

CEU Providers Portal

How to Add a Class to an Approved CEU Program

You can add classes to an approved program until the program's expiration date. Classes may be added up to the day of the class, but not after the class has occurred. The class content and duration must remain the same as the original approved program agenda.

Steps to Add a Class

1. Go to <https://aeslicensing.fdacs.gov> and sign in with your credentials.
2. From the home screen, select 'Go to CEU Providers Portal'.

The screenshot shows the Florida Department of Agriculture and Consumer Services website. The header includes the department's logo and name, along with navigation links for Home, Contact Us, and Reports. Below the header, there are four main sections, each with a title, a brief description, and a button to access the portal. The 'CEU Providers Portal' button is highlighted with a red box, and a red arrow points to it from a box labeled 'Select'.

Portal Name	Description	Action Button
Licensing Portal	Apply for, renew, and maintain your AES Pesticide Licenses.	Go to Licensing Portal
CEU Providers Portal	For CEU Providers only. Manage your CEU Courses, attendance, and sponsoring organizations.	Go to CEU Providers Portal
Fumigation Pest Control Company Portal	Approval required, Pest Control Companies only. Submit notices of fumigation (NOF), manage devices, and submit device calibrations.	Go to Fumigation Company Portal
Fumigation Vendor Portal	Approval required, Vendors only. Manage products, and submit device calibrations.	Go to Fumigation Vendor Portal

3. Under 'Open Programs', find the applicable Program ID. You can click the Program ID directly OR use the drop-down menu at the end of the Program ID.

The screenshot shows the 'Open Programs' page with a header for the Florida Department of Agriculture and Consumer Services. The page includes a search bar with fields for Program ID, Program Title, Sponsor, and Program Status. Below the search bar is a table of programs. Annotations include a red box around the 'Create New Program' button, a red box around the '001093' Program ID with the text 'Select, Applicable "Program ID" Number', a red box around the text 'You can use either method to "Add Class."' with arrows pointing to the '001093' ID and the 'Add Class' button, and a red box around the 'Add Class' button with the text 'Select "Add Class" and fill in the empty white blanks with class details.'

Program ID	Program Title	Sponsor	Program Status	Start Date	Expiration Date
001093	How to Add a Class	FDACS BUREAU OF LICENSING AND ENFORCEMENT	Approved	04/09/2025	04/08/2026
001094	Add Co-Provider	FDACS BUREAU OF LICENSING AND ENFORCEMENT	Approved	04/09/2025	04/08/2026
001095	"Manage Attendance"	FDACS BUREAU OF LICENSING AND ENFORCEMENT	Approved	04/09/2025	04/08/2026
001092	How to Submit FDACS CEU Programs	FDACS BUREAU OF LICENSING AND ENFORCEMENT	Approved	03/27/2025	03/26/2026

4. Select the 'Classes' tab at the top of the page. Click 'Add Class'. Fill in all required fields with class details (location, time, format: in-class or webinar). Click 'Submit'.

The screenshot shows the 'Classes' tab selected in the top navigation bar. Below the navigation bar is a table of classes. An annotation points to the 'Add Class' button with the text 'Click on the "Add Class" tab.'

Name	CEU Program	Provider (CEU Program)	Class Status	Start Date & Time	County
0001091	How to Add a Class	Shawanna Henderson	Available	04/30/2025 11:00 AM	Leon

Important Notes

- Classes can only be added if the presentation content and time duration match the approved program agenda.
- Classes cannot be added after they have occurred.