



# How to complete The Florida Bar *Online* Course Accreditation Application

This document includes instructions for the following:

- How to complete the online course accreditation application
- How to check the status of applications completed online
- For additional information click on this link: [Online Course Accreditation Application](#).

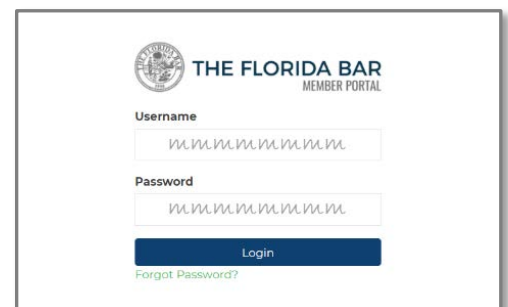
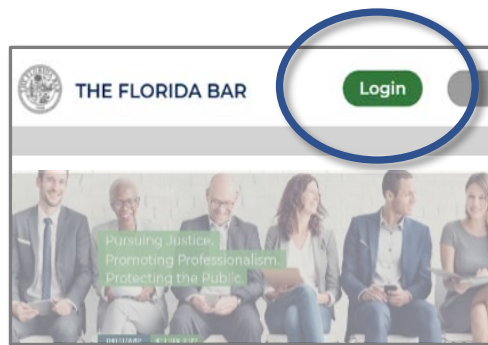
## Here's what you'll need...

- ✓ A username and password – (received **AFTER** your Provider account is set-up)
- ✓ Course contact info (name, email address and phone number)
- ✓ Supporting documents (upload these to complete your application):
  - A detailed course time schedule
  - A complete course description
  - Brief biographical information and credentials for each speaker
- ✓ A credit card to pay online and complete your application

## How to submit your online course accreditation application

### Log in to your account

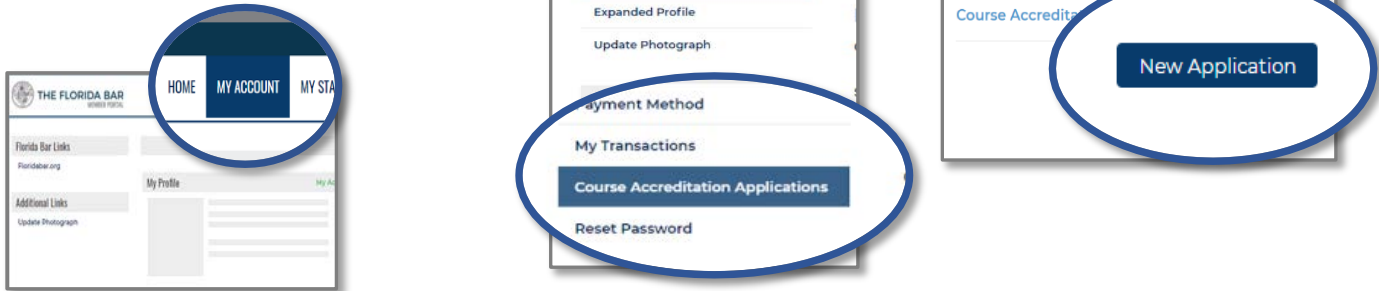
1. Start at FloridaBar.org.  
Click *Login* (once you have received your login and password from Accounting).
2. Enter your username and password.  
Click *Login*.





