

South Carolina Department of Labor, Licensing and Regulation

Auctioneers' Commission



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> Emily H. Farr Director

Submitting CEUs to CE Broker

All licensees are required to complete 8 hours of Commission approved CEs every two years. The Commission is utilizing CE Broker as the official CE tracking system.

All licensees <u>need to activate</u> their FREE CE Broker account and upload CE prior to renewing. <u>Click here for instructions</u>.

Submitting CEUs to CE Broker - <u>click here for How to Self Report video</u>.

- 1. Visit <u>www.cebroker.com</u>, and enter your credentials (username and password) to log in. This log in is what you created when activating your account and is different from your Board renewal login.
- 2. Click **Report CE** at the top of the page.

Cebroker Home Find courses My learnin	ng Upgrade account 🔁 🜱 🎄
Occupational Therapist	eport CE
OVERVIEW TRANSCRIPT	
COMPLIANCE STATUS	License details
COMPLIANCE STATUS Not completed	License details State Florida
COMPLIANCE STATUS Not completed We'll show you exactly what you still need in your custom compliance transcript.	License details State Florida License # OT99999999

3. Determine which type of CE you want to report from the list of reporting options (courses, live events, webinars, etc.). If unsure, refer to the course certificate or click on "Learn More" and "How to Report" to review more information about each category if you are unsure which option is most applicable.

	Report Continuing Education
	Select license/certificate #: 0709999999 ~
	Report CE/CME CE/CME Reported by Board
Click for more	CE Course (other than Medical Errors and Laws & Rules) from a national or rule/approved organization Learn More Y Here to Report Y
information about a reporting	CE Course from a Board of Occupational Therapy approved provider (could include Medical Errors, Laws & Rules, and HIV/AIDS) Law More × How to Report ×
option	Medical Errors or Laws and Rules CE from a RULE Approved Provider

- 4. Click **Begin** next to the appropriate reporting option. <u>Unless otherwise indicated, credits</u> <u>must be reported one certificate at a time.</u> (Renewal packages presented in the CE Broker Course Search are considered a single course and issue a single certificate upon completion.)
- 5. <u>Answer the questions as prompted.</u> Be sure to enter course details including but not limited to: the date completed, course name or title, number of hours awarded, name of educational provider, etc.

All of this information should be listed on your certificate of completion. Double-check all entered details to ensure accuracy prior to clicking **Continue**.

Question 3 of 3	
Continuing Medical Education [Medical Practitioner, Specialty Medical Practitioner]	
What is the name of the course you completed?	
ABC Course	
3789 characters left	¥

- 6. Once you reach the Attachments page, you're almost done! <u>Attach your certificate of completion</u>, or select 'Maintain Your Own Documentation' if available, then click **Continue**.
- 7. Now you're ready to submit your CE. On the final page, you will attest that the information you entered is true. Simply click **Submit CE** to complete the reporting process.

rourereauy	o submit!
Seneral continuing education (live or self-study) approved by the Accreditation Council for Pharmacy Education (ACPE)	
I hereby certify that t	he answers on this application are
true and correct.	
Pursuant to Section 456.072(representations shall constit specified in Section 456.072(1), F.S., making misleading or fraudulent tie grounds for which disciplinary actions 2)(3), F.S., may be taken:
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Your self-reported credit is recorded to your CE Broker course history immediately, which gives your Board instant access to it.

For additional reporting assistance, visit the <u>CE Broker Help page</u>.