



Reporting Continuing Education Completions and/or Activities in CE Broker for GA Residential and Residential Light Commercial Contractor Licensees

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 require

All licensed Residential and Residential Light Commercial Contractors must submit proof of meeting continuing education (CE) requirements for biennial license renewal. The State Licensing Board for Residential and Commercial General Contractors utilizes CE Broker to track continuing education completions and/or activities for your profession within your CE Broker account to renew your professional license.

Do you hold multiple licenses? For licensees who hold more than one Residential or Residential Light Commercial Contractors license, follow the steps outlined below under **Option 2** to add all of your licenses under your account. This ensures simple and easy CE reporting to multiple licenses. Please note: allow sufficient time for licenses to be verified and added under your account ahead of deadlines.

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

Option 1: If you hold a single license

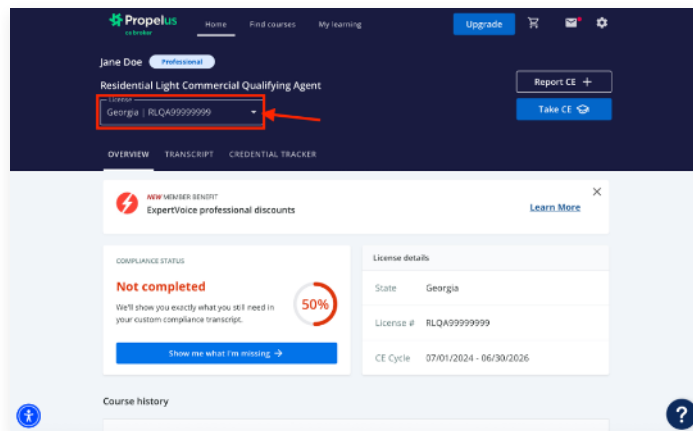
- 1 | Log in to your CE Broker account. Select the license from your Overview page, then click the **Report CE+** button in the top-right corner of the page. **Skip to Step 3**



Option 2: If you hold multiple licenses

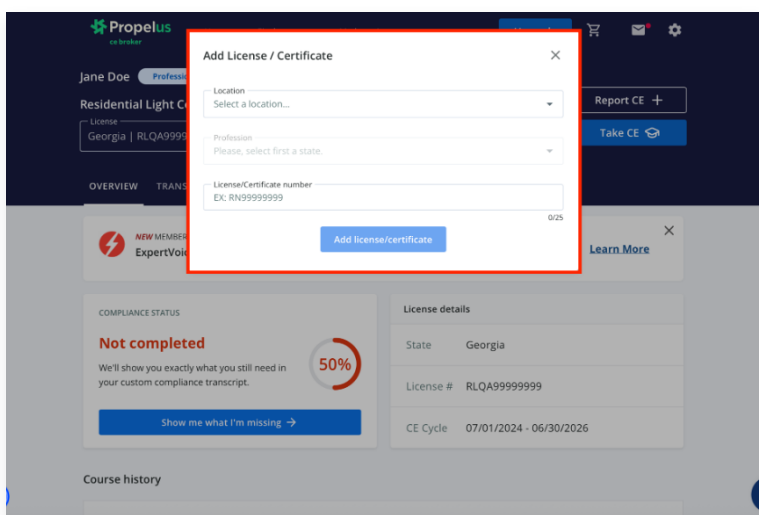
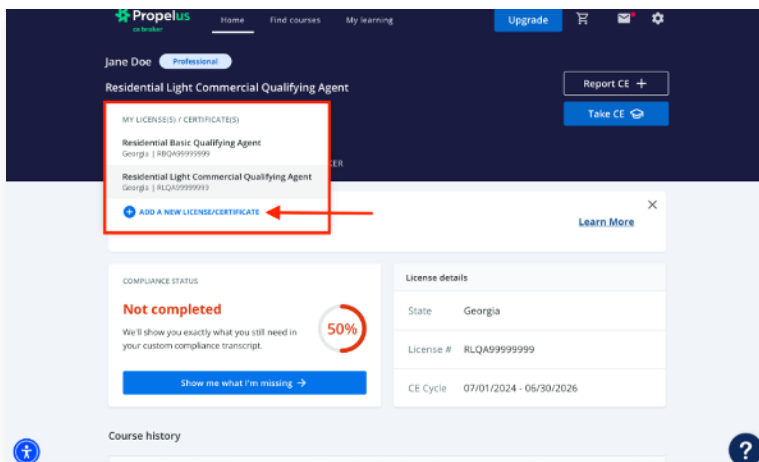
To report CE to multiple licenses, all your licenses must be connected under one account.

