



**** Important Details Regarding Registering Your Courses and Claiming your Existing CE Broker Education Provider Account****

The New Hampshire OPLC Mechanical Safety and Licensing Board has partnered with CE Broker as the official Continuing Education tracking system for licensed Mechanical Safety professionals and for approved educational providers.

Because you are an existing provider with approved courses for 2024 and 2025 CE Cycles, CE Broker imported your provider and course information for you.

In the next few days, you will receive a welcome email from CE Broker, with a link providing you access to your Provider Suite. PLEASE DO NOT create a NEW Provider account - this will create a duplicate account, and you will not have access to your existing courses.

Other important information for Continuing Education/Code Update course approval:

- The Seminar for Providers registration process will *NOT* change.
- After you take the Seminar for Providers.
 - Course Providers will now apply for course approval through CE Broker.
 - This will occur annually or after each Seminar for Providers course has been completed.
 - When applying you will upload your certificate to CE Broker.
 - Then your application will be processed for approval.
 - Each course will be for a specific year, but the course will expire after 2 years.
 - This will allow for courses to be searchable and viewable by licensees in CE Broker.
- **How will the certificates of my participants be uploaded to their CE Broker Account?**
 - Providers will have the option to upload a roster of those who took the course, or the licensee can report directly to their CE Broker accounts.
- **Can an MBE who has multiple providers use one CE Broker Account to manage them?**
 - No, each provider will have to apply for their respective courses.
- **How will licensees find these code update courses?**
 - Licensees will be able to search CE Broker to find all Code Update Courses, information on location and registration, and more.

If you do not receive an email from CE Broker within the next 2 weeks, please reach out to their support team at [help.cebroker.com](https://cebroker.com). Or follow the steps below:

1. Visit <https://cebroker.com/providers>
2. Select Sign In
3. At the Sign In screen choose "I forgot my Username or Password"

4. Enter the email address registered with the NH OPLC: Mechanical Safety and Licensing

If a reset password from CE Broker is not received, please engage with their helpdesk at <https://help.cebroke.com/hc/en-us/articles/15687740479508-Contact-Us>

Further information on how to utilize Provider Suite may be found at: <https://help.cebroke.com/hc/en-us/categories/15226492874900-Education-Providers>

Thank you,

Office of Professional Licensure and Certification



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