

<http://www.floridahealth.gov/licensing-and-regulation/dietetic-nutrition/help-center/index.html>

Help Center

[Q: Impact of 2015 Legislation](#) – add link to page provided:

Q: Does Florida have reciprocity with other states?

A: No. Florida does not have a reciprocal agreement with any jurisdiction. Licenses are issued through examination and endorsement only. Individual states must be contacted to obtain licensure requirements in the applicable jurisdiction.

Q: If I fail the exam, or do not take the exam for which I was seated, what happens to my temporary permit?

A: The permit is immediately null and void if you either fail the exam, or fail to take the exam as assigned. If you fail to take the examination as assigned, you may not have a refund of the exam fee you paid. You will have to repay all application and exam fees to be seated for another exam.

Q: If I pass the exam on my own through the CDR, will they notify you of my passing?

A: No. The CDR is not responsible for notifying the state that you have passed the exam. However, you may request CDR send a copy to this office if you plan on being licensed within a year of the date we received it.

Q: Does the position that I am working in require licensure?

A: There are many exempt settings. You may refer to 468.505, F.S. for a list of exempt employment settings. Please keep in mind that your employer's standards may vary. Although the State of Florida may not require licensure within these settings your employer has the right to impose a licensure requirement.

Q: There is a diet technician working with me, what task can be performed by the technician?

A: The State does not directly regulate or license diet technicians, you may refer to your facility risk manager. See 64B8-44.008, F.A.C., Performance of Delegated Task by Non-Licensed Personnel. You as a licensee are responsible for all delegated acts performed by persons under your direct or indirect supervision.

Q: When will my license expire?

A: All licenses expire on May 31 of each odd year, regardless of the date of issuance. It is the licensee's responsibility to renew, whether or not a renewal notice is received.

Q: Are Medical Errors Prevention, AIDS education and domestic violence courses required for license renewal?

A: For a complete answer to your question, please review information provided under the continuing education tab on the renewal page.

Q: How do I know the courses I am taking are accepted as continuing education by the council? Who does my continuing education courses need to be approved by?

A: Check with the provider of the course to make sure they hold approval through one of the organizations named in 64B8-45.002, F.A.C. When you are awarded your certificate, make sure their approval number is noted prominently and clearly on the certificate. The Council does not offer review and approval of individual CE courses.

Q: What is a licensing biennium?

A: A licensing biennium is a twenty-four month period that runs from June 1st to May 31st of every odd number year. An individual's first license may expire before twenty-four months, depending on when the license was actually issued. All licenses in this profession run on the same cycle and all licenses currently will expire on May 31 of each odd year.

Q: How many continuing education contact hours are required during a biennium?

A: Please review information provided under the continuing education tab on the renewal page.

Q: The Commission on Dietetic Registration required 75 hours over a 5-year period, will completing their requirements enable me to satisfy Florida continuing education requirements?

A: It is possible that some of the continuing education you take to maintain your CDR registered dietitian status may apply toward the renewal of your license. To determine if a particular course complies, ensure that it complies with all requirements as outlined in the rules regulating your Florida license, 64B8-45, F.A.C.

Q: Does the state maintain my CE records for me?

A: The Dietetic and Nutrition Practice Council does not maintain your continuing education records. Rule 64B8-45.001(3), F.A.C., requires all licensees to maintain certificates of attendance for a period of 4 years. You may use the continuing education determination system to track your continuing education. The Department of Health conducts 100% audits of licensee's continuing education credits through the new continuing education compliance determination system (CE Broker).

Q: If I take more than the required 30 hours in one biennium, can I count the excess towards the next biennium?

A: No. All hours must be completed within the 24 months of the license biennium during which renewal is sought, no hours can be carried forward or counted retroactively.

Q: If I place my license on inactive status, am I exempt from continuing education requirements?

A: You are not required to obtain the continuing education throughout the period of inactive status. However, to renew your license, you must complete the required number of continuing education credit for the periods of inactivity, even if it is just prior to applying for reactivation of the inactive license.

Q: What does the license prefix NC mean?

A: It means nutrition counselor. There are fewer than 200 licensed nutrition counselors remaining. There is no longer an avenue to obtain an initial license as a nutrition counselor. However, the current nutrition counselor licenses will remain valid as long as the licensee maintains the license in good standing.

Q: How can I become a Council member?

A: Council members are appointed by the Board of Medicine. You may apply by contacting the Council's Staff Office and submitting your resume and letter of intent for consideration. Visit our Council Member Information page for more information.

Q: Who can attend Council meetings?

A: All Council meetings are open to the public and you are encouraged to attend.

Q: How can I get a Council agenda?

A: The agenda outlines are posted approximately 2 weeks prior to each meeting under Agendas. Alternatively, you may request to be placed on the Council's Interested Parties list to receive a copy by email, fax or U.S. mail. Staff routinely sends out agenda outlines 7-10 days prior to an upcoming council meeting.

