



**ce broker**

## **Automate & Simplify**

Register to provide CE, report completions,  
and grow your business with CE Broker.

# CE Broker Provider Suite Online Training

- Register
- Dashboard
- Courses
- Boards
- Communication
- Users

# Register

- Get started with Provider Suite, CE Broker's free management system for educational providers

cebroker Features Plans **Organizations** Course Search Support Sign in **7 day trial**

## Simple CE tracking

All the tools you need to become compliant fast and get back to work.

**7-Day free trial** Explore the features

TRUSTED ACROSS THE NATION

FLORIDA HEALTH LLR.sc.gov FLORIDA HEALTH TN Department of Health Ohio

# Register | Step 1: Select 'Organizations' and then 'Educational Providers'

The screenshot displays the cebroker website interface. At the top, the navigation bar includes the cebroker logo, a menu with 'Features', 'Plans', 'Organizations', 'Course Search', and 'Support', a 'Sign in' button, and a green '7 day trial' button. A dropdown menu is open under 'Organizations', listing four categories: 'Educational Providers' (highlighted with a green box), 'Regulatory Agencies', 'Businesses', and 'Professional Associations'. Below the navigation, a large blue banner contains the text 'All the tools you need to become compliant fast and get back to work.' and two buttons: a green '7-Day free trial' button and a white 'Explore the features' button. In the background, a tablet and smartphone display the application's interface, showing course completion progress and details for various healthcare-related courses.

**cebroker** Features Plans **Organizations** Course Search Support Sign in **7 day trial**

- Educational Providers**  
Advertise board-accredited courses.
- Regulatory Agencies**  
Cut audit costs and increase compliance.
- Businesses**  
Reduce risk with daily automated verifications.
- Professional Associations**  
Offer valuable member discounts.


**7-Day free trial** Explore the features

# Register | Step 2: Select your regulating entity

The screenshot shows the Cebroroker website's registration interface for providers. At the top, the navigation bar includes the Cebroroker logo, links for Features, Plans, Organizations (with a dropdown arrow), Course Search, and Support. On the right side of the navigation bar, there are buttons for 'Sign in' and '7 day trial'. The main content area has a light blue background. On the left, there is a 'PROVIDERS' section with a ribbon icon. Below this, the heading 'Your world made easy' is displayed in a large, dark blue font. Underneath the heading, the text reads: 'Register to provide CE, report completions, and grow your business.' A green-bordered box highlights a dropdown menu with 'Florida Department of Health' selected and a green 'Get Started' button. A green arrow points to the dropdown menu. To the right of the text, a computer monitor displays a dashboard with several metrics: '20days Avg. report time', '103 Active courses', '103 Board approvals', and a '5.0 Your rating' with five stars.

**cebroker** Features Plans Organizations ▾ Course Search Support

Sign in 7 day trial

 **PROVIDERS**

## Your world made easy

Register to provide CE, report completions, and grow your business.

Florida Department of Health ▾ **Get Started**

20days  
Avg. report time

103  
Active courses

103  
Board approvals

5.0  
★★★★★  
Your rating

# Register | Step 3: Select board

Providers > Register

## Register to provide continuing education

Florida Department of Health



To begin, select the board with which you wish to register. This is a portal for registering with the Florida Department of Health. CE Broker provides the application and directs any attachments or fees directly to the board office.

At no time will CE Broker make eligibility determinations. If you are already registered in CE Broker to provide CE, then simply add any additional boards within your secure account. Registering here will create a new account.

**Heads up!**  
Each board has specific requirements and rules, so please look through the links below and have all appropriate documentation ready before registering.

Select board

Florida Emergency Medical Services

[View application fees](#)

[View application requirements](#)

Register

Select the board you're applying to, and view all necessary requirements and application fees

Click Register to begin your application

## Register | Step 4: Complete questions

**Registration information**

Enter the phone number and course registration website addresses you would like CE Broker to provide licensees wishing to enroll in your continuing education programs

Registration phone  
 0/13

Course registration website

Company website

Default my courses to be visible in the public course search (this can be changed later or enabled on a per course basis if you choose to do so)

The same profile will be used should you apply to another board

[Continue](#)

Finish registering to begin offering CE to thousands of licensees

## Questions about the registration process?

Visit:

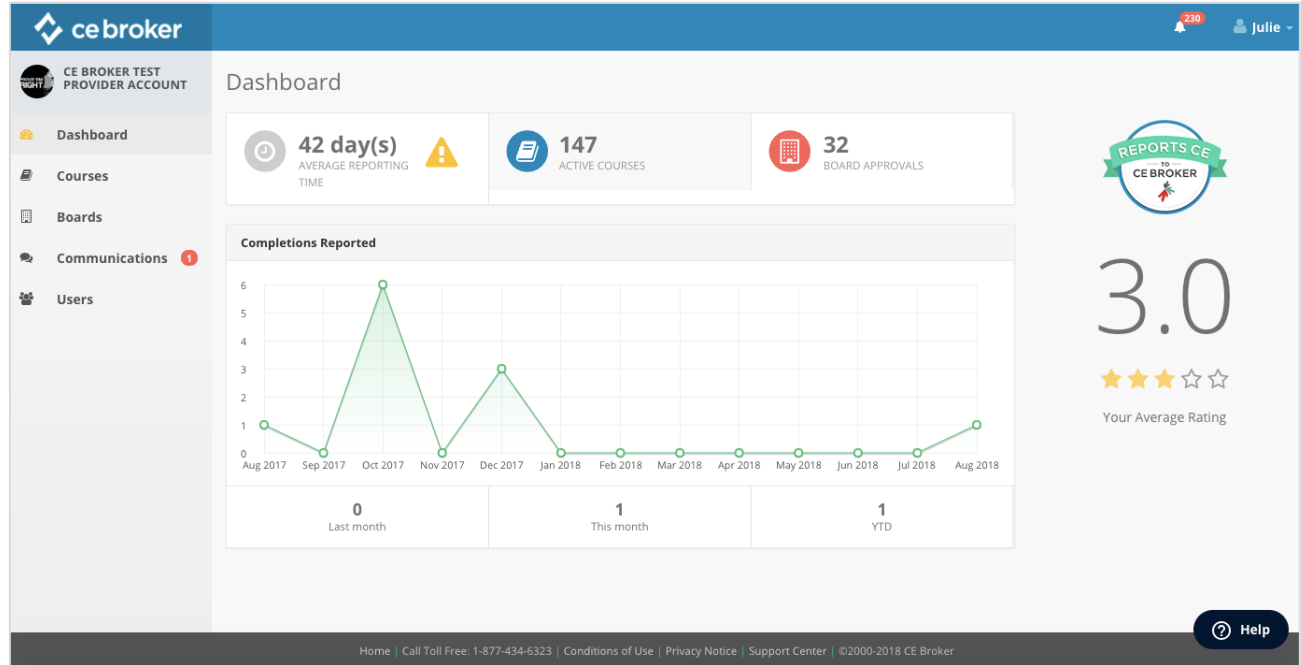
<https://help.cebroker.com/for-providers/how-do-i-register-as-a-provider-in-ce-broker>



