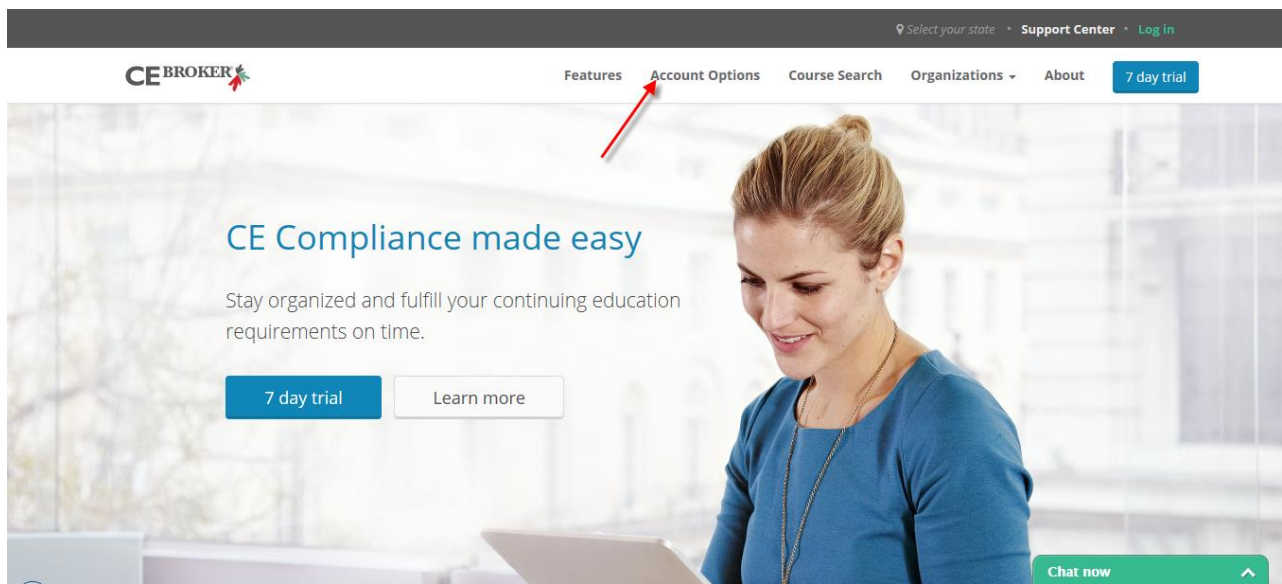


Reporting CEU's to CE Broker

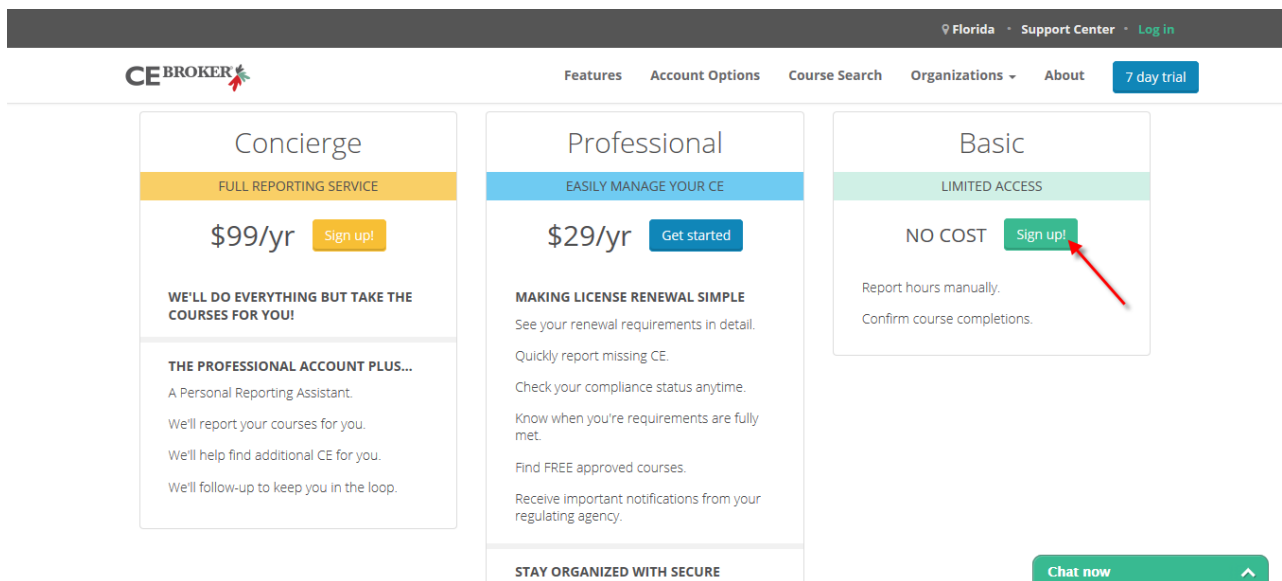
Below are instructions on how to report CEUs to CE Broker. Only courses that are at least 1 hour can be reported to CE Broker.