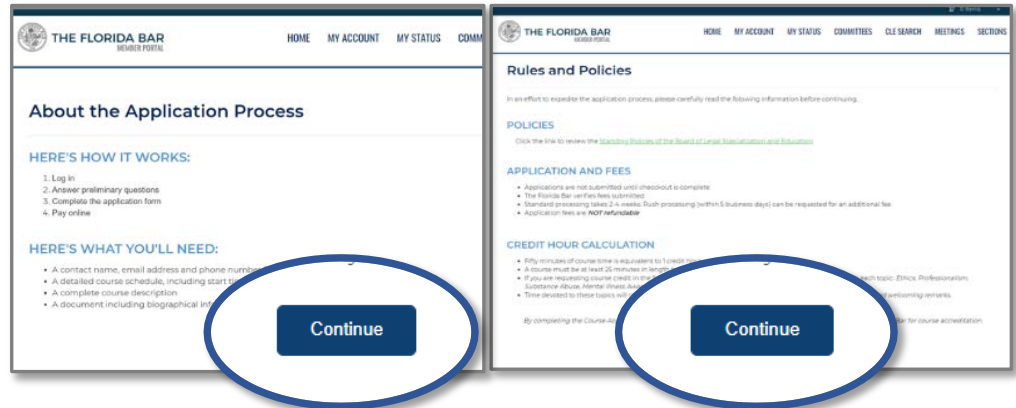
### Begin a new application

1. Click *My Account*
2. Click *Course Accreditation Applications*
3. Click *New Application*.



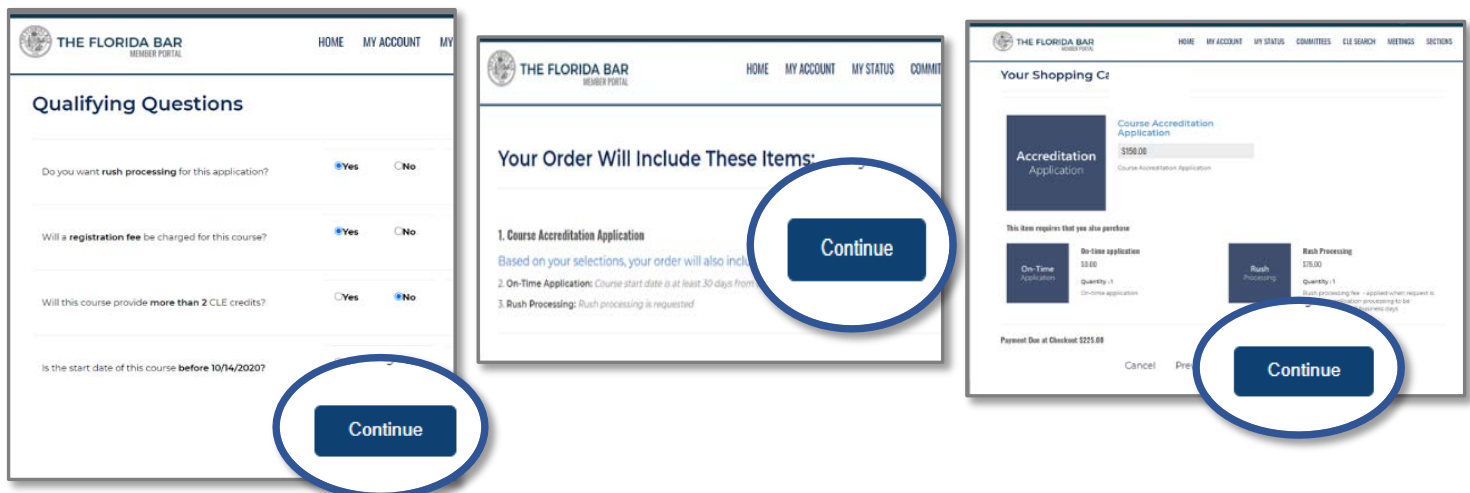
### Review informational pages

1. Read the information presented on the *About the Application Process* page. Make sure you have the required documents, then click *Continue*.
2. Read the information presented on the *Rules and Policies* page. Click *Continue*.



### Answer preliminary questions and review pricing

1. On the *Qualifying Questions* page, answer the preliminary questions, then click *Continue*.
2. These questions determine the fees applied. A summary of your order will display. Click *Continue* to view your cart.
3. Review items in your cart. Click *Continue* to fill out the application form.

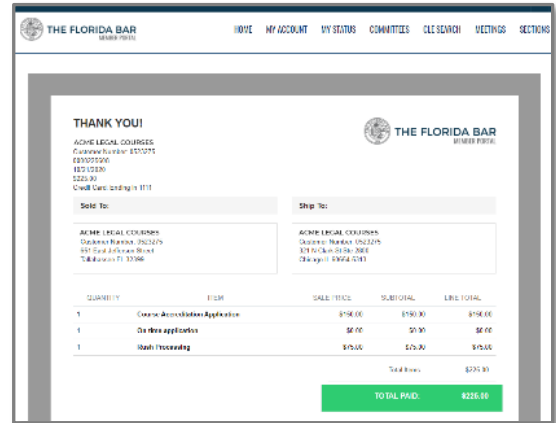
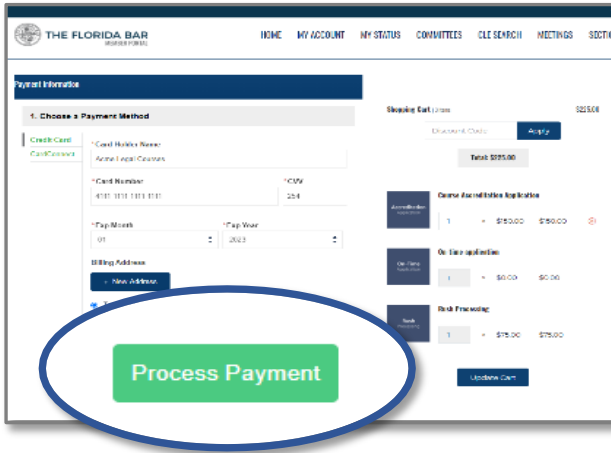






## Submit payment to complete application

1. Enter your payment information, then click *Process Payment*
2. Your receipt will display.



## How to check the status of your application

You can check the status of your online applications in your portal account. Status of applications submitted on paper or via email are not displayed in the portal.

1. Go to *My Account*, then click *Course Accreditation Applications*
2. The status of each of your online applications will be displayed.
3. Click the application id to view the details you submitted in your application.