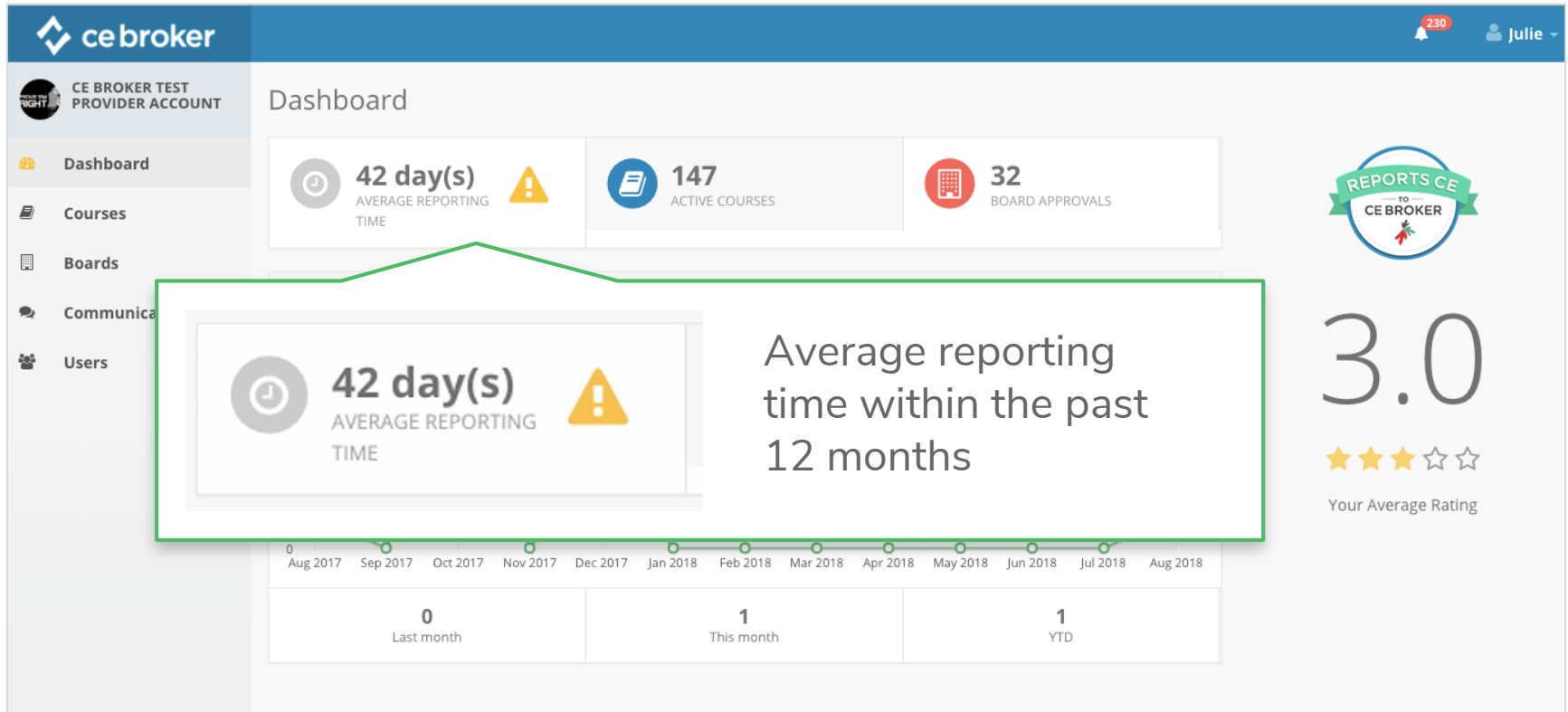


# Dashboard

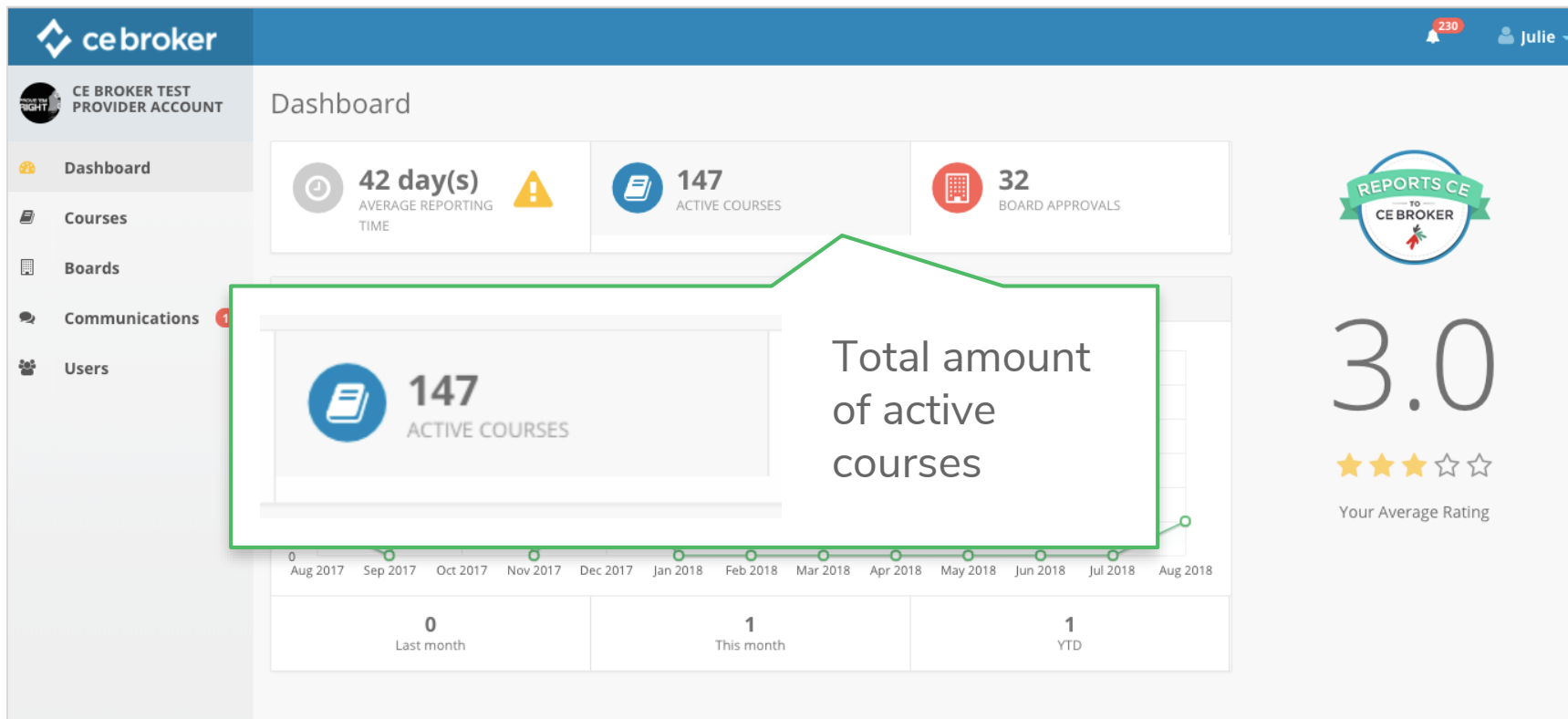
- The dashboard offers a snapshot of a provider's performance, course offerings, and approvals



