



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

COMMISSIONER WILTON SIMPSON

IMPORTANT CHANGE TO CLASS "G" LICENSE CARDS

In an attempt to avoid confusion about the required date[s] of submission for the annual 4 hour Class "G" retraining requirements during the two-year license period, the Division of Licensing has removed the "issue date" from the face of its Class "G" license cards as of September 15, 2015. License cards issued after this date will simply bear the expiration date of the license including month, day and year of expiration.

By removing the issue date, the division intends to clarify that the 4 hour annual retraining requirement for each year of the license must be completed and reported to the division prior to the month and day which appears as the expiration date. During the first year of licensure, licensees must complete and report their annual 4 hour retraining by the same month and day upon which their license will expire the following year. During the second year of licensure, licensees must complete and report their annual 4 hour retraining prior to the actual expiration date of the license.

Class "K" Licensed Instructors should ensure that they stress the importance of both the requirements and applicable dates during all initial and annual Class "G" training courses.

The *example* below can be used to determine your required submission dates:

If your DATE OF LICENSE EXPIRATION is June 11, 2017

- You MUST ***complete and report*** your YEAR ONE retraining by June 11, **2016**
- You MUST ***complete and report*** your YEAR TWO retraining ***after*** June 11, **2016** but ***before*** June 11, **2017**

Please note the following important points:

- If you fail to complete and report YEAR ONE training during the first year of the valid term of your license, your license will be automatically suspended and will remain in suspended status until you provide the division with an original CFP reflecting completion of YEAR ONE training during that first year.
- If you fail to complete and report YEAR TWO training during the second year of the valid term of your license, you will not be able to renew your license until you have provided the division with a CFP reflecting completion of YEAR TWO training. Keep in mind your renewal application must be received by the Division of Licensing on or before the expiration date of your license to avoid a late fee.
- If you failed to complete the four hours of annual re-qualifying training prior to the YEAR ONE anniversary date OR the YEAR TWO anniversary date (also the expiration date of your license), you will need to complete the entire 28 hours of initial training in order for your suspended license to be reinstated or your expiring license to be renewed.

If you have any questions regarding this matter, please call our Public Inquiry Section at (850) 245-5691, or contact the Regional Office nearest you.