- 1 | . Log into your CE Broker account using one of your licenses



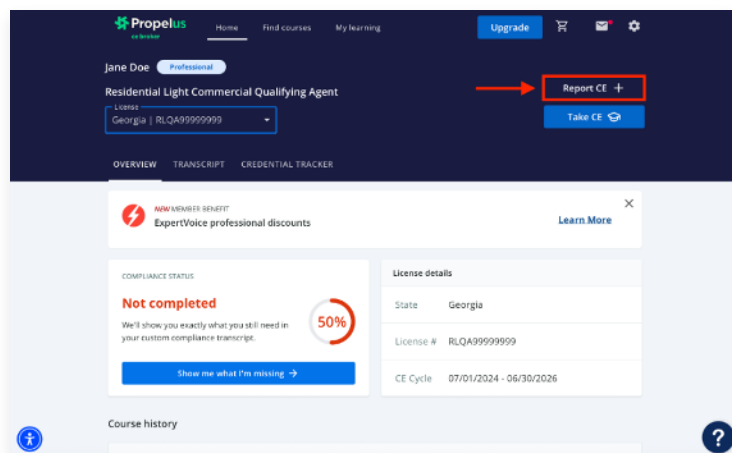


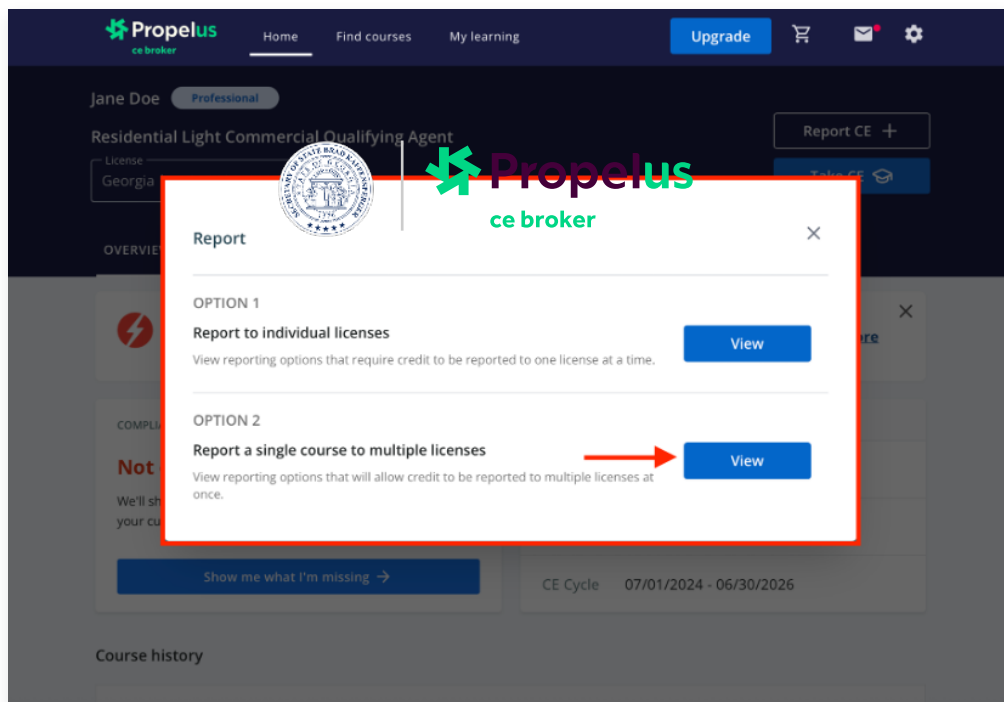
- 2 | Click the License drop down arrow and select **Add A New License/Certificate**. When the window opens select the Location and Profession, then manually enter your License Number. Click the blue **Add License** button to confirm. Once submitted, the request will route to the CE Broker Support Center to complete the process. Repeat the steps for each additional license