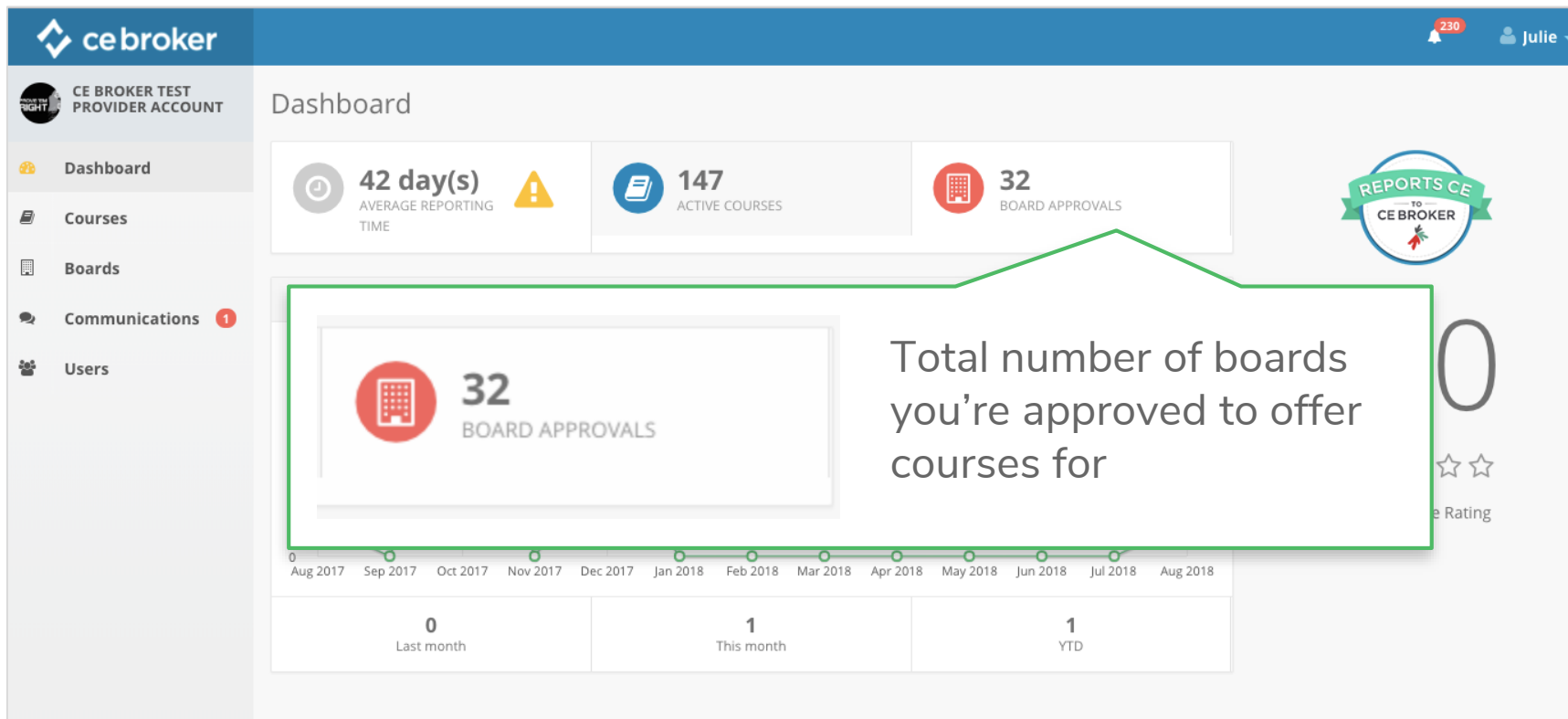
# Dashboard | Breakdown



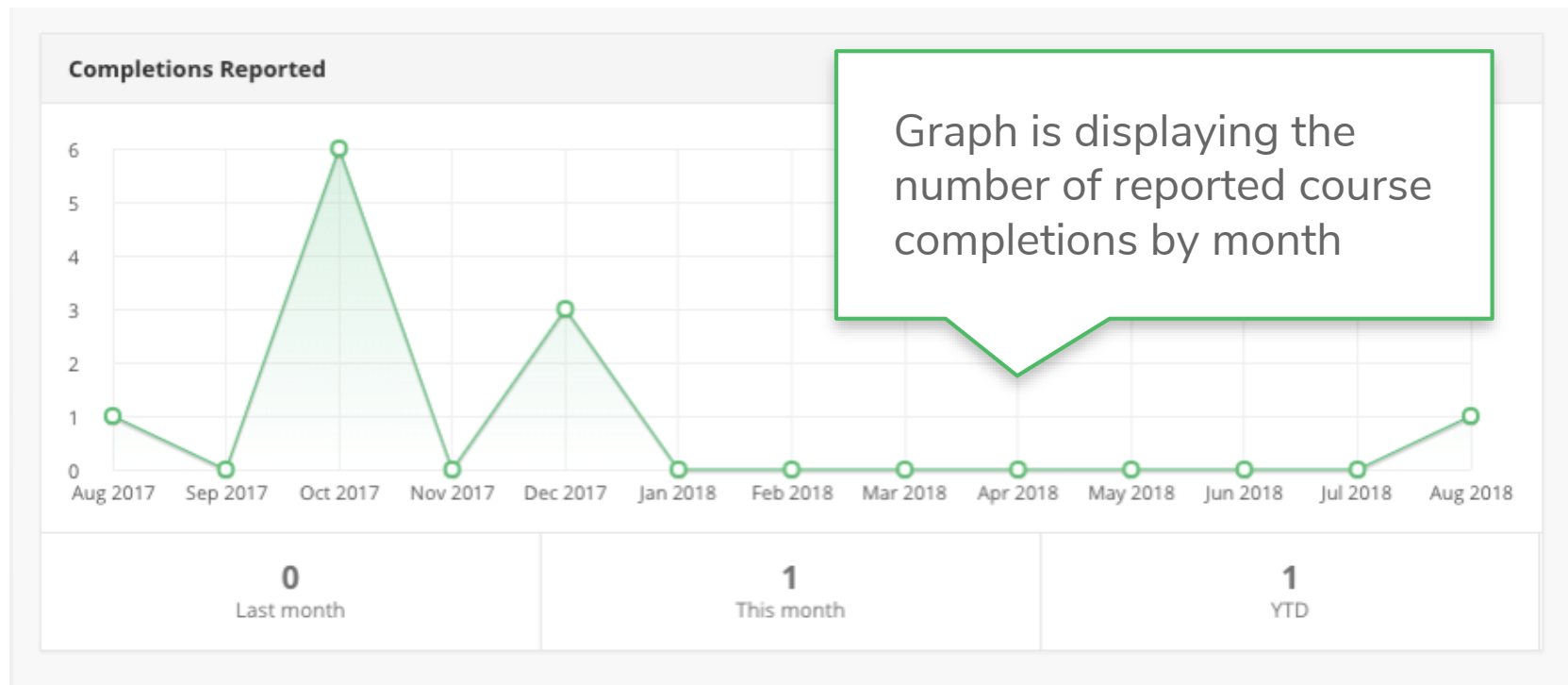
# Dashboard | Breakdown



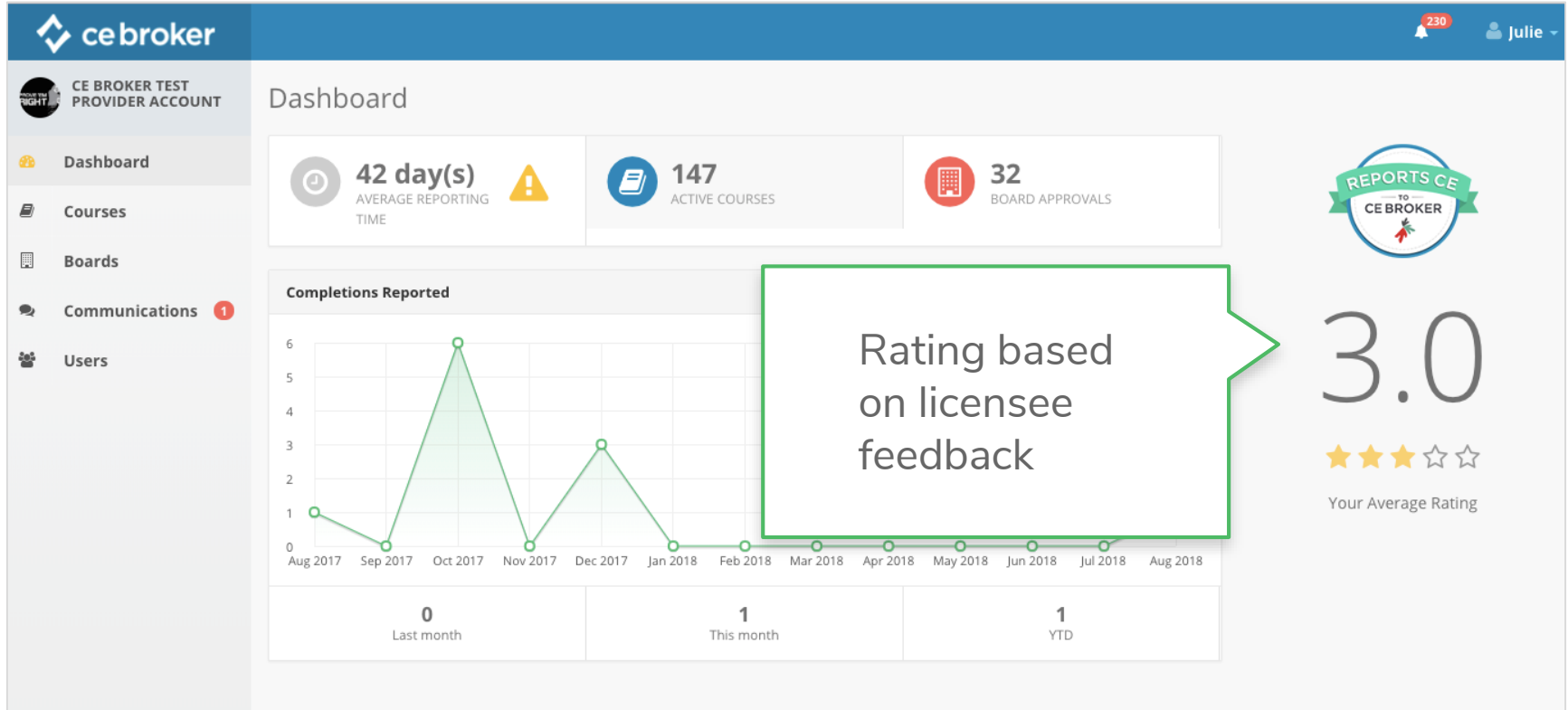
# Dashboard | Breakdown



## Dashboard | Breakdown



# Dashboard | Breakdown



# Courses

- Manage all course related functions
- Provides course detail, ie: status, course number, and number of completions
- Manage roster or view course summary

The screenshot displays the CE Broker Test Provider Account interface. The top navigation bar includes the CE Broker logo, a notification bell with 234 alerts, and the user name Julie. The left sidebar contains navigation options: Dashboard, Courses, Boards, Communications (with 1 notification), and Users. The main content area is titled 'Courses' and features a search bar and a list of course entries. Each entry includes the course name, status (Active, Inactive, Pending), course number, completion count, last completion date, and expiration date. Action buttons for 'Manage Roster' and 'View Summary' are provided for each course.

