

REPORTING TO CE BROKER

If you are a technician licensed in a state which requires you to go through CE Broker, such as Florida, create an account through their website at https://www.cebroke.com/public/pb_index.aspx .

Any CE provider which is registered through CE Broker will submit your CE participation for you. If you attend a CE program through a provider who is NOT registered with CE Broker (i.e. at this time, ICHP is not registered through CE Broker) you will have to upload the program information to your account yourself.

For instructions on how to upload CE programs you completed, you may view the instructional video titled "How Do I Report Courses?" through this link:

<https://support.cebroke.com/customer/portal/topics/141640-how-to-videos/articles>

Once you log in with your account, it will take you to the CE Broker Dashboard where you have the option to:

- Begin reporting
- View course history
- Search for approved courses
- Search for approved providers

For purposes of uploading credits from Pharmacy Tech Topics:

- Go to "Begin Reporting"
- Select "Continuing education course approved by the Accreditation Council for Pharmacy Education (ACPE)
- Enter the date the course was completed
- Select "Course Type" as either "Anytime" and then select from the drop down menu either "home study"
- Enter the hours successfully completed
- Enter the title of the course
- Continue
- Enter the name of the provider – in this case Illinois Council of Health-System Pharmacists
- Continue
- Enter the ACPE course approval number or Universal Program Number (UPN) – example: 0121-0000-14-001-H03-T
- Continue
- Answer if this is the first time you have claimed this credit.
- Continue
- Select either "attach your document" or "maintain your own documentation". If you have a Professional Account through CE Broker, you can select "fax your document"