Course Provider Check

Florida condominiums and HOAs · Sections 718.112(2)(d)5.b. and 720.3033(1), F.S.; Rules 61B-19.001 and 61B-19.004, F.A.C.

Use this before a director enrolls in a board certification or continuing education course. Keep it with the director's certificate.

- [ ] **Open the right list**

  Both lists are on the education page of the Division of Florida Condominiums, Timeshares and Mobile Homes: Board Member Certification for the initial course, Continuing Education for the annual hours. List revision date: _____

- [ ] **Find the provider**

  The certification list is sorted by county, with online self-paced providers first. The continuing education list is alphabetical. Provider: _____

- [ ] **Check the program area**

  Certification list: confirm a mark in the column for this association, Condominium or Homeowner Association. A certificate counts only for its own board type.

- [ ] **Check the course title (continuing education)**

  Each continuing education course has its own Division review. HOA: find the course and its hours in the Approved HOA CE Courses column. Condo: find the legislative update and its year. Course and hours: _____

- [ ] **Match the website**

  Confirm that the site you are enrolling on matches the website on the list.

- [ ] **If the provider is not listed**

  Ask the provider for its approval date, then confirm with the Division at ctmheducation@myfloridalicense.com or 954-202-6831 before paying or starting. Reply received on: _____

- [ ] **Save a copy of the list page**

  Keep the page showing the provider and the revision date with this check, so the record shows what was approved on the day of enrollment.

- [ ] **File the certificate with the secretary**

  Submit the certificate to the secretary or equivalent officer on time (Rules 61B-19.001(6)(a), 61B-19.004(6)(a)). Condo: the rule also calls for the course title, the provider number, and the completion date. Submitted on: _____

Free checklist. General information, not legal advice. Review it with your association's attorney.
Based on Sections 718.112(2)(d)5.b.; 720.3033(1); Rules 61B-19.001, 61B-19.004, F.A.C., Florida Statutes. Current as of October 30, 2026.