



Reporting Continuing Education Completions and/or Activities in CE Broker for GA Music Therapists

Propelus CE Broker is the official CE tracking system of the Georgia Secretary of State's Professional Licensing Boards. You will never have to pay for a CE Broker Basic Account to access reporting and tracking features. Optional upgraded accounts offer more benefits that take the guesswork out of your renewal requirements.


All licensed music therapists must submit proof of meeting continuing education (CE) requirements for biennial license renewal. The Georgia Board of Music Therapy utilizes CE Broker to track continuing education completions and/or activities for your profession within your CE Broker account to renew your professional license.

How to report your CE Completions and/or Activities in CE Broker:

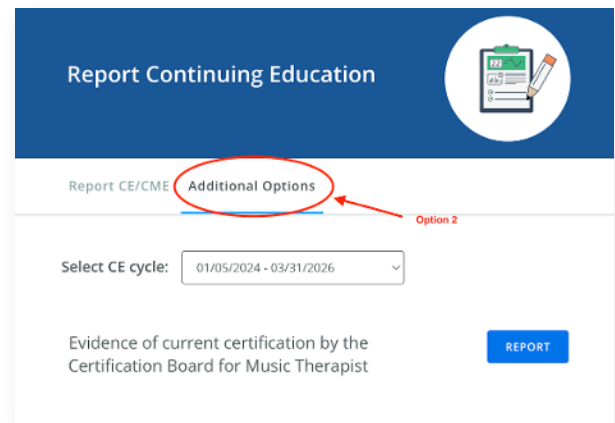
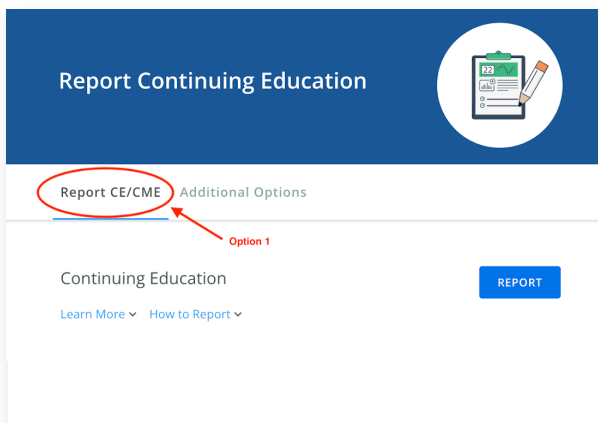
1 | Gather all documentation verifying your continuing competency completion for the following options:

- **Option 1 - Self-reporting:** A copy of your CE certificate(s) of completion.
- **Option 2 - Evidence of current certification by the Certification Board for Music Therapist:** Please be prepared to upload evidence of a current certification from the Certification Board for Music Therapists.

2 | Once you have all documentation, log into your CE Broker account. Click the **Report CE+** button at the top of the page.

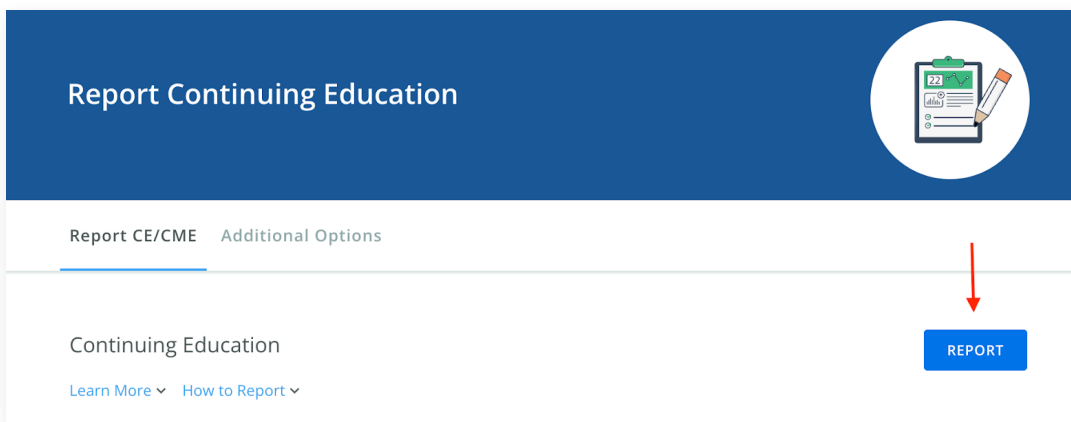


3 | If you are self-reporting CE, navigate to the **Report CE/CME** tab. If you are submitting evidence of current certification, option 2, navigate to the **Additional Options** tab.



