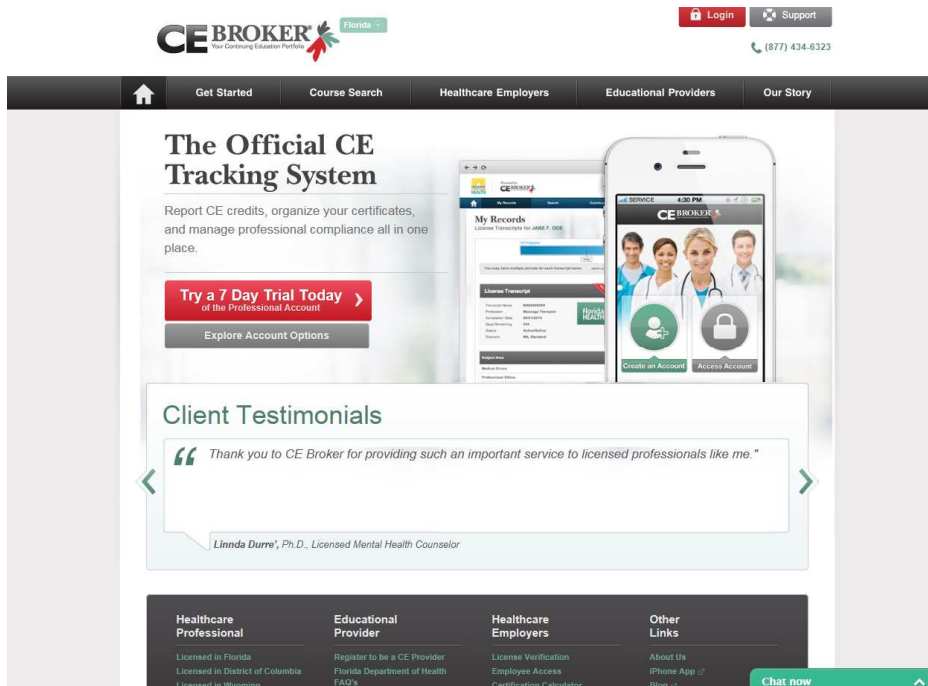
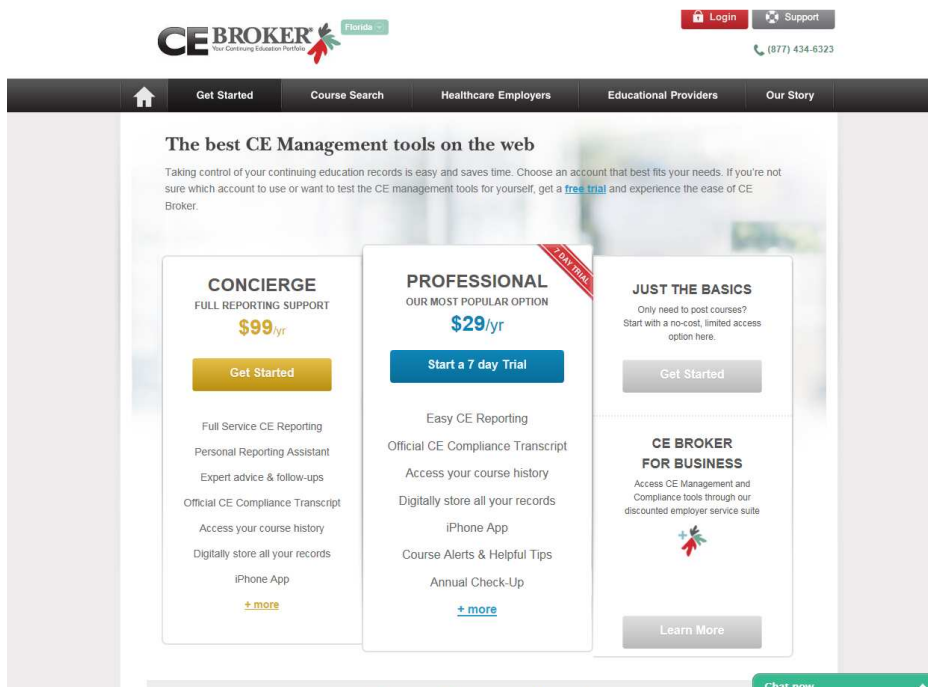


