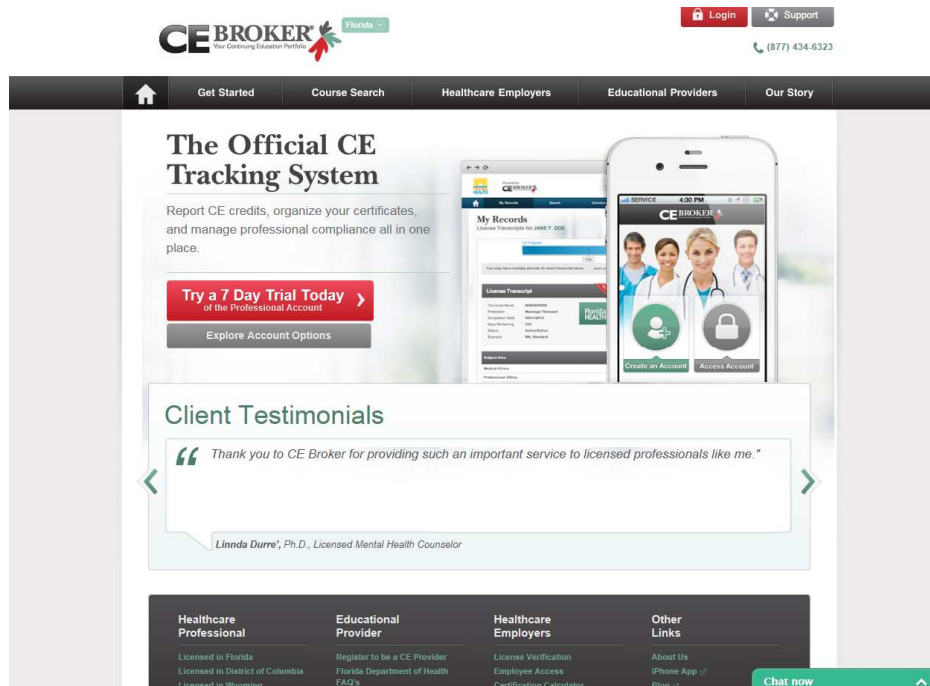
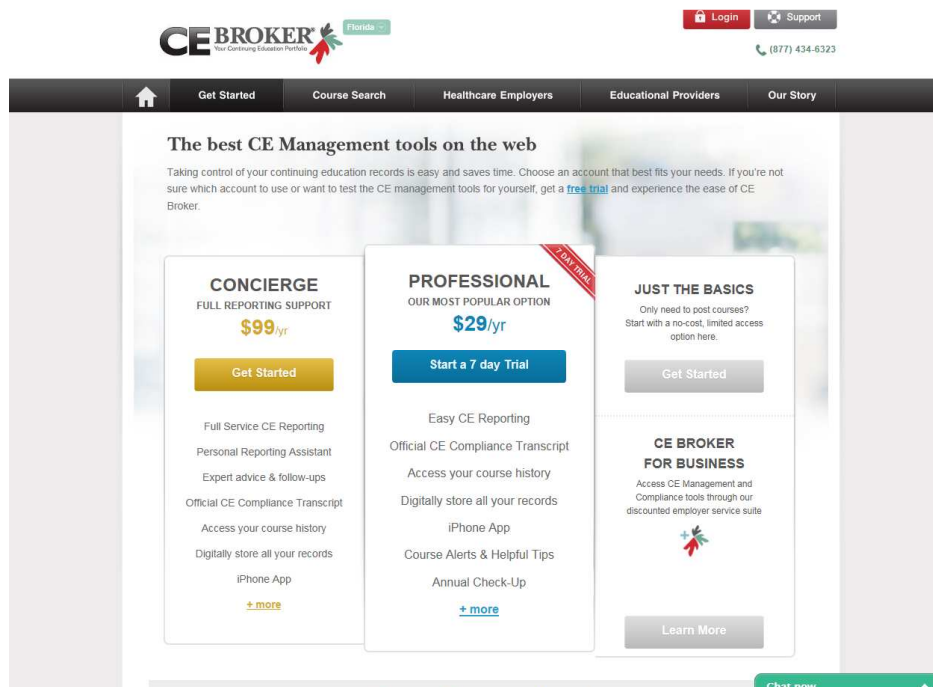


CE Broker Sign-Up and Reporting Guide

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

3. Enter your license number (e.g., ME99999999) and click “Continue”. You will be prompted to enter your email address and your Login and Password will then be emailed to you.