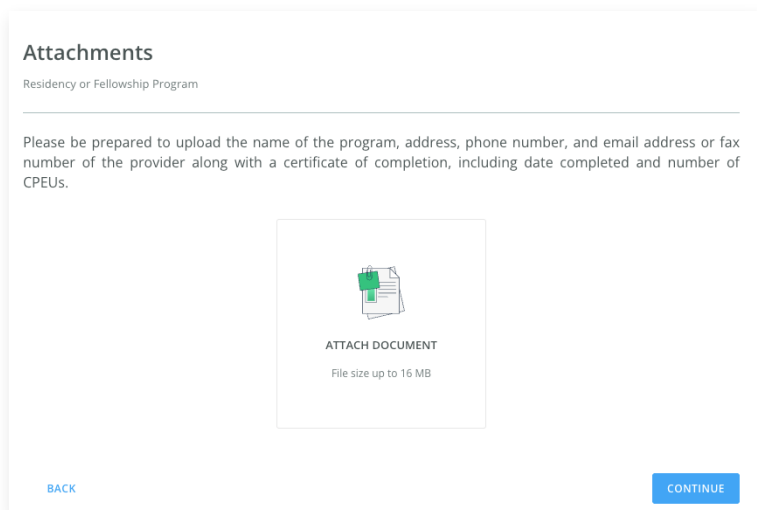


4 | Once on the correct page, you will need to select “**Report**” to submit your documentation.

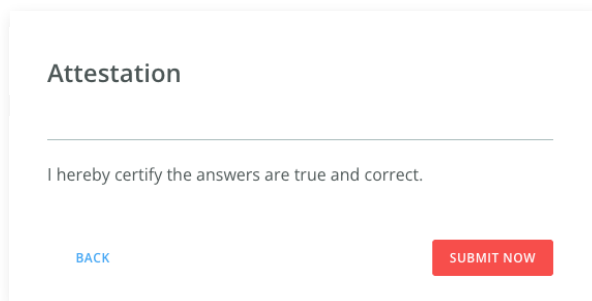
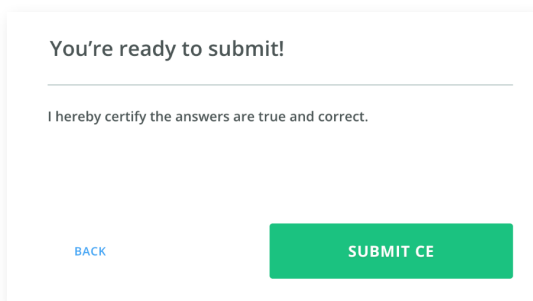


5 | Answer the required questions on each screen, click the **Continue** button at the bottom of the page to advance.

6 | On the Attachment page, you will be asked to upload any files to prove verification of continuing competency gathered in step 1.



7 | Attestation Screen - Click “**Submit CE**” for option 1, or “**Submit Now**” for option 2





8 | Option 1 - Self-reporting: Once you see the green check mark you'll know you have successfully self-reported your course/exemption documentation. Completed courses will show up in your Course History immediately.

Option 2 - Evidence of current certification by the Certification Board for Music Therapist:

Scenario Request Confirmation - Your CE Transcript has been updated.



Your CE Credit Has Been Submitted!
Please print a copy of this page for your receipt.

Scenario Request Confirmation

Your CE Transcript has been updated. Click [here](#) to view CE requirements.

[Return to Report Continuing Education](#)

9 | "Compliance Status" is updated to Complete.

Jane Doe Basic

Music Therapist

License: Georgia | MUT8888888

Report CE +

Take CE

OVERVIEW REQUIREMENTS CREDENTIAL TRACKER

Next steps: Renew your license!
CE Broker's direct connection to the Georgia Board of Music Therapy means that your course completion credit is automatically visible to your regulating entity. When your renewal window opens, visit the board website and follow the steps to complete your license renewal.

COMPLIANCE STATUS

Complete

Fantastic work! Based on the information reported, you've successfully submitted all CE/CME requirements to CE Broker. Please note- this status is preliminary and subject to final review by your licensing board.

Try Professional →

License details

State	Georgia
License #	MUT8888888
CE Cycle	01/05/2024 - 03/31/2026

