

GI-BMP Instructor FDACS CEU Access

<https://aeslicensing.fdacs.gov>

Step 1- Creating CEU Providers Profile

1. Go to the **CEU Providers Portal** and **create an account**.
2. **Verify your email/identity** using the code sent to your inbox.
3. Fill in your **personal information and complete your profile**.
4. The GI-BMP State Office will add you to **Program ID 001927**
5. Please email guilder05@ufl.edu after creating your account.

Step 2 – Adding a class

- 1.The State Office (Tom Wichman and Marc Celestin) will add you as a **co-provider** for Program ID **001927**.
- 2.Once added, **GI-BMP will appear** on your provider profile upon login.
- 3.Click the **gray arrow** and select “**Add Class.**”
- 4.After submitting your class, it will appear under the “**Classes**” **tab** in the top-right corner.

Step 3 –Requesting CEU’s for Participants

1. Click the **gray arrow** next to your Gi-BMP training and select **"View."**
- 2.Go to the **“Attendance”** tab.
- 3.Enter each participant’s **FDACS license number** to register them.
- 4.Click **“Submit.”**

Generating Blank CEU's for GI-BMP Training

1. Click the **gray arrow** next to your GI-BMP training and select **"View."**
2. Go to the **"Attendance"** tab.
3. Check **"Blank Attendance Sheet"** option.
4. Click **"Submit."**
5. Refresh the page (**can take 1-2 minutes**)
6. Select the newly populated attendance form under **"Documents."**

Backdating CEU's for Past Classes (video)



Florida Department of Agriculture and Consumer Services

[CEU Home](#) | [Programs](#) | [Classes](#) | [UF/IFAS PIO](#)

Open Programs

Program ID

Program Title

Sponsor

Program Status

Apply Filters

Create New Program

Program ID	Program Title	Sponsor	Program Status	Start Date	Expiration Date	
001758	APPLYING PESTICIDES CORRECTLY		Approved	03/27/2025	03/26/2026	▼
001759	PALM PESTS AND DISORDERS		Approved	03/27/2025	03/26/2026	▼
001764	NOXIOUS WEEDS IN FLORIDA		Approved	03/27/2025	03/26/2026	▼
001769	PESTICIDES AND WILDLIFE MANAGEMENT		Approved	03/27/2025	03/26/2026	▼
001772	PESTICIDE USE BMPs FOR THE GREEN INDUSTRIES		Approved	03/27/2025	03/26/2026	▼
001776	PERSONAL PROTECTIVE EQUIPMENT		Approved	03/27/2025	03/26/2026	▼
001778	PRINCIPLES OF PESTICIDES: HERBICIDES I		Approved	03/27/2025	03/26/2026	▼
001786	REVIEW OF COMMON TURFGRASS DISORDERS: DAMAGING INSECTS		Approved	03/27/2025	03/26/2026	▼
001788	REVIEW OF COMMON TURFGRASS WEEDS AND THEIR MANAGEMENT		Approved	03/27/2025	03/26/2026	▼
001789	ARTHROPOD PESTS OF VEGETABLE CROPS		Approved	03/27/2025	03/26/2026	▼

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Back date CEU classes



Pesticide Information Office
22 subscribers

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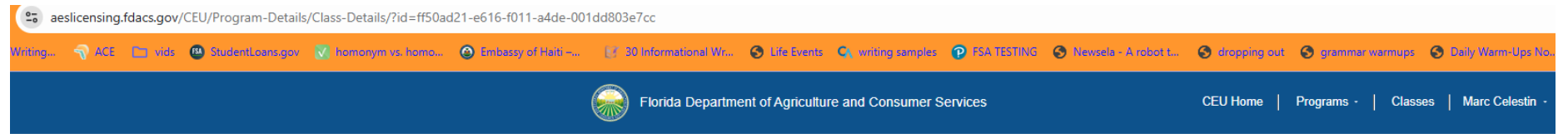
✂️ Clip

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Media credit:
Pesticide Information Office; Brett Wells
<https://www.youtube.com/watch?v=rvhsf9wGeWA>

Snapshot of Class Attendance CEU options



Additional Resources

FDACS License Search Website

<https://aessearch.fdacs.gov/PersonSearch.asp>

Class Details

Attendance

1. Add Individual Attendee(s)

- Add a single attendee by License Number utilizing the **Add Attendee** button.

2. Add Attendees in Bulk

- Download this spreadsheet [ATTENDANCE.xlsx](#) and upload it after filling in the required information for each attendee.
- Any failed submissions for bulk upload will be visible by switching the View on the attendance list to **Class Attendance – Failed Uploads**.
Note: The attendance spreadsheet will not process until the form is submitted using the **Submit** button at the bottom of the page. Bulk uploads may take up to 15 minutes to load.

Attendees Spreadsheet Upload

Choose File

No file selected

Class Attendees ▾

Add Attendee

License Number

Attendee

There are no records to display.

Documents

There are no folders or files to display.

Check this box and click **Submit** to download a blank, printable attendee spreadsheet

☐ **Generate Blank Attendance Sheet**

Submit