Course Name	Status	Course Number	Completions	Last Completion Date	Expiration Date	Actions
HIV/AIDS	Inactive	20-632135	0	None	None	Manage Roster, View Summary
CPR for the Professional Rescuer	Active	20-632145	0	None	None	Manage Roster, View Summary
Pediatric Emergencies	Active	20-632141	0	None	None	Manage Roster, View Summary
EMT Refresher Training	Active	20-632139	0	None	None	Manage Roster, View Summary
test	Pending	20-669884	0	None	None	View Summary
CE Broker Test Course	Active	20-602159	0	None	08/31/2018	Manage Roster, View Summary

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# Courses | Course submission steps

## 1 | Requirements

Review application requirements

The screenshot displays the 'CE BROKER TEST PROVIDER ACCOUNT' interface. The top navigation bar includes the 'cebroker' logo, a notification bell with '230' alerts, and the user name 'Julie'. The main content area is titled 'Courses' with a sub-header 'New course submission'. A progress bar shows 11 steps: 1. Requirements (active), 2. Basic info, 3. Delivery method, 4. Advanced Delivery method, 5. Offering, 6. Subject Areas, 7. Questions, 8. Smart Questions, 9. Instructors, 10. Attachments, and 11. Review. Below the progress bar, the 'Course Application Requirements' section is visible, containing the text: 'This is a list of items needed for this application. Please be prepared to attach this documentation during this application.'



# Courses | Course submission steps

## 2 | Basic info

Course title, type, and description

The screenshot displays the CE Broker Test Provider Account interface. The top navigation bar includes the 'cebroker' logo, a notification bell with '230' alerts, and the user name 'Julie'. The main header shows 'Courses' and 'New course submission'. A progress bar contains 11 steps: 1 Requirements, 2 Basic info, 3 Delivery method, 4 Advanced Delivery method, 5 Offering, 6 Subject Areas, 7 Questions, 8 Smart Questions, 9 Instructors, 10 Attachments, and 11 Review. The 'Basic info' step is currently active. Below the progress bar, the 'Course Application Requirements' section is visible, with a note: 'This is a list of items needed for this application. Please be prepared to attach this documentation during this application.'

# Courses | Course submission steps

## 3 | Delivery method

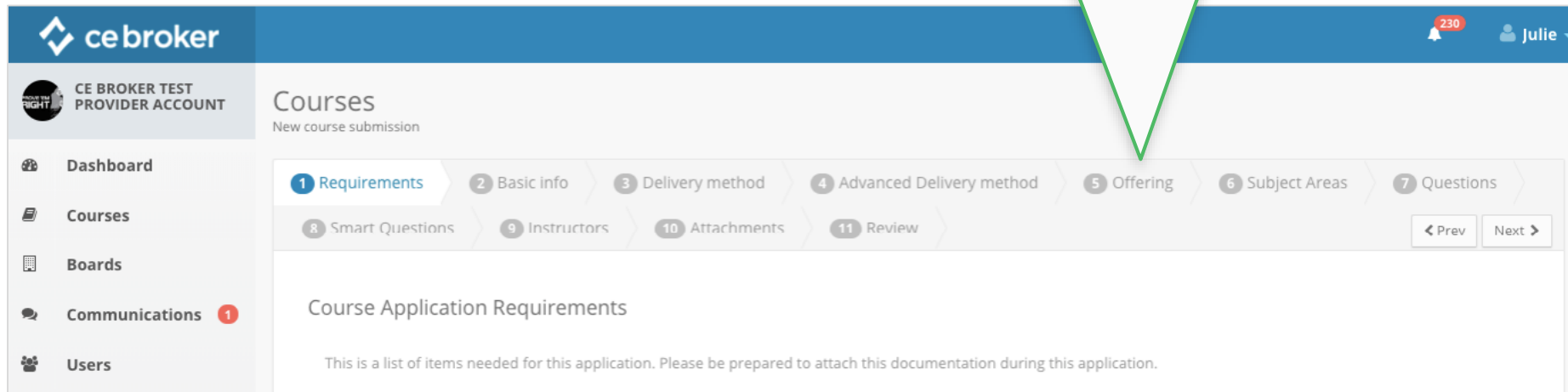
How course is delivered (live/anytime)

The screenshot displays the 'CE BROKER TEST PROVIDER ACCOUNT' interface. The top navigation bar includes the 'cebroker' logo, a notification bell with '230', and the user name 'Julie'. The main content area is titled 'Courses' with the subtitle 'New course submission'. A progress bar at the top of the content area shows 11 steps: 1 Requirements, 2 Basic info, 3 Delivery method, 4 Advanced Delivery method, 5 Offering, 6 Subject Areas, 7 Questions, 8 Smart Questions, 9 Instructors, 10 Attachments, and 11 Review. Step 3, 'Delivery method', is highlighted with a green callout box. Below the progress bar, the 'Course Application Requirements' section is visible, containing the text: 'This is a list of items needed for this application. Please be prepared to attach this documentation during this application.'

# Courses | Course submission steps

## 5 | Offering

Choose to advertise course



The screenshot displays the 'CE BROKER TEST PROVIDER ACCOUNT' interface. The top navigation bar includes the 'cebroker' logo, a notification bell with '230' alerts, and the user name 'Julie'. The main content area is titled 'Courses' with a subtitle 'New course submission'. A progress bar shows 11 steps: 1. Requirements (active), 2. Basic info, 3. Delivery method, 4. Advanced Delivery method, 5. Offering (highlighted), 6. Subject Areas, 7. Questions, 8. Smart Questions, 9. Instructors, 10. Attachments, and 11. Review. Below the progress bar, the 'Course Application Requirements' section is visible, containing the text: 'This is a list of items needed for this application. Please be prepared to attach this documentation during this application.'

## 6 | Subject areas

Add number of credit hours to applicable subject area

The screenshot displays the CE Broker Test Provider Account interface. The top navigation bar includes the 'cebroker' logo, a notification bell with '230' alerts, and the user name 'Julie'. The main header shows 'Courses' and 'New course submission'. A progress bar contains 11 steps: 1 Requirements, 2 Basic info, 3 Delivery method, 4 Advanced Delivery method, 5 Offering, 6 Subject Areas, 7 Questions, 8 Smart Questions, 9 Instructors, 10 Attachments, and 11 Review. Step 6, 'Subject Areas', is highlighted with a blue bar. Below the progress bar, the 'Course Application Requirements' section is visible, with a note: 'This is a list of items needed for this application. Please be prepared to attach this documentation during this application.' Navigation buttons for '< Prev' and 'Next >' are located at the bottom right of the progress bar.

# Courses | Course submission steps

## 7 | Questions

Board specific questions

The screenshot displays the 'cebroker' interface for a 'CE BROKER TEST PROVIDER ACCOUNT'. The main heading is 'Courses' with a sub-heading 'New course submission'. A progress bar at the top of the content area shows 11 steps: 1 Requirements, 2 Basic info, 3 Delivery method, 4 Advanced Delivery method, 5 Offering, 6 Subject Areas, 7 Questions, 8 Smart Questions, 9 Instructors, 10 Attachments, and 11 Review. Step 7, 'Questions', is highlighted with a green callout box that contains the text '7 | Questions' and 'Board specific questions'. Below the progress bar, the 'Course Application Requirements' section is visible, with the text: 'This is a list of items needed for this application. Please be prepared to attach this documentation during this application.' The left sidebar contains navigation links for Dashboard, Courses, Boards, Communications (with a red notification badge), and Users. The top right corner shows the user's name 'Julie'.