Before beginning, be sure to have copies of all certificates scanned into the computer as you will need to attach them to the course. To print your Relias certificate, refer to instructions on “How To Print LMS Certificate”.

1. Go to the CE BROKER website to register.
 - URL Address is: <https://www.cebroker.com>
2. Click “Account Options”.



3. Scroll down and choose “Basic”.



4. Enter the required information to create your account.
5. To report your continuing education hours, click “Report Hours/Exemptions”

The screenshot shows a navigation bar with a home icon, 'My Records', 'Search', 'Communication Center', and 'Account Info'. Below the navigation bar is a 'Welcome' section with a progress indicator showing 'Complete! 100%'. A red arrow points to the 'Report Hours/Exemptions' button. To the right of the button is a 'Search for a Course' button. Below these buttons is a yellow text box that reads: 'The Course History below is a chronological listing of courses that have been reported to CE Broker. It includes courses posted for all licenses that are linked on your profile. It does not indicate whether or not your requirements are fulfilled.'

6. Click “Report CE” under the section “I Would Like To:”.

Report Continuing Education

The screenshot shows the 'Report Continuing Education' page. Under the heading 'I WOULD LIKE TO:', there are three buttons: 'Report CE', 'Report Exemption', and 'View Reported By Board'. A red arrow points to the 'Report CE' button.

7. Scroll down and click “Begin” next to the appropriate option.
 - General CE approved by the Board

OR

 - General CE course approved by a national nursing organization or another state Board of Nursing
8. Enter information as requested. You must fill in the blanks marked with an asterisk *.
9. After completing all information, click “Continue”.
10. Attach copy of certificate

General CE approved by the Board

HOW TO REPORT

Searches

Educational Provider and Course.

Attachments

If submitting documentation be prepared to submit your certificate of completion.

Attestation

I hereby certify that the answers on this application are true and correct.

Pursuant to Section 456.072(1), F.S., making misleading or fraudulent representations shall constitute grounds for which disciplinary actions specified in Section 456.072(2)(3), F.S., may be taken.

Report CE Credit

General CE approved by the Board - [PN, RN, ARNP, CNS]

Course Detail

Date Completed *

Educational Provider *

Course *

Subject Area	Hours
General	<input type="text"/>

[Return to Previous Page](#) [Reset Form](#) [Continue >](#)

Please continue. Only finished applications are saved.

General CE course approved by a national nursing organization or another state Board of Nursing

HOW TO REPORT

Questions

1. Are you trying to report a Medical Errors, Domestic Violence, Laws and Rules or HIV/AIDS course?
 - a. **A:** Single Selection:
 - i. Yes
 - ii. No
2. What is the name of the course you completed?
 - a. **A:** Short Answer
3. What is the name of the continuing education provider?
 - a. **A:** Short Answer
4. How is the continuing education provider approved?
 - a. **A:** Single Selection:
 - i. American Nurses Credentialing Center (ANCC)
 - ii. National Nursing Association other than ANCC
 - iii. Another state's Board of Nursing

Attachments

If submitting documentation be prepared to submit your certificate of completion.

Attestation

I hereby certify that the answers on this application are true and correct.

Pursuant to Section 456.072(1), F.S., making misleading or fraudulent representations shall constitute grounds for which disciplinary actions specified in Section 456.072(2)(3), F.S., may be taken.

Report CE Credit

General CE course approved by a national nursing organization or another state Board of Nursing

Course Detail

Date Completed *

Course Type * **Live** (Involves live interaction with presenter/host)
 Anytime (Is not date, time or location specific)

[Select One]

Subject Area	Hours
General	<input type="text"/>

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