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):
  o A detailed course time schedule
  o A complete course description
  o 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.
Fill out the application form

1. Follow instructions to fill out the application form. Click Next at the end of each section.

2. Enter number between 0-999 for each specialty topic.

3. Upload required supporting documents. Click Submit, then click Continue to pay and complete your order.
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.