



How to self-report Continuing Competency

All licensed nurses must submit proof of meeting continuing education (CE) requirements for biennial license renewal. The Georgia Board of Nursing utilizes CE Broker to track evidence of continuing competency for nurses.

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 - Maintenance of Certification or Recertification:** Evidence of certification or re-certification by a national certifying body recognized by the Board in Rule 410-11-12, completed during the biennial renewal period.
- **Option 3 - Completion of accredited academic program of study:** Proof of completion or re-certification by a national certifying body recognized by the Board in Rule 410-11-12, 2.
- **Option 4 - Verification of competency and 500 hours of active nursing practice:** A copy of the **Continuing Competence – Evidence of Active Nursing Practice form**, completed by a healthcare facility employer licensed under **O.C.G.A. 31-7**.
- **Option 5 - Board approved re-entry program or graduation from a nursing education program:** Documentation of completion of a Board approved reentry program or graduation from an approved nursing education program within the biennial renewal period O.C.G.A. 43-26-9(b.1)(5).

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

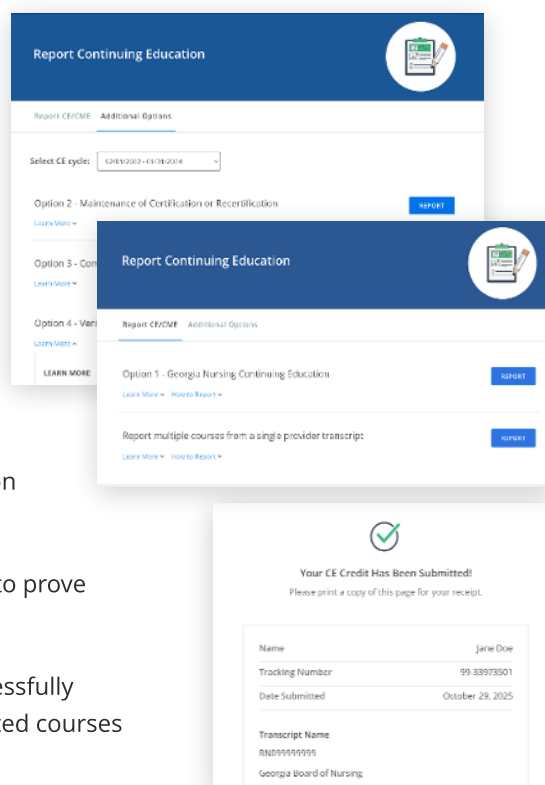
Tip: If you have a multiple licenses in your CE Broker account make sure to select the license from the drop-down menu that you want the CE to apply to.

3 | Select the Begin button next to the type of verification you're submitting. If you are self-reporting CE, navigate to the **Report CE/CME** tab. If you are submitting evidence of continuing competency in one of the other unique options 2-5, navigate to the **Additional Options** tab.

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

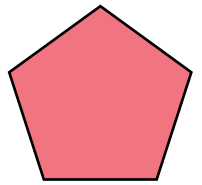
5 | On the Attachment page, you will be asked to upload any files to prove verification of continuing competency gathered in step 1.

6 | 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.



If you have questions or need assistance email the CE Broker Support team at support@cebroker.com





How to self-report CE credits or Evidence of Active Nursing Practice

All nurses registered with the SOS Office must submit proof of meeting continuing education (CE) requirements for annual license renewal. The Georgia Board of Nursing utilizes CE Broker to track nurse CE completion and Evidence of Active Nursing Practice.

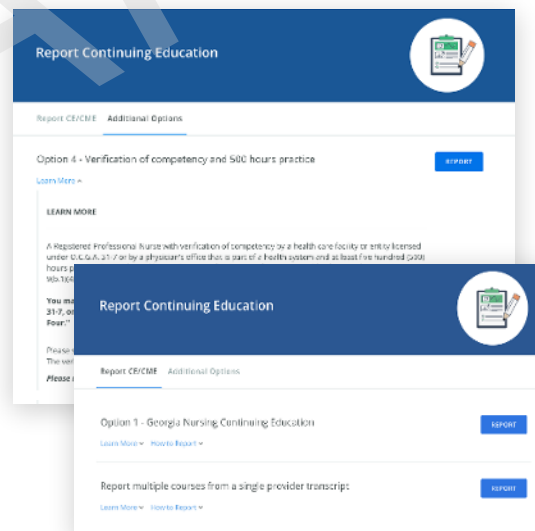
1 | Gather all documentation verifying your CE completion. If you are self-reporting CE, your certificate(s) of completion will have all the information needed. If you are submitting verification of competence/active practice, first confirm your facility is licensed under O.C.G.A. 31-7, then have your employer complete and return the [verification of competence/active practice form](#). Once you have your documentation, log into your CE Broker account.

