

FYI
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HOA Board Member Continuing Education

From DBPR <donotreply@myfloridalicense.com>
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To edbeffa@gmail.com <edbeffa@gmail.com>



Department of
BUSINESS AND PROFESSIONAL REGULATION

RON DESANTIS, GOVERNOR



MELANIE S. GRIFFIN, SECRETARY

The Florida Department of Business and Professional Regulation ("DBPR" or "Department") is committed to helping board members and providers understand their rights and responsibilities.

As you are aware, following Florida's 2024 legislative Session, [House Bill 1203](#) was signed into law, changing the educational requirements for Homeowners Association ("HOA") Board Members beginning July 1, 2024. Additional information regarding the updated continuing education requirements for such board members and continuing education providers is outlined below.

Requirements for HOA Board Members

HOA directors elected or appointed **prior to July 1, 2024**, must complete a Board Member Certification Program ("BMC") course within four years of their election, as long as the director serves on the board without interruption during the 4-year period. **To assist with this requirement, DBPR developed a free 4-hour BMC that meets the new statutory requirements for both Condominium and HOA board members.** You are encouraged to take the [DBPR BMC](#) or a BMC from one of our [approved providers](#).

HOA directors elected or appointed **on or after July 1, 2024**, must complete a BMC within 90 days of their election or appointment. The BMC course must be completed before other continuing education and every four years thereafter to satisfy this requirement.

Pursuant to [section 720.3033\(1\)\(a\)3., F.S.](#), all HOA directors, regardless of election or appointment date, may count a BMC toward the completion of their continuing education requirement once every four years.

Beyond the BMC, each year between July 1-June 30, all HOA directors, regardless of when elected or appointed, must complete four (4) or eight (8) hours of continuing education annually based on the number of parcels within their association (4 hours if an association includes less than 2,500 parcels and 8 hours annually if an association has 2,500 or more parcels). A director

may take multiple courses to satisfy the four (4) or eight (8) hour requirement, provided the total hours of all courses taken equal or exceed the annual minimum hour requirement. As a courtesy, DBPR provides free continuing education courses that satisfy this requirement that can be found on our [CTMH Event Calendar](#). You can also find courses offered by approved providers by [clicking here](#).

Upon the completion of each course, the HOA shall retain the certificate of completion for five (5) years after each board member's election.

Requirements to be an HOA Continuing Education Provider

Individuals seeking to be a provider of a DBPR-approved HOA director continuing education course must either:

1. Submit to the division all items listed below to the following email address:

CTMH.BdMbrCertProviders@myfloridalicense.com.

- a. A price list for the program reflecting all amounts charged to participants completing the course.
- b. A copy of all materials, including any information that will be provided to participants.
- c. A brief statement explaining the learning objectives of the course and how the course relates to HOA management.
- d. A list of all instructors for the course at the time of course submission, which shall include names, mailing addresses, e-mail addresses, and telephone numbers.
- e. A description of the verification procedure for satisfactory course completion.
- f. Course length.
- g. A template certificate of completion.

OR

2. Be an approved Community Association Manager Continuing Education Course Provider with a course approved by Bureau of Education & Testing; and email CTMH.BdMbrCertProviders@myfloridalicense.com the community association manager continuing education course number and a brief statement explaining how the course relates to HOA management.

The applications for Community Association Manager Continuing Education Provider Approval and Community Association Manager Course Approval can be found at [Community Association Manager Continuing Education Provider Approval](#) and [Community Association Manager Course Approval](#).

To verify Community Association Manager course information, please use the following steps:

1. Open [Continuing Education Course Search](#).
2. Board – select “Community Association Managers and Firms”
3. Requirement – select applicable requirement.

4. The Course Type, Provider Name, and Course Name are optional fields but may narrow the search results.
5. Click Search.

DBPR is engaged in the rulemaking process to implement facets of House Bill 1203, including HOA education requirements. For information and updates regarding the Department's rulemaking, visit the [Florida Administrative Register](#). This guidance, or guidance in rule, supersedes previous guidance.

If you have any questions about this guidance, please contact the Department at ctmheducation@myfloridalicense.com.

Sincerely,



The Division of Condominiums, Timeshares and Mobile Homes, Florida Department of Business and Professional Regulation

DBPR
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