CE Broker Sign-Up and Reporting Guide for Physician Assistants

1. Go to www.CEBroker.com and click on “Get Started”.

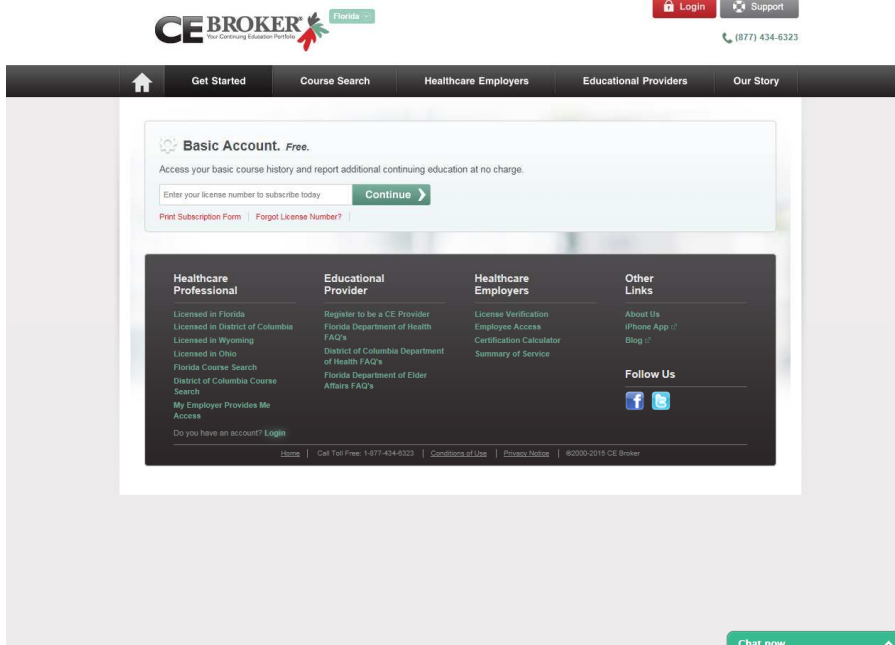


2. Choose the type of account that you want. For this guide, we are choosing a “Just the Basics” account, which is free. Click on “Get Started” under the account type you choose.



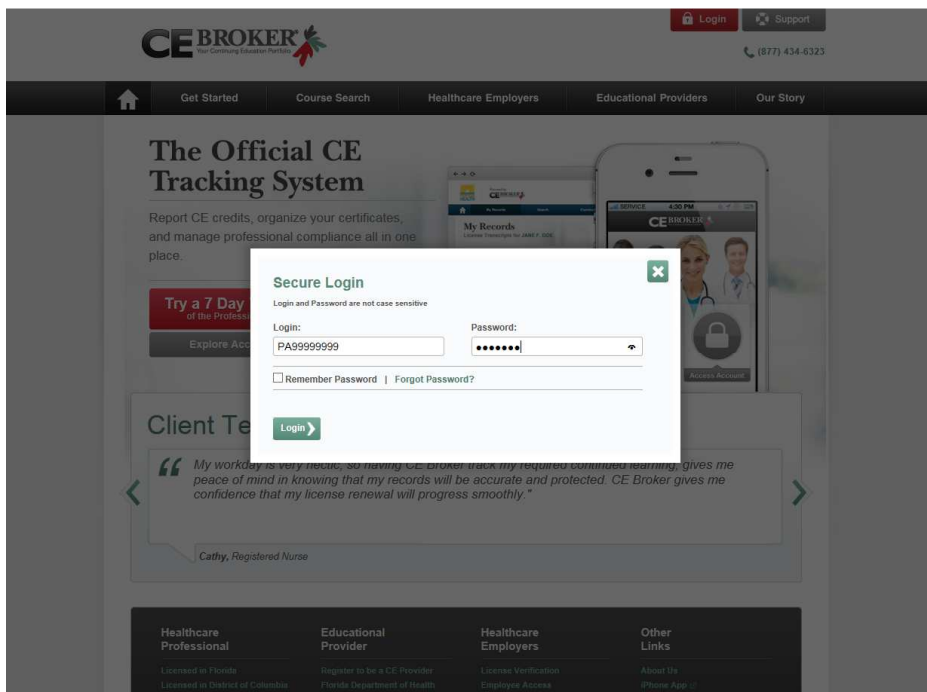
CE Broker Sign-Up and Reporting Guide for Physician Assistants

3. Enter your license number (e.g., PA99999999) and click “Continue”. You will be prompted to enter your email address and your Login and Password will then be emailed to you.