# Courses | Course submission steps

The screenshot displays the CE Broker Test Provider Account interface. The top navigation bar includes the 'cebroker' logo, a notification bell with '230' alerts, and the user name 'Julie'. The left sidebar contains navigation links for Dashboard, Courses, Boards, Communications (with a red notification badge), and Users. The main content area is titled 'Courses' with the subtitle 'New course submission'. A progress bar at the top of the main area shows 11 steps: 1 Requirements (active), 2 Basic info, 3 Delivery method, 4 Advanced Delivery method, 5 Offering, 6 Subject Areas, 7 Questions, 8 Smart Questions, 9 Instructors, 10 Attachments, and 11 Review. Below the progress bar, the 'Course Application Requirements' section is visible, with a green callout box pointing to step 9. The callout box contains the text '9 | Instructors' and 'Add course instructor'.

## 9 | Instructors

Add course instructor

# Courses | Course submission steps

The screenshot shows the CE Broker Test Provider Account interface. The top navigation bar includes the CE Broker logo and the user's name, Julie, with a notification badge showing 230. The main content area is titled "Courses" and "New course submission". A progress bar at the top of the main content area shows 11 steps: 1 Requirements, 2 Basic info, 3 Delivery method, 4 Advanced Delivery method, 5 Offering, 6 Subject Areas, 7 Questions, 8 Smart Questions, 9 Instructors, 10 Attachments, and 11 Review. Step 10, Attachments, is highlighted with a green callout box. Below the progress bar, the "Course Application Requirements" section is visible, with the text: "This is a list of items needed for this application. Please upload the following documents to attach this documentation during this application."

## 10 | Attachments

Upload board required documents

# Courses | Course submission steps

The screenshot shows the CE Broker Test Provider Account interface. The top navigation bar includes the CE Broker logo, the user name 'Julie', and a notification count of 230. The main content area is titled 'Courses' with the subtitle 'New course submission'. A progress bar at the top of the main content area lists 11 steps: 1 Requirements (highlighted), 2 Basic info, 3 Delivery method, 4 Advanced Delivery method, 5 Offering, 6 Subject Areas, 7 Questions, 8 Smart Questions, 9 Instructors, 10 Attachments, and 11 Review (highlighted with a green callout box). Below the progress bar, the 'Course Application Requirements' section is visible, with the text: 'This is a list of items needed for this application. Please be prepared to attach documentation during this application.'

## 11 | Review

Review and submit



## Courses | Course submission steps

The screenshot displays the CE Broker Test Provider Account interface. The top navigation bar is blue with the CE Broker logo on the left and a user profile for 'Julie' with a notification badge showing '230' on the right. Below the navigation bar, the main content area is titled 'Courses' with the subtitle 'New course submission'. A horizontal progress bar contains 11 steps: 1. Requirements (highlighted in blue), 2. Basic info, 3. Delivery method, 4. Advanced Delivery method, 5. Offering, 6. Subject Areas, 7. Questions, 8. Smart Questions, 9. Instructors, 10. Attachments, and 11. Review. Below the progress bar, the 'Requirements' section is active, showing the title 'Course Application Requirements' and a message: 'This is a list of items needed for this application. Please be prepared to attach this documentation during this application.' A left sidebar contains navigation links for Dashboard, Courses, Boards, Communications (with a red notification badge '1'), and Users. At the bottom of the progress bar, there are 'Prev' and 'Next' buttons.

### Pro tip

Providers will only see steps 7-10 if applicable

## Questions about creating a new course?

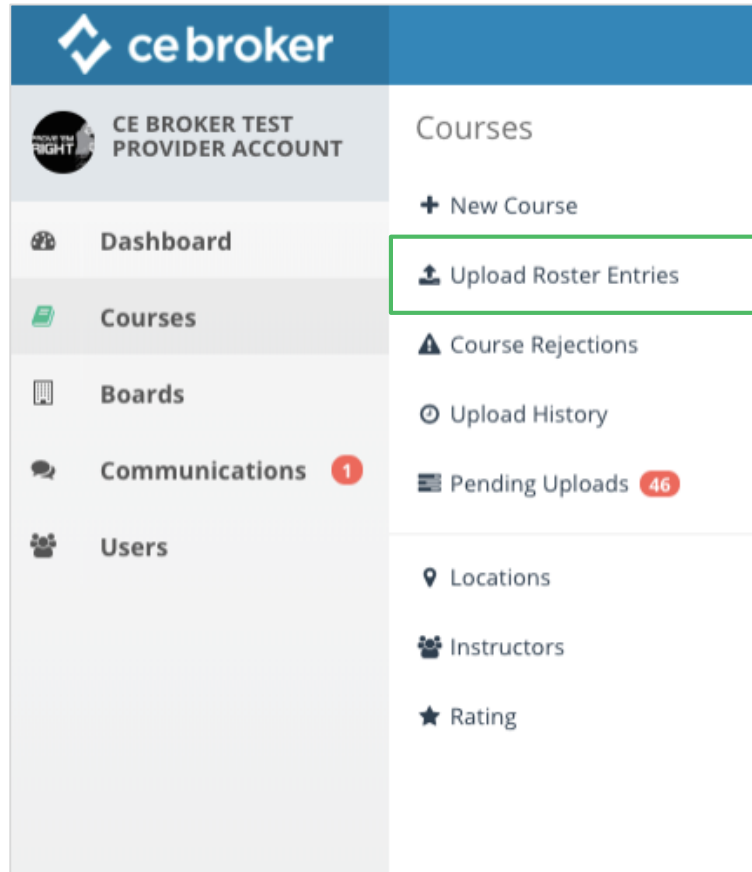
Visit:

<https://help.cebroker.com/for-providers/how-do-i-create-a-new-course>



# Upload Rosters

- The Provider Suite allows providers to upload rosters in a variety of ways



# Upload rosters | Setup options

The screenshot displays the 'Roster Upload File' page within the CE Broker Test Provider Account. The interface includes a top navigation bar with the 'ce broker' logo, a notification bell with '230', and the user name 'Julie'. A left sidebar contains navigation links for Dashboard, Courses, Boards, Communications (with a red notification icon), and Users. The main content area is titled 'Roster Upload File' and features three primary upload options, each with a 'More...' button highlighted by a green box and a green arrow pointing to it:

- Partial credit excel upload:** This file can be used when some participants receive partial credit or when all participants receive full credit.
- Full credit excel upload:** When all participants must complete the course in full to receive credit, this Easy Excel is a great upload option.
- Text file upload:** Text files (".txt" extension) is a format often used when exporting data from a registration system.

Below these options is a large dashed box containing the text 'Drag and Drop file or click here'. At the bottom of the page, there are two additional upload methods: 'FTP (system-to-system)' and 'Web Service (system-to-system)'.

## Pro tip

Click "More" for an explanation on how to set up each file option

## Questions about uploading rosters?

Visit:

<https://help.cebroker.com/for-providers/technical-details-for-reporting>



# Courses

- Review the performance and status of courses
- Manage course rosters
- Upload new courses for board approval

The screenshot displays the CE Broker Test Provider Account interface. The top navigation bar includes the CE Broker logo, a search bar, and a user profile for Julie. The left sidebar contains navigation options: Dashboard, Courses (selected), Boards, Communications (1 notification), and Users. The main content area is titled 'Courses' and lists several courses with their status, tracking numbers, completion counts, and expiration dates. Each course entry includes 'Manage Roster' and 'View Summary' buttons.