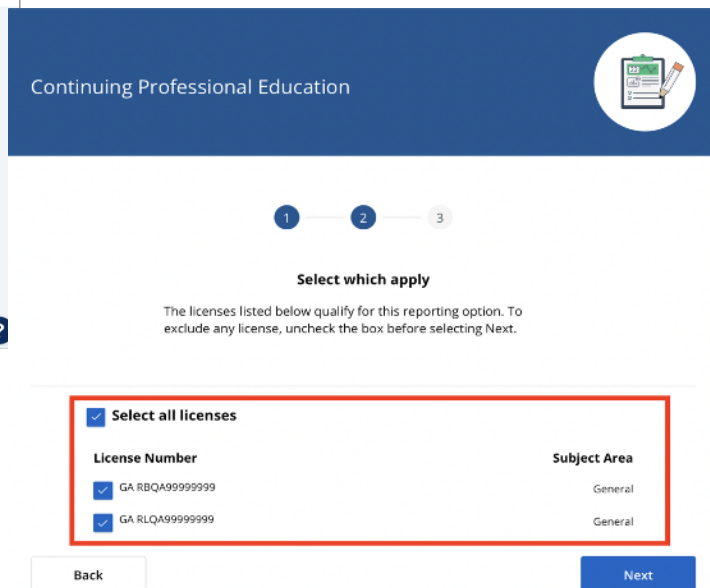
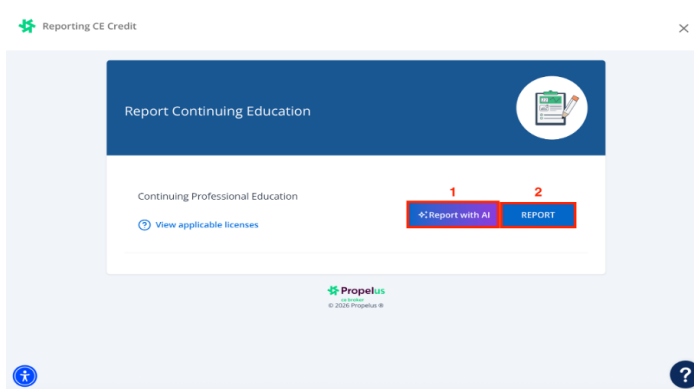
- 3 | Be prepared with your certificate of completion downloaded to your workstation
**If you complete a course within CE Broker, there is no need to self-report. Completions are automatically reported to your records.*

- 4 | Report CE. Click on **Report CE+**. Select Option 1 to report a course to an individual license or Option 2 to report a course to multiple licenses.





- 5 | Select **Report with AI** to upload your certificate of completion to populate required information about the course, such as the course title, provider, date of completion, and number of credits earned. Missing details may be added manually. Select **Report** to populate course details yourself and then upload your certificate of completion at the end.





6 | Choose the licenses. Check the box next to each license to which you wish to apply credit.

Continuing Professional Education

1 — 2 — 3

Select which apply

The licenses listed below qualify for this reporting option. To exclude any license, uncheck the box before selecting Next.

Select all licenses

License Number	Subject Area
<input checked="" type="checkbox"/> GA RBQA99999999	General
<input checked="" type="checkbox"/> GA RLQA99999999	General

Back
Next

7 | Review information and click **Submit**.

8 | **Complete!** Your CE credit has been submitted.

Continuing Professional Education

1 — 2 — 3

Summary

License Number	Subject Area	Hours
RBQA99999999	General	1
RLQA99999999	General	1

Completion Date
03/30/2026

Course Type
Live

Course Name
Test Course

Provider Name
Test Provider

Attached Documents:
• certificate.jpg

Attestation
I hereby certify the answers are true and correct.

Back
Submit

Report Continuing Education

Your Credit Has Been Submitted

Please print a copy of this page for your records.

Name	Date submitted
JANE DOE	March 31, 2026

License	Tracking Number
GA RBQA99999999	99-36092548
GA RLQA99999999	99-36092529

PRINT

[Back to overview](#)