The screenshot shows the CE Broker website's sign-up process. At the top, there is a navigation bar with 'Login' and 'Support' buttons, and a phone number (877) 434-6323. Below the navigation bar is a dark header with a home icon and menu items: 'Get Started', 'Course Search', 'Healthcare Employers', 'Educational Providers', and 'Our Story'. The main content area features a white box titled 'Basic Account. Free.' with the text 'Access your basic course history and report additional continuing education at no charge.' Below this is a form with a text input field for 'Enter your license number to subscribe today:' and a green 'Continue' button. There are also links for 'Print Subscription Form' and 'Forgot License Number?'. Below the form is a dark footer with four columns of links: 'Healthcare Professional', 'Educational Provider', 'Healthcare Employers', and 'Other Links'. The 'Other Links' column includes 'About Us', 'iPhone App', and 'Blog'. There are also social media icons for Facebook and Twitter, and a 'Follow Us' section. At the bottom, there is a footer with 'Home', 'Call Toll Free: 1-877-434-6323', 'Conditions of Use', 'Privacy Notice', and '©2000-2019 CE Broker'. A 'Chat now' button is visible in the bottom right corner.

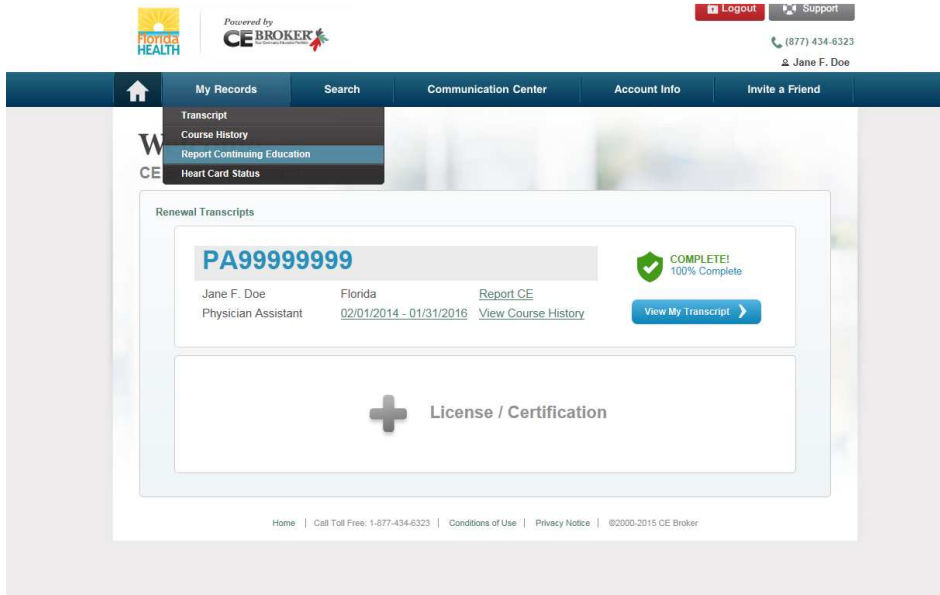
4. Once you have received your Login and Password via email, click on “Login” up at the top of the screen. Enter your Login and Password and click “Login”.