Course Name	Status	Tracking Number	Completions	Last completion date	Expire on	Actions
HIV/AIDS	Inactive	20-632135	0	None	None	Manage Roster, View Summary
CPR for the Professional Rescuer	Active	20-632145	0	None	None	Manage Roster, View Summary
Pediatric Emergencies	Active	20-632141	0	None	None	Manage Roster, View Summary
EMT Refresher Training	Active	20-632139	0	None	None	Manage Roster, View Summary
test	Pending	20-669884	0	None	None	View Summary
CE Broker Test Course	Active	20-602159	0	None	08/31/2018	Manage Roster, View Summary

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# Course details | Breakdown

Quick search

The screenshot displays the CE Broker Test Provider Account interface. The top navigation bar includes the CE Broker logo, the user name 'Julie', and a search bar. The search bar contains the text 'Search by course name, course tracking number or license number' and has a search icon and a 'Filters' button. A callout box labeled 'Quick search' points to the search bar. The main content area shows a list of courses with the following details:

Course Name	Status	Tracking Number	Completions	Last completion date	Expire on	Actions
HIV/AIDS	Inactive	20-632135	0 Completions	None	None	<a href="#">Manage Roster</a> <a href="#">View Summary</a>
CPR for the Professional Rescuer	Active	20-632145	0 Completions	None	None	<a href="#">Manage Roster</a> <a href="#">View Summary</a>
Pediatric Emergencies	Active	20-632141	0 Completions	None	None	<a href="#">Manage Roster</a> <a href="#">View Summary</a>
EMT Refresher Training	Active	20-632139	0 Completions	None	None	<a href="#">Manage Roster</a> <a href="#">View Summary</a>

The left sidebar contains the following navigation items: Dashboard, Courses (selected), Boards, Communications (1 notification), and Users. The 'Courses' section is expanded, showing options for New Course, Upload Roster Entries, Course Rejections, Upload History, Pending Uploads (46), Locations, Instructors, and Rating.

# Course details | Breakdown

The screenshot displays the CE Broker Test Provider Account interface. The top navigation bar includes the CE Broker logo, a search bar, and a user profile for Julie with a notification badge showing 234 alerts. The left sidebar contains navigation options: Dashboard, Courses (highlighted), Boards, Communications (with a 1 notification), and Users. The main content area shows a list of courses with the following details:

Course Name	Status	Tracking Number	Completions	Last completion date	Expire on	Actions
HIV/AIDS	Inactive	20-632135	0 Completions			Manage Roster, View Summary
CPR for the Professional	Active	20-632145	0 Completions			Manage Roster, View Summary
Pediatric Emergencies	Active	20-632141	0 Completions	None	None	Manage Roster, View Summary
EMT Refresher Training	Active	20-632139	0 Completions	None	None	Manage Roster, View Summary

A callout box with a green border points to the '0 Completions' text for the HIV/AIDS course, containing the text: **Completions**  
Number of reported completions



# Course details | Breakdown

The screenshot displays the CE Broker Test Provider Account interface. The top navigation bar includes the CE Broker logo, a notification bell with 234 alerts, and the user name Julie. The left sidebar contains navigation options: Dashboard, Courses (highlighted), Boards, Communications (1 notification), and Users. The main content area shows a list of courses under the heading 'Courses'. A search bar at the top of the list allows filtering by course name, tracking number, or license number. The course list includes:

Course Name	Status	Tracking Number	Completions	Last completion date	Expire on	Actions
HIV/AIDS	Inactive	20-632135	0	None	None	Manage Roster, View Summary
CPR for the Pro	Active		0	None	None	Manage Roster, View Summary
Pediatric Emerg	Active	20-632141	0	None	None	Manage Roster, View Summary
EMT Refresher Training	Active	20-632139	0	None	None	Manage Roster, View Summary

A callout box labeled 'Course status' points to the 'Active' status indicator for the 'CPR for the Pro' course.

# Course details | Breakdown

The screenshot displays the CE Broker Test Provider Account interface. The top navigation bar includes the CE Broker logo, a notification bell with 234 alerts, and the user name Julie. The left sidebar contains navigation options: Dashboard, Courses (selected), Boards, Communications (1 notification), and Users. The main content area shows a list of courses under the heading 'Courses'. A search bar at the top of the course list allows searching by course name, course tracking number, or license number. The course list includes:

- HIV/AIDS**: Inactive (20-632135), 0 Completions, Last completion date: None, Expire on: None. Buttons: Manage Roster, View Summary.
- CPR for the Professional**: Active (20-632145), 0 Completions, Last completion date: None, Expire on: None. Buttons: Manage Roster, View Summary.
- Pediatric Emergencies**: Active (20-632141), 0 Completions, Last completion date: None, Expire on: None. Buttons: Manage Roster, View Summary.
- EMT Refresher Training**: Active (20-632139), 0 Completions, Last completion date: None, Expire on: None. Buttons: Manage Roster, View Summary.

A callout box with a green border and a speech bubble tail points to the tracking number '20-632145' for the 'CPR for the Professional' course. The text inside the callout box reads: **20- Course tracking number**  
Identifying course number

# Course details | Breakdown

The screenshot displays the 'cebroker' CE Broker Test Provider Account interface. The top navigation bar includes the 'cebroker' logo, a notification bell with '234', and the user name 'Julie'. The left sidebar contains navigation options: Dashboard, Courses (selected), Boards, Communications (1 notification), and Users. The main content area shows a list of courses under the 'Courses' section. A callout box highlights the 'Manage roster' and 'View/edit course completions' options for each course.

Course Name	Status	Course ID	Completions	Last completion date	Expire on	Actions
HI...	Active	20-632145	0 Completions	None	None	Manage Roster, View Summary
Pediatric Emergencies	Active	20-632141	0 Completions	None	None	Manage Roster, View Summary
EMT Refresher Training	Active	20-632139	0 Completions	None	None	Manage Roster, View Summary

# Course details | Breakdown

The screenshot displays the CE Broker Test Provider Account interface. The top navigation bar includes the CE Broker logo, a search bar, and a user profile for Julie with a notification badge for 234. The left sidebar contains navigation options: Dashboard, Courses (selected), Boards, Communications (1 notification), and Users. The main content area shows a list of courses under the heading 'Courses'. A search bar at the top of the course list allows searching by course name, tracking number, or license number. The course list includes the following entries:

Course Name	Status	Tracking Number	Completions	Last completion date	Expire on	Actions
HIV/AIDS	Inactive	20-632135	0	None	None	Manage Roster, View Summary
CPR for the Profes	Active	20-632145	0	None	None	Manage Roster, View Summary
Pediatric Emergencies	Active	20-632141	0	None	None	Manage Roster, View Summary
EMT Refresher Training	Active	20-632139	0	None	None	Manage Roster, View Summary

A green callout box highlights the 'View summary' and 'View/edit course info' options for the HIV/AIDS course.

# Boards

- View the status of all your board approvals, renew applications, and pay renewal fees all in one place.

The screenshot displays the 'cebroker' web application interface for a 'CE BROKER TEST PROVIDER ACCOUNT'. The user is logged in as 'Julie'. The main navigation menu includes Dashboard, Courses, Boards, Communications (with a notification badge), and Users. The 'Boards' section is active, showing a search bar and filters for Status (All) and State (Florida). A search button is present. Below the filters is a link to 'View Board/Council History'. The main content area lists five boards with their respective details and actions:

Board Name	Status	Approval Period	Renewal Fee	Actions
Florida Board Of Psychology	In progress	None		Continue, Delete, Board-specific FAQs
Florida Board Of Acupuncture	Active (Board Approved)	03/01/2014 - 02/29/2020	\$100	Renew Application, Summary, Board-specific FAQs
Florida Board Of Chiropractic Medicine	Active (Board Approved)	04/01/2014 - 03/31/2020	\$250	Renew Application, Summary, Board-specific FAQs
Florida Board Of Massage Therapy	Active (Board Approved)	09/01/2015 - 08/31/2023	\$50	Renew Application, Summary, Board-specific FAQs
Florida Board Of Nursing - Certified Nursing Assistants	Active (Board Approved)		None	Summary

At the bottom, it indicates 'Showing 1 - 15 of 32 entries' and includes a pagination control and a 'Help' button. The footer contains contact information: Home | Call Toll Free: 1-877-434-6323 | Conditions of Use | Privacy Notice | Support Center | ©2000-2018 CE Broker.

# Board Details | Breakdown

The screenshot displays the CE Broker interface for a provider account. The left sidebar contains navigation options: Dashboard, Courses, Boards, Communications (with a notification badge), and Users. The main content area shows a list of boards with search filters for Status (All) and State (Florida). A search bar is present above the list. The boards listed are:

- Florida Board Of Psychology**: In progress. Application Requirements and Approval Period are visible.
- Florida Board Of Acupuncture**: Active, Board Approved. Application by CE Broker Help Desk on 11/09/2015. Approval Period is visible.
- Florida Board Of Chiropractic Medicine**: Active, Board Approved. Application by CE Broker Help Desk on 06/26/2015. Approval Period: 04/01/2014 - 03/31/2020. Renewal fee: \$250.
- Florida Board Of Massage Therapy**: Active, Board Approved. Application by JULIE STOSHAK on 10/15/2015. Approval Period: 09/01/2015 - 08/31/2023. Renewal fee: \$50.