2 | Click **+Report CE** button at the top.

Tip: If you have a multiple licenses in your CE Broker account make sure to select the license from the drop-down menu that you want the CE to apply to.

3 | If you are self-reporting CE, click the **Report** button next to the category that best describes the CE course or activity listed under the Report CE/CME tab.

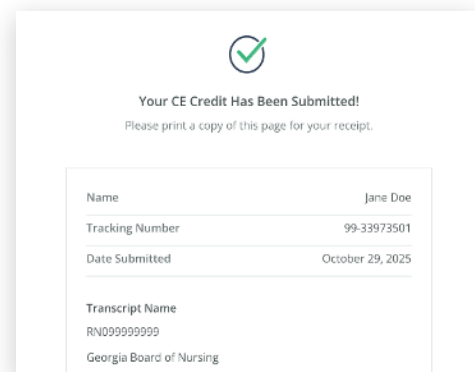
If you are submitting verification of competency health care facility or entity licensed under O.C.G.A. 31-7, select the **Additional Options** tab to find the "Option 4 - Verification of competency and 500 hours practice" and click the **Report** button.



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

6 | On the Attachment page, you will be asked to upload a copy of your completion certificate(s) or verification of competence/active practice form by selecting a file saved to your computer.

7 | 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.



Name	Jane Doe
Tracking Number	99-33973501
Date Submitted	October 29, 2025
Transcript Name	RN099999999
	Georgia Board of Nursing

If you have questions or need assistance email the CE Broker Support team at support@cebroker.com



How do I self-report CE?

Self-report your CE credits or Evidence of Active Nursing Practice

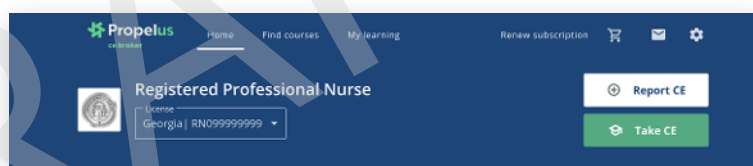
All nurses registered with the SOS Office must submit proof of meeting continuing education (CE) requirements for annual license renewal. The Georgia Board of Nursing utilizes CE Broker to track nurse CE completion and Evidence of Active Nursing Practice.

How to Self-Report your CE/CME:

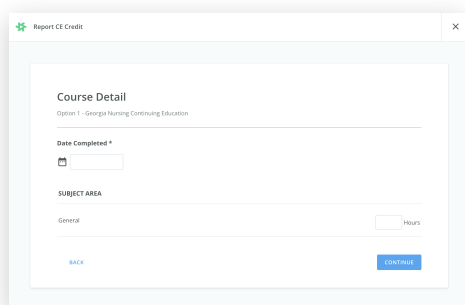
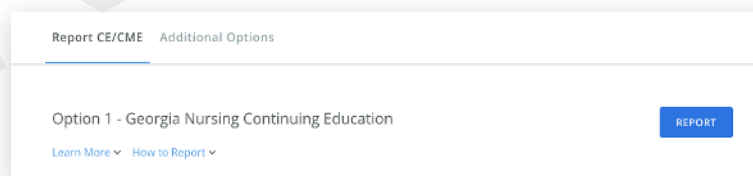
1 | Gather your certificate(s) of completion, all information needed to self-report your course is found on the certificate. Once you have your documentation, log into your CE Broker account.

2 | Click **+Report CE** button at the top.

Tip: If you have a multiple licenses in your CE Broker account make sure to select the license from the drop-down menu that you want the CE to apply to.



3 | You will see several different categories, click the **Begin** button next to the category that best describes the CE course or activity you are reporting.

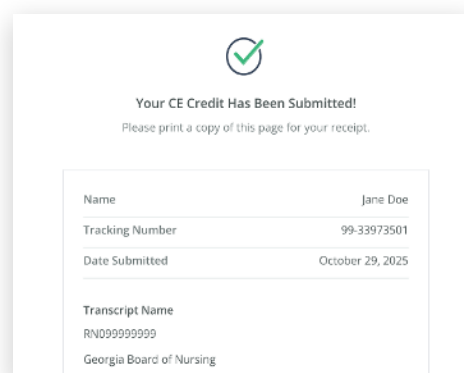


4 | Enter the date you completed the course and the number of hours awarded into the appropriate subject box.

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

6 | On the Attachment page, you will be asked to upload your completion certificate by selecting a file saved to your computer.

7 | Once you see the green check mark you'll know you have successfully self-reported your course. The course will show up in your Course History immediately.



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