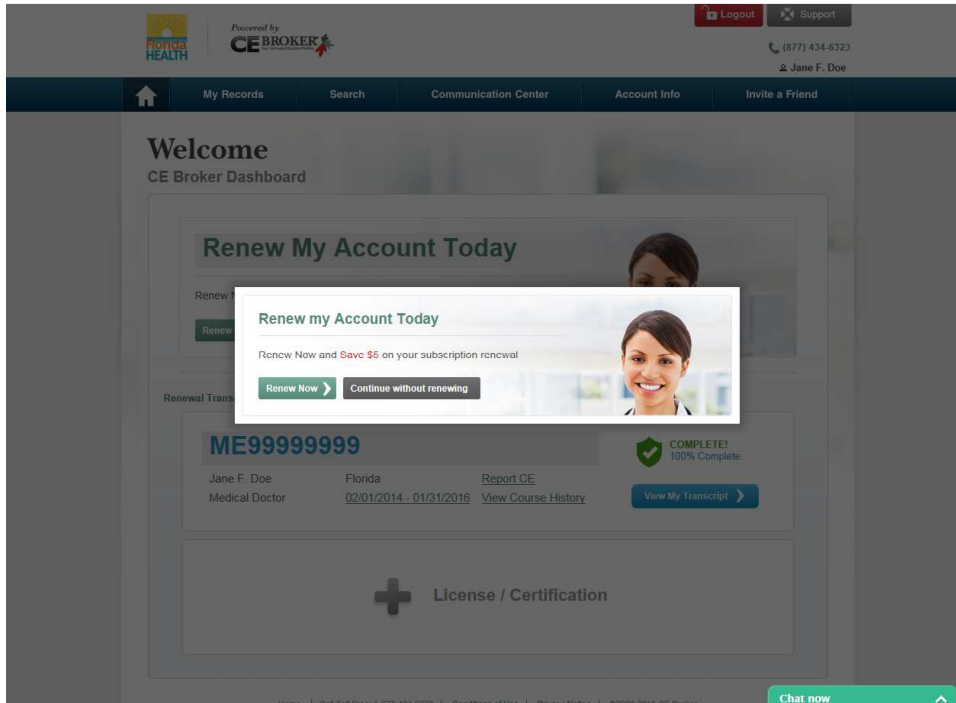
The screenshot shows the CE Broker website's sign-up page. At the top, there is a navigation bar with a home icon, 'Get Started', 'Course Search', 'Healthcare Employers', 'Educational Providers', and 'Our Story'. The main content area features a 'Basic Account. Free.' section with the text 'Access your basic course history and report additional continuing education at no charge.' Below this is a form with a text input field for a license number and a 'Continue' button. There are also links for 'Print Subscription Form' and 'Forgot License Number?'. A footer section contains links for 'Healthcare Professional', 'Educational Provider', 'Healthcare Employers', and 'Other Links', along with social media icons for Facebook and Twitter. 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”.