Q: How can I get an item placed on the Council's agenda?

A: You may email, fax or mail a request in the form of a letter requesting that it be included on the next meeting's agenda. Send the item to the Council's staff office with a letter requesting that it be included on the next meeting's agenda. Advance notice to the Council is mandatory. The deadlines for all agenda items is one month prior to the date of the meeting. If you miss the deadline, you will be scheduled for the following meeting.

Q: How can I file a complaint against a licensee?

A: You may print the Complaint Form from our website or call (850) 488-0595 or (850) 414-1976 to request one by mail.

To file a complaint on a non-medical related business or profession, please visit the Department of Business and Professional Regulation.

Q: How can I check if someone is licensed?

A: You may use our License Look-Up Search Screen. The best results often occur when the system receives the least amount of information.

Q: How can I get a list of licensee information?

A: To obtain an electronic listing of active and inactive licensee's mailing addresses and license status for DOH/ MQA regulated professions use our Licensee Data Information service. Please note: The department does not maintain email addresses, fax or telephone numbers in the normal course of business.

Section 119.083(4), F.S., requires only that the agency provide electronic data in some common format such as, but not limited to, the American Standard Code for Information Interchange (ASCII) text format. Therefore, the download files provided on this page are formatted as ASCII text, pipe delimited.

Financial information, medical information, school transcripts, examination questions, answers, papers, grades and grading keys, which are confidential and exempt from s. 119.07(1), F.S., will be withheld pursuant to Chapter 456, Florida Statutes. Social Security numbers will also be redacted pursuant to 42 U.S.C. 405(c)(2)(C)(vii)(1).

Q: Impaired Health Care Professional - Does the department have assistance programs for impaired health care professionals?

A: Yes, Florida health care professionals can seek assistance for impairment through the Intervention Project for Nurses (IPN) or the Impaired Practitioner Program of Florida (PRN). Impairment may be as a result of misuse or abuse of alcohol or drugs, or both, or due to a mental or physical condition which could affect the licensee's ability to practice with skill and safety.

Q: What is CE Broker and why was it developed?

A: CE Broker is the name of an electronic tracking system developed for the Department of Health to help track and facilitate audits of continuing education (CE) credits earned by Florida's health care practitioners. The Department of Health was mandated by law to implement an electronic tracking system.

Q: How does CE Broker affect my license renewal?

A: CE Broker or the electronic tracking system has no effect on your ability to renew your license.

Q: If I, as a licensee, do not have the necessary CE credits reported in CE Broker to meet the CE requirements, will the licensee be disciplined?

A: If an audit (electronic) indicates you failed to meet your CE requirements, you will be referred for possible action against your license. This process includes an opportunity for you to submit, manually or electronically, proof of your compliance with the CE requirements and thus avoid further action against your license. Only if you cannot prove compliance with your CE requirements will you be subject to further action against your license. Discipline will be conducted according to the licensure rules which govern your profession.

Q: Will my license be renewed if at time of renewal any or all of my required CE course credits have not been reported to CE Broker?

A: Yes, your license will be renewed as compliance with your CE requirements is not linked to renewing your license and data in CE Broker is not used during renewal.

Q: How will the information in CE Broker be used by the Department of Health?

A: The information collected in CE Broker will allow for the enhanced auditing of licensees by verifying which licensees have completed their required CE hours, in accordance with the laws and rules governing their profession, by the last day of the licensure biennium.

Q: Can I self-submit a course completion report to CE Broker?

A: Yes, you may self-report course hours not otherwise reported, if allowed by your profession's rules, by accessing the CE Broker website, at no cost. Please visit CE Broker for more information.

Q: When does the data in the electronic tracking system apply to me?

A: The tracking of data relating to your CE course credits began with your first biennium licensure period after January 1, 2004.

Q: Is my CE information in CE Broker a public record?

A: Yes.

Q: Must I subscribe to CE Broker?

A: Subscription with CE Broker is completely voluntary and is not required to self-submit CE credits. Please visit CE Broker for more information.

Q: Will I be exposed to a greater risk of CE audit if I do not subscribe to CE Broker?

A: No, all licensees will be audited by the Department of Health approximately three months after renewal regardless of whether or not you subscribe.

Q: Will a subscription to CE Broker affect the way I am currently regulated, audited, inspected, monitored or discipline by the Department of Health?

A: No, the Department of Health will have no knowledge of who subscribes or doesn't subscribe to the services offered by CE Broker.

Q: What advantages would I, as a licensee, gain by subscribing to CE Broker and paying the subscription fee?

A: A subscription with CE Broker gives you 24/7 online access to view your CE transcript and compliance determination, view your chronological course history, search for courses that fulfill the CE requirements for your profession including times and locations, view how a course will count towards meeting your CE requirements, provide notices and reminders for your CE requirements, and provide you access to frequently asked questions about your specific CE requirements. Please visit the CE Broker website at www.cebroke.com for more information on the advantages of subscribing.