

Self-Reporting CME Courses to your Account


How to self-report your CE/CME:

1. Log in to your CE Broker account, you can access through the Member Compass at NHMS.org
2. Click **Report CE** at the top of the page.

The screenshot displays the CE Broker user interface. At the top, the navigation bar includes the 'ce broker' logo, 'Home', 'Find CE/CME', 'My learning', and a 'NEW' badge. A '7 day trial' badge is also visible. The user's profile is identified as 'Occupational Therapist' with a 'Florida HEALTH' logo. A green arrow points to a 'Report CE' button. Below the profile is a banner for a 'Mandated CE Topic - Complete it right within your CE Broker account' titled 'HIV/AIDS 1 HOUR UPDATE FOR FLORIDA HEALTH PROFESSIONALS'. The banner includes a 'View course' button and a description: 'This is a 1 hour activity designed for home study by healthcare clinicians. Specifically, it meets the 1 hour HIV/AIDS continuing education for Florida health professionals that is required...'. Below the banner are two sections: 'COMPLIANCE STATUS' showing 'Not completed' with a warning icon and a message: 'We'll show you exactly what you still need in your custom compliance transcript.' and 'License details' showing 'State: Florida'.

3. Make sure the **Report CE/CME** tab is selected.
4. Determine which type of CE you want to report from the list of reporting options. If you're unsure about which reporting option is right for you, click "Learn More" and "How to Report" to find out more about each category.

Report Continuing Education



Report CE/CME CE/CME Reported by Board

CE Course (other than Medical Errors and Laws & Rules) from a national or rule/approved organization [BEGIN](#)

[Learn More](#) [How to Report](#)

Click for more information about a reporting option

CE Course from a Board of Occupational Therapy approved provider (could include Medical Errors, Laws & Rules, and HIV/AIDS) [BEGIN](#)

[Learn More](#) [How to Report](#)

5. Click **Begin** next to the appropriate reporting option.

6. Answer the questions as prompted. The questions will vary depending on your regulating board and can include: date completed, course type, number of hours, name of educational provider, name of course, etc. All of this information should be listed on your course completion certificate. As you answer the questions, be sure to click **Continue** to advance the submission form.

Question 2 of 3

CE Course (other than Medical Errors and Laws & Rules) from a national or rule/approved organization - [OT, OTA]

What is the name of the continuing education provider?

[BACK](#) [CONTINUE](#)

7. Once you reach the **Attachments** page, you're almost done. [Attach your certificate of completion](#), then click **Continue**.

8. 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.

 Report CE Credit

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You're ready to submit!

CE Course (other than Medical Errors and Laws & Rules) from a national or rule/approved organization - [OT, OTA]

I hereby certify that the answers on this application are true and correct.

Pursuant to Section 456.072(1), F.S., making misleading or fraudulent representations shall constitute grounds for which disciplinary actions specified in Section 456.072(2)(3), F.S., may be taken.

[BACK](#) [SUBMIT CE](#)

Your self-reported CE posts to your CE Broker course history immediately, which gives NHMS instant access to it. ##