



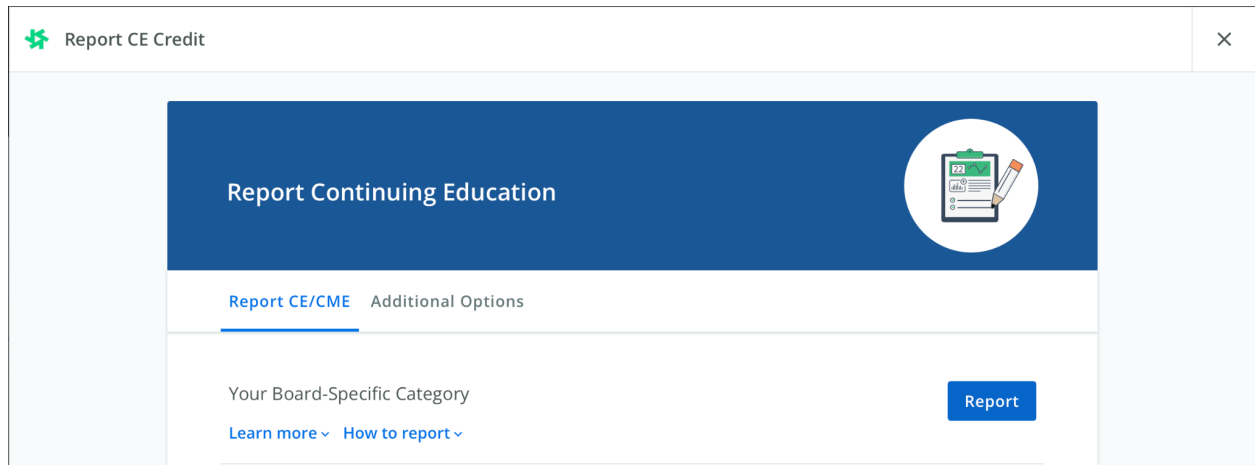
Self-Reporting CE/CME to your CE Broker Account

Before beginning the manual reporting process, have your CE certificate documentation ready, as you will need to attach a digital copy.

1. Log in to your CE Broker account.
2. Click the arrow next to View Details, then click ⊕ Report CE next to the license you would like to report towards.

A screenshot of the Propelus CE Broker account interface. The left sidebar contains navigation links: Credentials, Learning Center, My Learning, Explore Courses, and Saved Courses. The main content area is titled "Credentials Overview" and shows a summary of credentials: Total (3), Expiring Soon (1), and Expired (0). Below this is a notification banner about a new experience. The "Licenses (3)" section lists two licenses: "Advanced Practice Registered Nurse" (Florida Board of Nursing, License Number APRN5555555, Expires Jul 31, 2026, Expiring Soon) and "Registered Nurse" (Florida Board of Nursing, License Number RN5555555, Expires Apr 30, 2027, Current). For the Advanced Practice Registered Nurse license, the "View Details" dropdown menu is open, showing options: Requirements, View CE History, and "+ Report CE" (highlighted with a red box). The Registered Nurse license also has a "View Details" dropdown, and a "NOT COMPLETE" status indicator is visible at the bottom right of the license list.

3. Determine which type of CE you want to report from the available reporting options. The option you select depends on the type of activity and its approval method. If you're unsure which category applies, use the Learn More and How to Report drop downs to review additional information for each option.



Report CE Credit

Report Continuing Education

[Report CE/CME](#) [Additional Options](#)

Your Board-Specific Category

[Learn more](#) [How to report](#)

[Report](#)

4. To begin, click Report next to the appropriate option. Keep in mind the following:

- Unless otherwise indicated, credits must be reported one certificate at a time.
- Renewal packages presented in the CE Broker Course Search are considered a single course and issue a single certificate upon completion.
- Some Boards allow licensees to submit a transcript to claim multiple CE Credits. If your Board permits reporting multiple courses at once, such as via a transcript, this will be clearly indicated next to the corresponding reporting option. You can click on "Report" and look for any options that might be available for multiple CE reporting.

5. Answer the questions as prompted. The questions may vary by your regulating board and can include details such as the completion date, course type, number of hours, educational provider, and course name—all of which should be listed on your certificate of completion. Be sure to click Continue after each section to advance the submission form.

6. Once you reach the Attachments page, you're almost done! Attach your certificate of completion, then click Continue.

Attachments

Your Board-Specific Category - [GA]

This section will contain information about the type of documentation you'll need to attach when you report your category or activity.

Attach document

File size up to 16 MB

1 file attached.

Drag and drop or [browse](#)

certificate

231 kb

The file size can be up to 5000 Kb and may be in any of the following formats: .doc, .docx, .ppt, .pptx, .xls, .xlsx, .wpd, .txt, .pdf, .jpeg, .jpg.

Go back to previous page

Continue to next step

 Report CE Credit

You're ready to submit!

Your Board-Specific Category - [GA]

This will be an attestation statement that confirms everything you entered is accurate.

Go back to previous page

Submit CE



8. 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.



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

Name	Jane Doe
Tracking Number	99-37460152
Date Submitted	July 6, 2026
Transcript Name	
License Number: 88888888	
Board Name: South Carolina Board of Nursing	
 PRINT	

Report Additional CE

View Course History

CE Broker Now or Take It Here Courses

If you recently completed a CEB Now or Take It Here course, your completed course credit is automatically reported to your CE Broker account and will be visible in the Course History section on your Home page and Overview tab. If you have a paid subscription, the course will also appear on your Requirements page.

If you have successfully completed a course but do not see it listed in your account, there is no need to self-report. Please contact our Support team for assistance, and be sure to include the course title and completion date when reaching out.

Additional Helpful Information

- Concierge members do not need to self-report—simply send your certificates to your account manager, and we'll take care of everything. For more information about becoming a Concierge member, please visit this link: [Upgrading Your Account](#).