see the option to Renew.

Program ID	Program Title	Sponsor	Program Status	Start Date	Expiration Date
040102	Wolfenstein's Pesticide Information Program	John John Pesticides	Approved	08/30/2023	06/21/2025

Program Renewal (Cont.)

Review Selection

The CEU Provider will be taken through a multi-step process to renew the program.

The first step is to verify the program you are wishing to renew.

Click Next when ready to move forward.

Please validate that this is the program you would like to renew, then press Next

Program Title *
Bed Buggeros and You!

Program Description
Learn all about bed bugs from the famous Pest Education Pal!

Next

Program Renewal (Cont.)

Renewal Information

The Renewal Method chosen will determine what the Provider will or will not be able to edit in the Renewal Process.

If "With Changes" is selected the Provider will be able to edit all aspects of the Program, similar to when they created a new program.

If "Without Changes" is selected, the provider will go through all steps to verify the information but will not be able to make any edits except add a Class to the program prior to Submitting for Approval.

Review Selection ✓ | **Renewal Information** | Basic Details | Agenda & Speaker | CEU Categories | Co-Providers | Classes

Renewal Method *
With Changes

Start Date *
09/01/2024

Previous | Next

Program Renewal (Cont.)

Basic Details

Our example will [takes us](#) through Submitting “With Changes”.

The first tab presented to make updates if needed is the ‘Basic Details’ tab.

Make any changes needed and click ‘Next’.

The screenshot shows the 'Basic Details' tab of a web form for program renewal. The form is titled 'Florida Department of Agriculture and Consumer Services' and includes navigation links for 'CEU Home', 'Programs', 'Classes', and 'Woffenstein Lauriano'. The 'Basic Details' tab is highlighted in blue. The form contains several fields: 'Program Title' (Woffenstein's Pesticide Information Program), 'Program Description' (General information about the program will be written here), 'Provider' (Woffenstein Lauriano), 'Sponsor' (John John Pesticides), 'Program Type' (Lecture Class), 'Email' (stholen@hso.com), 'Program Start Date' (09/01/2024), and 'Program Comments' (Overall program comments about this great program being offered). A red box highlights the 'Next' button at the bottom left.

Program Renewal (Cont.)

Agenda & Speaker

You will also be able to make updates to the Agenda & Speaker that includes rich text formatting

Make any changes needed and click ‘Next’.

The screenshot shows the 'Agenda & Speaker' tab of the same web form. The 'Agenda & Speaker' tab is highlighted in blue. The form contains two main sections: 'AGENDA DESCRIPTION' and 'SPEAKER BIOGRAPHY'. The 'AGENDA DESCRIPTION' section has a text area with the placeholder text 'Agenda located here.' and a list of three items: '• asdfasdf', '• asdfasdfa', and '• asdfasdf'. The 'SPEAKER BIOGRAPHY' section has a text area with the placeholder text 'Speaker Biography located here.'. Both sections have a rich text editor toolbar below them. A red box highlights the 'Next' button at the bottom right.

Program Renewal (Cont.)

CEU Categories

Make any changes you see fit for the categories that are currently added to the Program.

Click 'Next'.

Florida Department of Agriculture and Consumer Services

CEU Home | Programs | Classes | Wolfenstein Lauriano

Review Selection | Renewal Information | Basic Details | Agenda & Speaker | **CEU Categories** | Co-Providers | Cases

Add CEU Category

Name ↑	Requested CEUs	Approved CEUs
Aerial Application	4	
Agricultural Tree Crop Pest Control	2	
Forest Pest Control	2	
General Standards (Core)	2	
Private Applicator Agriculture	2	

Previous **Next**

Program Renewal (Cont.)

Co-Providers

Add or Remove any Co-Providers to the program.

Click 'Next' to continue.

Florida Department of Agriculture and Consumer Services

CEU Home | Programs | Classes | Wolfenstein Lauriano

Review Selection | Renewal Information | Basic Details | Agenda & Speaker | CEU Categories | **Co-Providers** | Cases

Add Co-Provider

Full Name ↑	Place of Employment	Mobile Phone	Business Phone	Business Email	CEU Class City	Sponsor/Co-Organization
Brian Eisenberg	test	(555) 222-3333	(555) 222-3333	bteisenberg55@gmail.com	Melbourne	The Pest People

Previous **Next**

Remove Co-Provider