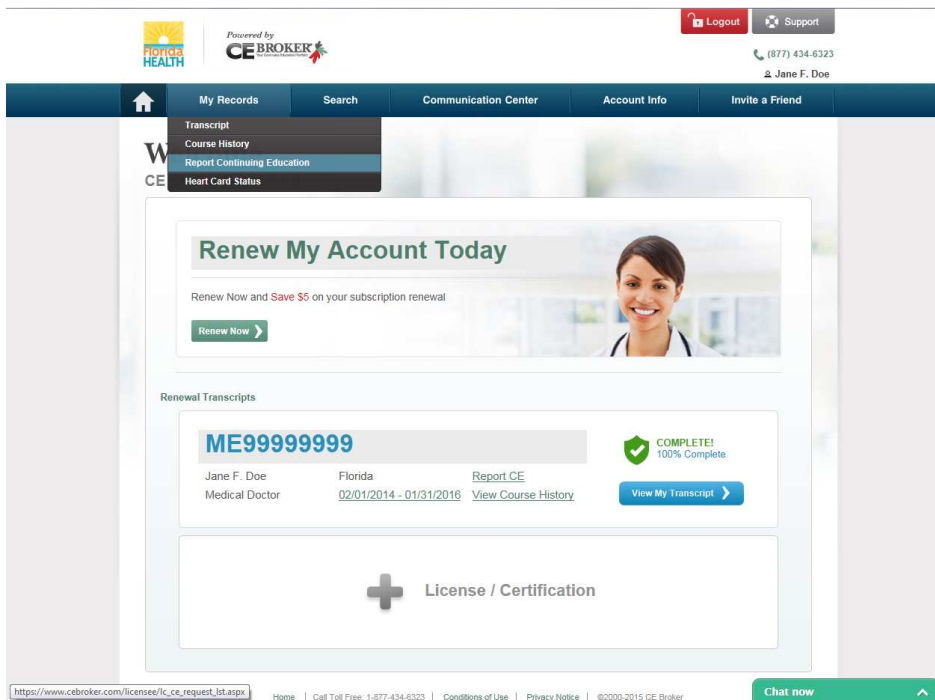
The screenshot shows the CE Broker website's login page. A 'Secure Login' modal window is open, displaying a form with a 'Login' field containing 'ME99999999' and a 'Password' field with masked characters. There are checkboxes for 'Remember Password' and 'Forgot Password?'. A 'Login' button is at the bottom of the modal. The background shows the same website layout as the previous screenshot, but with a dark overlay. A 'Chat now' button is visible in the bottom right corner. The URL 'https://www.cebroke.com/public/pb_login.aspx' is visible in the bottom left corner.

CE Broker Sign-Up and Reporting Guide

5. Click on “Continue without renewing” because you are only reporting your CME credits at this time.



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



CE Broker Sign-Up and Reporting Guide

7. 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”.

The screenshot shows the 'Report Continuing Education' page. At the top, there are logos for Florida Health and CE Broker, along with 'Logout' and 'Support' buttons. A navigation bar includes 'My Records', 'Search', 'Communication Center', 'Account Info', and 'Invite a Friend'. The main content area is titled 'Report Continuing Education' and contains three sections:

- I WOULD LIKE TO:** Includes buttons for 'Report CE', 'Report Exemption', and 'View Reported By Board'.
- REPORT EXEMPTION:** Features a 'Select License Period' dropdown menu set to '02/01/2020 - 01/31/2022'. Below this is a section for 'Enrolled in a postgraduate training program accredited by the Accreditation Council for Graduate Medical Education (ACGME)' with a 'Begin' button.
- REPORT CE:** Contains two options: 'General CME' and 'Medical Errors CME', each with a 'Begin' button.

At the bottom right, there is a 'Chat now' button.

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

The screenshot shows the 'Report CE Credit' page. At the top, there are logos for Florida Health and CE Broker, along with 'Logout' and 'Support' buttons. A navigation bar includes 'My Records', 'Search', 'Communication Center', 'Account Info', and 'Invite a Friend'. The main content area is titled 'Report CE Credit' and is for 'General CME - [ME]'. It features a 'Course Detail' form with the following fields:

- 'Date Completed *' with a value of '01/05/2015'.
- 'Subject Area' with a dropdown menu set to 'General (AMA Category I)'.
- 'Hours' with a text input field containing '3'.

At the bottom of the form, there are buttons for 'Return to Previous Page', 'Reset Form', and 'Continue'. A small note at the bottom of the form reads: 'Please continue. Only finished applications are saved.' At the bottom right of the page, there is a 'Chat now' button.

CE Broker Sign-Up and Reporting Guide

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

The screenshot shows the 'Report CE Credit' page for 'General CME - [ME]'. The main heading is 'Report CE Credit' with a sub-heading 'General CME - [ME]'. Below this is a form titled 'Question 1 of 3'. The question asks 'What is the name of the CME provider?'. A text input field contains 'NETCE.COM' and shows '/41 characters left'. Below the input field are three buttons: 'Return to Previous Page', 'Reset Form', and 'Continue'. At the bottom of the form area, it says 'Please continue. Only finished applications are saved.' The footer includes 'Home | Call Toll Free: 1-877-434-6323 | Conditions of Use | Privacy Notice | ©2000-2015 CE Broker'. A 'Chat now' button is visible in the bottom right corner.