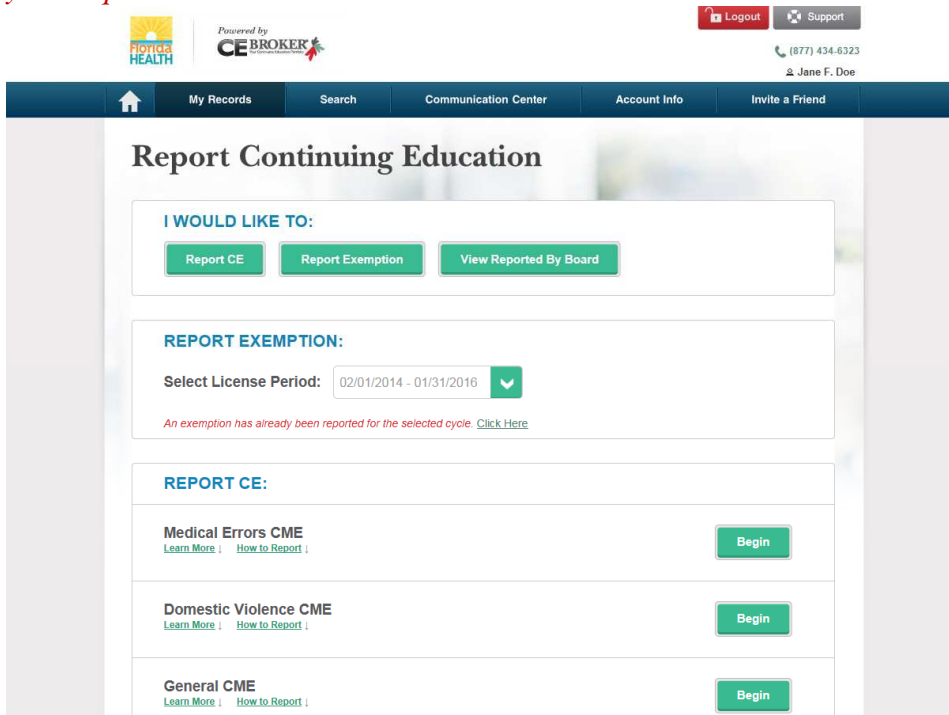
The screenshot shows the CE Broker website's login process. At the top, there is a navigation bar with 'Login' and 'Support' buttons, and a phone number (877) 434-6323. Below the navigation bar is a dark header with a home icon and menu items: 'Get Started', 'Course Search', 'Healthcare Employers', 'Educational Providers', and 'Our Story'. The main content area features a white box titled 'The Official CE Tracking System' with the text 'Report CE credits, organize your certificates, and manage professional compliance all in one place.' Below this is a red button 'Try a 7 Day of the Professional' and a grey button 'Explore Account'. A 'Secure Login' modal is open, showing a form with 'Login:' and 'Password:' fields. The 'Login:' field contains 'PA99999999' and the 'Password:' field contains '*****'. There are also links for 'Remember Password' and 'Forgot Password?'. Below the form is a green 'Login' button. The background of the page is dimmed, showing a testimonial from 'Cathy, Registered Nurse' and a 'Client Testimonial' section. At the bottom, there is a footer with four columns of links: 'Healthcare Professional', 'Educational Provider', 'Healthcare Employers', and 'Other Links'. The 'Other Links' column includes 'About Us' and 'iPhone App'.

CE Broker Sign-Up and Reporting Guide for Physician Assistants

5. Go to “My Records” and click on “Report Continuing Education”.



6. The system will walk you through the reporting process. For the purposes of this guide, we will report General CME credits. To begin reporting your credits, click “Begin”. *If you are currently NCCPA certified, you can report an exemption which will fulfill 98 of your required 100 CME hours.*



CE Broker Sign-Up and Reporting Guide for Physician Assistants

7. Enter the date you completed the course and enter the number of hours that were earned. Click “Continue”.

Powered by Florida HEALTH CE BROKER

Logout Support (877) 434-6323 Jane F. Doe

My Records Search Communication Center Account Info Invite a Friend

Report CE Credit

General CME - [Physician Assistant]

Course Detail

Date Completed *

Subject Area	Hours
General (AMA Category I)	<input type="text"/>
General (Category II)	<input type="text"/>

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

Please continue. Only finished applications are saved.

Home | Call Toll Free: 1-877-434-6323 | Conditions of Use | Privacy Notice | ©2000-2015 CE Broker

8. Type in the name of the CME provider that provided the course you completed. Click “Continue”.

Powered by Florida HEALTH CE BROKER

Logout Support (877) 434-6323 Jane F. Doe

My Records Search Communication Center Account Info Invite a Friend

Report CE Credit

General CME - [Physician Assistant]

Question 1 of 3

What is the name of the CME provider?

NETCE.COM

741 characters left

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

Please continue. Only finished applications are saved.