A callout box with a green border and a pointer highlights the **Continue** button for the Florida Board of Psychology. The text inside the callout reads: "Continue Proceed with board applications already in progress". Other buttons visible for each board include Delete, Board-specific FAQs, Renew Application, and Summary.

# Board Details | Breakdown

The screenshot displays the CE Broker Test Provider Account interface. The top navigation bar includes the CE Broker logo, a notification bell with '230', and the user name 'Julie'. The left sidebar contains navigation options: Dashboard, Courses, Boards, Communications (with a red notification badge), and Users. The main content area shows a search bar for board names and a list of boards. The selected board is the Florida Board of Psychology, which is in an 'In progress' state. A callout box with a green border and a pointer highlights the 'Summary' button and the text: 'View provider approval type, effective date of approval, expiration date, fee amount, and payment details'. The board details include 'Application Requirements', 'Approval Period: None', and a list of actions: 'Continue', 'Delete', 'Board-specific FAQs', 'Renew Application', and 'Summary'. The board is associated with 'JULIE STOSHAK on 10/15/2015', has an 'Approval Period: 09/01/2015 - 08/31/2023', and a 'Renewal fee: \$50'.

**Summary**  
View provider approval type, effective date of approval, expiration date, fee amount, and payment details

## Questions about applying for a new board?

Visit:

<https://help.cebroker.com/for-providers/how-do-i-apply-to-a-new-board>





# Communications

- Manage application notifications between system users, instructors, and boards.

The screenshot shows the 'cebroker' web application interface. The top navigation bar includes the 'cebroker' logo and a user profile for 'Julie' with a notification badge showing '230'. The left sidebar contains a 'CE BROKER TEST PROVIDER ACCOUNT' header and navigation links for Dashboard, Courses, Boards, Communications (with a red notification badge), and Users. The main content area is titled 'Communications' and features a search bar and a list of messages. The messages are categorized by provider: Provider, Courses (with a red notification badge), Instructor, and Closed. The list includes the following entries:

Provider	Message	Date
Provider	Course: test for Florida Board of Opticianry (1) THIS IS ANOTHER TEST REQUEST.	12/18/2017
Courses	Application to Florida Board of Opticianry (1) TEST REQUEST. Test Request. mjc 12/18/17	12/18/2017
Instructor	Course: CE Broker Optometry Test Course for Florida Board of Optometry (2)	03/10/2016
Closed	Course: CE Broker Optometry test for Florida Board of Optometry (3) Can I withdraw	04/05/2016
	Application to District of Columbia Board of Nursing (1) I AM A LITTLE CONCERNED YOUR CONTINUING EDUCATION IS PRIMARIL	02/24/2016
	Instructor application to: CE Broker Test Course #5 (2) Response #1	10/19/2015
	Course: CE BROKER TEST CHIROPRACTIC COURSE for Florida Board of Chiropractic	07/14/2015

The footer contains the following text: Home | Call Toll Free: 1-877-434-6323 | Conditions of Use | Privacy Notice | Support Center | ©2000-2018 CE Broker. A 'Help' button is located in the bottom right corner.

# Communications Details | Breakdown

The screenshot displays the CE Broker Test Provider Account interface. The left sidebar contains navigation options: Dashboard, Courses, Boards, Communications (with a red notification badge), and Users. The main content area shows a list of communications with columns for Provider, Course, Instructor, and Closed. A callout box with a green border and a pointer to the 'Provider' column contains the text: **Provider** For board applications.

Provider	Course	Instructor	Closed
of Opticianry (1)	THIS IS ANOTHER TEST REQUEST. Test request.	12/18/17	12/18/2017
f Opticianry (1)	TEST REQUEST. Test Request. mjc	12/18/17	12/18/2017
Test Course for Florida Board of Optometry (2)	test attachment		03/10/2016
test for Florida Board of Optometry (3)	Can I withdraw this test - Keri M.		04/05/2016
Application to District of Columbia Board of Nursing (1)	I AM A LITTLE CONCERNED ABOUT THIS OPTION: IN-HOUSE CHECK IF YOUR CONTINUING EDUCATION IS PRIMARIL		02/24/2016
Instructor application to: CE Broker Test Course #5 (2)	Response #1		10/19/2015
Course: CE BROKER TEST CHIROPRACTIC COURSE for Florida Board of Chiropractic Medicine (4)	First Response		07/14/2015

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# Communications Details | Breakdown

The screenshot shows the CE Broker Test Provider Account interface. The left sidebar contains navigation options: Dashboard, Courses, Boards, Communications (with a red notification badge), and Users. The main content area is titled 'Communications' and features a search bar and a filter menu. The filter menu includes 'Provider', 'Courses', 'Instructor', and 'Closed'. A green callout box with a pointer to the 'Courses' filter contains the text 'Courses For course applications'. The main list displays several communication entries with their subjects and dates.

Subject	Date
of Opticianry (1) THIS IS ANOTHER TEST REQUEST. Test request.	12/18/2017
f Opticianry (1) TEST REQUEST. Test Request. mjc	12/18/2017
Test Course for Florida Board of Optometry (2) test attachment	03/10/2016
test for Florida Board of Optometry (3) Can I withdraw this test - Keri M.	04/05/2016
mbia Board of Nursing (1) I AM A LITTLE CONCERNED ABOUT THIS OPTION: IN-HOUSE CHECK IF YOUR CONTINUING EDUCATION IS PRIMARIL	02/24/2016
Instructor application to: CE Broker Test Course #5 (2) Response #1	10/19/2015
Course: CE BROKER TEST CHIROPRACTIC COURSE for Florida Board of Chiropractic Medicine (4) First Response	07/14/2015

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# Communications Details | Breakdown

The screenshot displays the CE Broker Test Provider Account interface. The top navigation bar includes the CE Broker logo, a notification bell with '230', and the user name 'Julie'. The left sidebar contains navigation options: Dashboard, Courses, Boards, Communications (with a red notification badge), and Users. The main content area is titled 'Communications' and features a search bar and a filter menu. The filter menu is open, showing options for Provider, Courses, Instructor, and Closed. A callout box with a green border points to the 'Instructor' filter, containing the text: 'Instructor For newly added instructors'. Below the filter menu, a list of communications is visible, including entries for 'Course: test for Florida Board of Opticianry (1)', 'Florida Board of Optometry (2)', 'Board of Optometry (3)', 'Nursing (1)', 'Instructor application to: CE Broker Test Course #5 (2)', and 'Course: CE BROKER TEST CHIROPRACTIC COURSE for Florida Board of Chiropractic Medicine (4)'. The bottom of the page features a footer with contact information and a 'Help' button.

Provider	Course	Instructor	Closed	Date
	Course: test for Florida Board of Opticianry (1)			12/18/2017
	TEST REQUEST. Test Request. mjc			12/18/2017
	Florida Board of Optometry (2)			03/10/2016
	Board of Optometry (3)			04/05/2016
	Nursing (1)			02/24/2016
	Instructor application to: CE Broker Test Course #5 (2)			10/19/2015
	Course: CE BROKER TEST CHIROPRACTIC COURSE for Florida Board of Chiropractic Medicine (4)			07/14/2015

# Communications Details | Breakdown

The screenshot displays the CE Broker Test Provider Account interface. The top navigation bar includes the CE Broker logo, a notification bell with '230', and the user name 'Julie'. The left sidebar contains navigation options: Dashboard, Courses, Boards, Communications (with a red notification badge), and Users. The main content area is titled 'Communications' and features a search bar and a list of communication entries. A callout box with a green border and a red '1' in the top-left corner points to the 'Closed' filter in the sidebar. The callout text reads: 'Closed All resolved communications'. The communication list includes entries such as 'Course: test for Florida Board of Opticianry (1) THIS IS ANOTHER TEST REQUEST. Test request. 12/18/17' and 'Course: CE BROKER TEST CHIROPRACTIC COURSE for Florida Board of Chiropractic Medicine (4) First Response'. A 'Help' button is located in the bottom right corner.