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

The screenshot shows the 'Report CE Credit' page for 'General CME - [ME]'. The main heading is 'Report CE Credit' with a sub-heading 'General CME - [ME]'. Below this is a form titled 'Question 2 of 3'. The question 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 three buttons: 'Return to Previous Page', 'Reset Form', and 'Continue'. At the bottom of the form area, it says 'Please continue. Only finished applications are saved.' The footer includes 'Home | Call Toll Free: 1-877-434-6323 | Conditions of Use | Privacy Notice | ©2000-2015 CE Broker'. A 'Chat now' button is visible in the bottom right corner.

CE Broker Sign-Up and Reporting Guide

10. Select the appropriate entity by which your CME course was approved. 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 - [ME]

Question 3 of 3

By what entity was the CME activity approved?

- Organized courses approved for AMA Cat I CME credit or accepted for the AMA physician recognition award
- Any postgraduate training program accredited by the Accreditation Council for Graduate Medical Education (ACGME)
- American College of Emergency Physicians (ACEP), Cat I
- American Academy of Family Physicians (AAFP) prescribed credit
- American College of Obstetricians and Gynecologists (ACOG) cognates
- Study courses required by those specialty certification boards approved by the Board of Medicine for the purpose of sitting for specialty recertification examinations (Rule reference 64B8-13.005(5)(c), FAC)

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

Chat now

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. For this option, click on “Maintain Your Own Documentation”.

Report CE Credit

General CME - [ME]

Attachments

If submitting documentation please be prepared to submit a copy of 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.

Chat now

CE Broker Sign-Up and Reporting Guide

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

The screenshot shows the 'Attachments' section of the CE Broker application. At the top, there is a header 'Attachments' and a note: 'If submitting documentation please be prepared to submit a copy of your proof of completion.' Below this are four options for submitting documents, each with an icon and a brief description:

- 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

Below the options is an attestation box with the text: '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. *'. There are two radio buttons labeled 'Yes' and 'No'. At the bottom of the page, there are buttons for 'Return to Previous Page', 'Reset Form', and 'Continue'. A 'Chat now' button is visible in the bottom right corner.

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

The screenshot shows the 'Report CE Credit' page in the CE Broker application. The page is titled 'Report CE Credit' and 'General CME - [ME]'. At the top, there is a navigation bar with links for 'My Records', 'Search', 'Communication Center', 'Account Info', and 'Invite a Friend'. The page is powered by Florida Health and CE Broker. There are links for 'Logout' and 'Support' in the top right corner, along with a phone number '(877) 434-6323' and a user name 'Jane F. Doe'. The main content area features an 'Attestation' section with the following text: '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.' Below the attestation text are buttons for 'Return to Previous Page' and 'Submit Now'. A 'Chat now' button is visible in the bottom right corner.

CE Broker Sign-Up and Reporting Guide

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”.

The screenshot displays the CE Broker web interface. At the top, there are logos for Florida Health and CE Broker, along with navigation links for Logout, Support, and a contact number (877) 434-6323. The user's name, Jane F. Doe, is also visible. A dark blue navigation bar contains links for Home, My Records, Search, Communication Center, Account Info, and Invite a Friend. The main content area is titled "Report CE Credit" and "General CME - [ME]". A central message box states "Your CE Credit Has Been Submitted!" and includes a "Print Page" button. Below this, a green checkmark is shown next to a table of submission details:

Name	Jane F. Doe
Tracking Number	99-2842674
Date Submitted	January 15, 2015
Transcript Name	Florida Board of Medicine

Below the table, the transcript ID "ME99999999" is listed. At the bottom of the message box are two buttons: "Report Additional CE" and "View Transcript". The footer of the page includes links for Home, Call Toll Free, Conditions of Use, Privacy Notice, and a copyright notice for 2000-2015 CE Broker. A "Chat now" button is located in the bottom right corner.