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CE Broker Sign-Up and Reporting Guide for Physician Assistants

9. Type in the name of the course you completed. Click “Continue”.

The screenshot shows the 'Report CE Credit' page for a General CME - [Physician Assistant]. The page is titled 'Question 2 of 3' and asks 'What is the name of the CME activity you completed?'. A text input field contains 'CE Broker Training Example' and shows '3774 characters left'. Below the input field are buttons for 'Return to Previous Page', 'Reset Form', and 'Continue'. A footer note states 'Please continue. Only finished applications are saved.' The top navigation bar includes 'My Records', 'Search', 'Communication Center', 'Account Info', and 'Invite a Friend'. The top right corner has 'Logout', 'Support', and contact information for Jane F. Doe.

10. Select the appropriate entity by which your CME course was approved. Click “Continue”.

The screenshot shows the 'Report CE Credit' page for a General CME - [Physician Assistant]. The page is titled 'Question 3 of 3' and asks 'By what entity was the CME activity approved?'. The options are radio buttons for ACCME, AAFP, AAPA, AMA, and AOA. The ACCME option is selected. Below the options are buttons for 'Return to Previous Page', 'Reset Form', and 'Continue'. A footer note states 'Please continue. Only finished applications are saved.' The top navigation bar and top right corner are identical to the previous screenshot.

CE Broker Sign-Up and Reporting Guide for Physician Assistants

11. You now have the opportunity to upload your certificate of completion or documentation of your earned credits. For the purposes of this guide, we will proceed without uploading an attachment.

Report CE Credit
General CME - [Physician Assistant]

Attachments

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

- Attach your Document**
File size up to 16 MB
- Fax your Document**
Print a special cover sheet and fax your documents
- Maintain Your Own Documentation**
If you wish to maintain your own documents click here
- Mobile app**
Attach a photo using the mobile app

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

Please continue. Only finished applications are saved.

12. Answer “Yes” or “No” to the attestation and click “Continue”.

Attachments

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

- Attach your Document**
File size up to 16 MB
- Fax your Document**
Print a special cover sheet and fax your documents
- Maintain Your Own Documentation**
If you wish to maintain your own documents click here
- Mobile app**
Attach a photo using the mobile app

I attest that I will maintain documentation for this CE/CME activity and will be responsible for providing copies to the Department of Health if requested. *

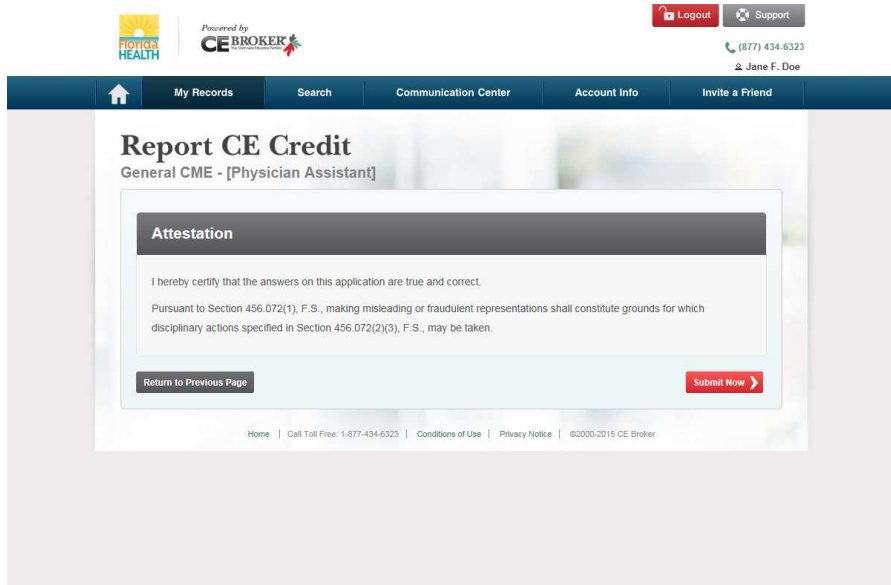
Yes No

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

Please continue. Only finished applications are saved.

CE Broker Sign-Up and Reporting Guide for Physician Assistants

13. Read the attestation and if you are ready to proceed, click “Submit Now”.



14. Congratulations! You have successfully reported your CME credits to CE Broker. To report additional CME credits, click “Report Additional CE” and you will return to the main Report CE page. If you are finished reporting, you can view your CE transcript by clicking “View Transcript”.

