

Sponsor Instructions

Please follow these instructions when submitting educational events to the Board for approval.

CREATE A CE BROKER ACCOUNT

1. **RETURNING SPONSORS** - If you have submitted a sponsor application to the Board in 2013-2015 we have pre-loaded your profile information for you! Contact CE Broker M-F 8am - 8pm EST at 1-877-434-6323 or support@cebroker.com and ask them to give you your pre-set username and password to access the system.
2. **NEW SPONSORS** - Set up an **EDUCATIONAL PROVIDER PROFILE** in CE Broker. Once this step is completed you will have a username and password to access the system moving forward.

SUBMIT COURSES FOR BOARD APPROVAL

1. Log in to CE Broker at <https://launchpad.cebroker.com/>.
2. Navigate to the "Courses" page and select the "New Course" link.
3. Enter the Course Name as it will appear on the certificate of completion.
4. Enter a Course Description. This course description will display when a professional searches for available courses and when the Board conducts your application review.
5. Choose the Course Type (Delivery Method).
6. Determine if the educational event will be advertised. Advertising will allow the educational event to show up in the searchable section of CE Broker for professionals to find and attend. If advertising, you can list the website where professionals can learn more about the event.
7. Enter the date the course will be offered. You can also add the price of the event and the location as optional features. Once entered press the "Add Offering" button. If the course is offered on more than one date, repeat this step as needed until all dates are entered.
8. Enter the number of hours authorized for the educational event. Hours are listed by profession type and subject area.
 - a. For each profession type, enter the number of hours authorized in the appropriate subject area(s) for that profession type. If no hours are entered for a profession type, no credit will be granted.
 - b. For subject areas, split out the total number of hours among the subject areas for each profession type. For example, a six hour class might cover three hours in subject area C1 and three hours in subject area C2. You cannot list six hours in both subject areas.
9. Identify if the educational event will be open to the public, open on a limited basis or closed to the public.
10. Complete the attestation statements.
11. Enter the calendar year for which you are seeking approval.
12. Attach your supporting documentation to include:
 - a. Presenter Name(s) and Credentials(s).
 - b. Agendas including timelines and break periods
 - c. Course goals and objectives
13. Review the payment amount identified. If correct, proceed with payment. If incorrect, contact the support center for clarification.

Upon completion of this process, the CE Broker system will grant a course tracking number for the educational event and will route the application to the Board for review and approval. Upon approval of the educational event, the Board will email approval information.

ADDING/EDITING COURSE DATES

Once an educational event has been approved, Sponsors can add or edit the date(s) of the event through the course link. Sponsors shall add educational event dates no more than 30 days after the completion of the educational event. Adding the date(s) in CE Broker allows professionals who complete the course to search for the date they attended and upload their certificate into their transcript. If a Sponsor adds an event date prior to the event they have the opportunity to advertise that event in the CE Broker searchable system for professionals to find and attend. Sponsors can offer the course on unlimited dates within the calendar year for which they received approval.

1. Log in to CE Broker at <https://launchpad.cebroker.com/>.
2. Navigate to the "Courses" page.
3. Select the Name of the course for which you wish to add/edit a date and press the "View Summary" button.
4. Beside the "Offerings" heading select the "Edit" link.
5. Enter the new Date(s) of the Course or if editing an existing date select the "Edit" link beside an existing date.
6. Add a course fee and location if desired and press the "Add Offering" button.
7. The system will create a course publishing number for each event date.
8. Repeat this process if the educational event is being offered multiple times.

ATTENDANCE VERIFICATION

Sponsors are required to provide verification of attendance for each participant who completes an educational event. The attendance verification may include a certificate of attendance and/or submission of a course completion in CE Broker.

Certificates of attendance must include the name of the participant, the title of the educational event, the date of the event, the number of hours awarded, the Sponsor's name as registered in CE Broker and the course approval number. Certificates must be signed by an individual administering the educational event.

The Sponsor is also responsible to provide each attendee with the approved content areas for each educational event. This information may be included on the certificate or on alternate documentation prepared by the Sponsor. Sponsors may not charge additional fees for individuals to receive educational credit or initial certificates.

ENTERING COURSE COMPLETIONS

Once an educational event has taken place, Sponsors have the option to record participant attendance in CE Broker by submitting course completions. Submitting course completions in CE Broker allows verification of completion of hours to populate directly to the professionals CE Broker transcript.

1. Log in to CE Broker at <https://launchpad.cebroker.com/>.
2. Navigate to the “Courses” page.
3. Select the Name of the course for which you wish to enter course completions and press the “Manage Roster” button.
4. Press the “Add” button.
5. Enter the license number and completion date for each attendee
 - a. The license number will start with the four letter profession code, then a period, then the license number and in some cases a dash and the profession sub-category.

	<u>Prof</u>	<u>Code</u>	<u>Number</u>	<u>Level</u>
CDCA- PRE	N/A; This is a non-renewable level			
CDCA	CDCA.	123456		
LCDC II	LCDC.	123456	-2	
LCDC III	LCDC.	123456	-3	
LICDC	ICDC.	123456		
LICDC- CS	ICDC.	123456	-CS	
RA	N/A; This is a non-renewable level			
OCPSA	CPSA.	1234		
OCPS I	OCPS.	1234	-1	
OCPS II	OCPS.	1234	-2	

- b. Enter the date the educational event was completed.
 - c. Indicate partial credit if the professional did not attend the entire event.
 - d. Press the “Post” button.
6. If uploading multiple attendees, review the excel file course completion upload options.

RENEWING A COURSE

You can apply to renew an educational event that you will be offering again the next calendar year.

1. Log in to CE Broker at <https://launchpad.cebroker.com/>.
2. Navigate to the "Courses" page.
3. Search for the educational event you wish to renew and open the "View Summary" link to the course title.
4. Click the "Resubmit Course" button to renew the course.