# **Easy CE management**with CE Broker

CE Broker is the official CE tracking system for the Michigan Board of Nursing. You will never have to pay for a CE Broker Basic Account. However, licensees do have the option to subscribe to an upgraded account, which offers additional CE tracking tools.

## **Personalized CE Transcript**

Always know where you stand with a detailed view of your requirements, what you're missing, and what you need to do to reach CE compliance on time.

## **Helpful support center**

A team of experts trained on the rules and regulations of the Michigan Board of Nursing is available to answer your questions M-F, 8AM- 8PM ET by phone at 877-434-6323, email <a href="mailto:support@cebroker.com">support@cebroker.com</a> and live chat.

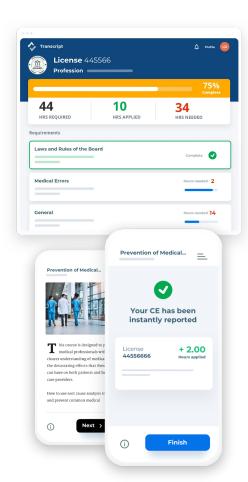
#### **Comprehensive course search**

Quickly find accredited and board accepted courses with just a few clicks. To find courses, visit **courses.cebroker.com/search/mi** and select your profession.

#### Many more benefits

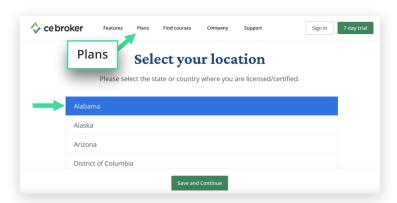
- · Secure digital records
- Complete course history
- Track multiple licenses
- Automatic reporting
- Free mobile app for iPhone and Android





# How to create an account

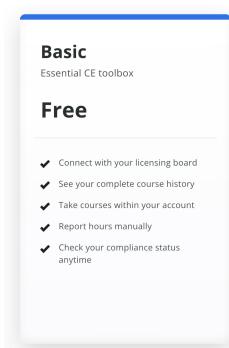
- 1 | Go to **CEBroker.com** and click on **Plans** on the top navigation bar.
- **2** | Select the state in which you are licensed from the drop-down menu. Click save and continue.
- **3** | Select the account that's right for you from the available options.

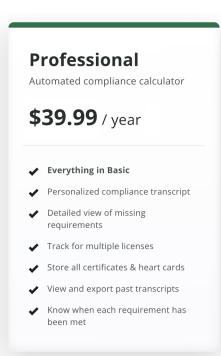


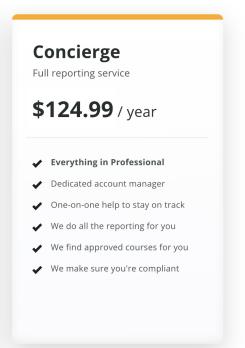
The **Basic Account** is everything you need to track and manage your continuing education. You can review your course history, take courses within your account, report missing hours, and check your compliance status anytime.

The **Professional Account** includes everything in Basic plus a personalized compliance transcript that gives you a more detailed view of your requirements. With this account, you can see a detailed view of missing requirements, track multiple licenses, view, and export past transcripts, and understand when each requirement has been met.

The **Concierge Account** includes everything in Basic and Professional, plus upgraded help from a dedicated account manager. This one-on-one support can help you stay on track, report completions for you, find approved courses, and ensure you're compliant on time.







- 4 To continue creating a free Basic Account, first enter your license number. If you don't know your license number, click Forgot Your License Number.
- **5** | Enter your email address and create a unique username and password.
- **6** Once you create an account, you'll be redirected to your home dashboard for the license you registered with.