Provider	Course	Instructor	Communication	Date
	Course: test for Florida Board of Opticianry (1)		THIS IS ANOTHER TEST REQUEST. Test request.	12/18/17
			EST REQUEST. Test Request. mjc	12/18/17
	Florida Board of Optometry (2)		test attachment	03/10/2016
	board of Optometry (3)		Can I withdraw this test - Keri M.	04/05/2016
	rsing (1)		I AM A LITTLE CONCERNED ABOUT THIS OPTION: IN-HOUSE CHECK IF	02/24/2016
	e #5 (2)		Response #1	10/19/2015
	Course: CE BROKER TEST CHIROPRACTIC COURSE for Florida Board of Chiropractic Medicine (4)		First Response	07/14/2015

# Users

- Manage all users and their access levels

**cebroker** 230 Julie

**CE BROKER TEST PROVIDER ACCOUNT**

**User Management**  
29 Active, 0 Inactive

[+ Create](#)  [Go!](#)

Name	Username	Email	Access
Casey White	DOCEXAMPLE	null@null.com	Normal <a href="#">✕ Inactivate</a>
Casey White	CWHITE9875	null@null.com	Normal <a href="#">✕ Inactivate</a>
Casey White-Walker	CASWALK123	cwalker@cebroker.com	Normal <a href="#">✕ Inactivate</a>
Casey Walker-White	CASEY1234	cwalker@cebroker.com	Normal <a href="#">✕ Inactivate</a>
Casey Walker	CASEJWALKER%	casey@cebroker.com	Normal <a href="#">✕ Inactivate</a>
Casey White	CASEJWHITE!	casey@cebroker.com	Normal <a href="#">✕ Inactivate</a>

# Users Details | Breakdown

**cebroker**

CE BROKER TEST PROVIDER ACCOUNT

230 Julie

## User Management

29 Active, 0 Inactive

+ Create

Search Go!

Name	ID	Email	Access
Casey White		null@null.com	Normal <input type="button" value="✕ Inactivate"/>
Casey White	CWHITE9875	null@null.com	Normal <input type="button" value="✕ Inactivate"/>
Casey White-Walker	CASWALK123	cwalker@cebroker.com	Normal <input type="button" value="✕ Inactivate"/>
Casey Walker-White	CASEY1234	cwalker@cebroker.com	Normal <input type="button" value="✕ Inactivate"/>
Casey Walker	CASEYWALKER%	casey@cebroker.com	Normal <input type="button" value="✕ Inactivate"/>
Casey White	CASEYJWHITE!	casey@cebroker.com	Normal <input type="button" value="✕ Inactivate"/>

# Users Details | Breakdown

**cebroker** 230 Julie

**CE BROKER TEST PROVIDER ACCOUNT**

**User Management**  
29 Active, 0 Inactive

[Refresh](#) [+ Create](#)

Name	Username	Email	Access
Casey White	DOCEXAMPLE	<a href="mailto:null@null.com">null@null.com</a>	Normal <input type="button" value="x Inactivate"/>
Casey White	CWHITE9875	<a href="mailto:null@null.com">null@null.com</a>	Normal <input type="button" value="x Inactivate"/>
Casey White-Walker	CASWALK123	<a href="mailto:cwalker@cebroker.com">cwalker@cebroker.com</a>	Normal <input type="button" value="x Inactivate"/>
Casey Walker-White	CASEY1234	<a href="mailto:cwalker@cebroker.com">cwalker@cebroker.com</a>	Normal <input type="button" value="x Inactivate"/>
Casey Walker	CASEJWALKER%	<a href="mailto:casey@cebroker.com">casey@cebroker.com</a>	Normal <input type="button" value="x Inactivate"/>
Casey White	CASEJWHITE!	<a href="mailto:casey@cebroker.com">casey@cebroker.com</a>	Normal <input type="button" value="x Inactivate"/>

**Access dropdown**  
Edit a user's access



# Users Details | Breakdown

**cebroker** 230 Julie

**CE BROKER TEST PROVIDER ACCOUNT**

**User Management**  
29 Active, 0 Inactive

[+ Create](#)

Name	Username	Email	Access
Casey White	DOCEXAMPLE	<a href="mailto:null@null.com">null@null.com</a>	Normal <input type="button" value="✕ Inactivate"/>
Casey White	CWHITE9875	<a href="mailto:null@null.com">null@null.com</a>	Normal <input type="button" value="✕ Inactivate"/>
Casey White-Walker	CASWALK123	<a href="mailto:cwalker@cebroker.com">cwalker@cebroker.com</a>	Normal <input type="button" value="✕ Inactivate"/>
Casey Walker-White	CASEY1234	<a href="mailto:cwalker@cebroker.com">cwalker@cebroker.com</a>	Normal <input type="button" value="✕ Inactivate"/>
Casey Walker	CASEJWALKER%	<a href="mailto:casey@cebroker.com">casey@cebroker.com</a>	Normal <input type="button" value="✕ Inactivate"/>
Casey White	CASEJWHITE!	<a href="mailto:casey@cebroker.com">casey@cebroker.com</a>	Normal <input type="button" value="✕ Inactivate"/>

**Status**  
Edit a user's status

## Questions about adding users or changing a user's status?

Visit:

<https://help.cebroker.com/for-providers/how-do-i-add-a-new-user-or-change-the-settings-of-an-existing-user>



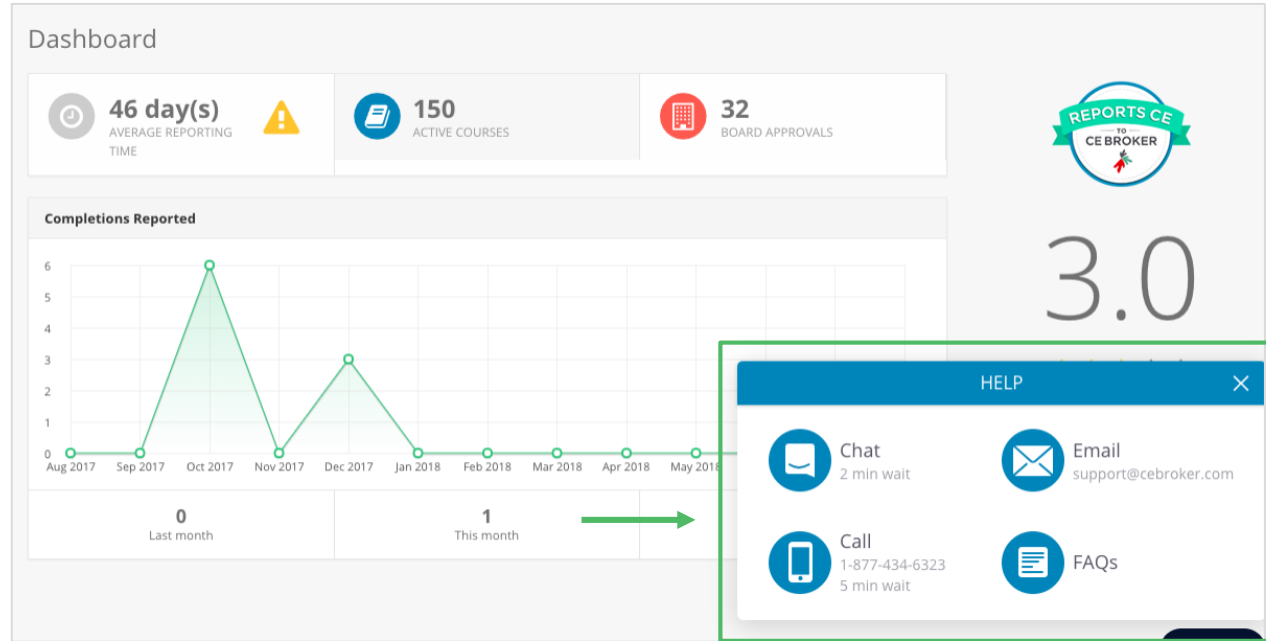
# Need Help?

- Call, email, or chat with us online!

Our CE Experts are available Mon - Fri, 8am - 8pm EST.

For quick answers to the most common questions click FAQs or visit:

<https://help.cebroke.com/for-providers>



The top-left corner of the slide features several overlapping, light-colored geometric shapes. These shapes are composed of straight lines and smooth curves, creating a layered, architectural effect. The colors are very light, almost white, and they stand out against the dark teal background.

Questions?



# Thank you

Marcia Mann

[marcia@cebroke.com](mailto:marcia@cebroke.com)