

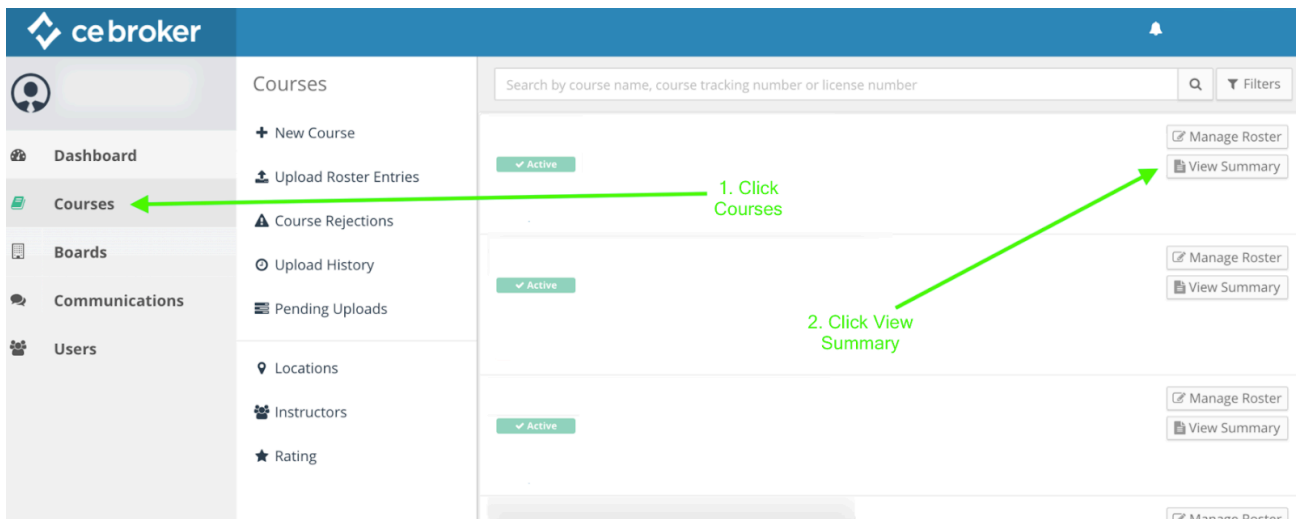
Education Provider Suite

Managing Courses

Educational Providers can edit course information such as the summary, offering dates, and approving boards directly from their CE Broker account.

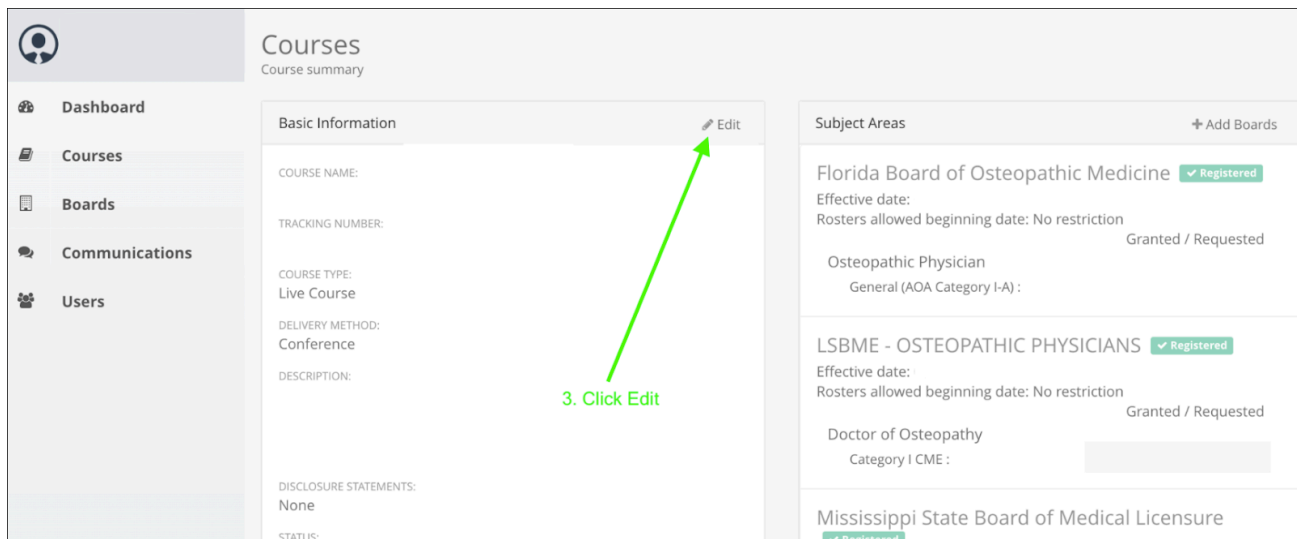
Editing a Course Summary

1. Log into your CE Broker Provider account and click on the Courses tab on the far left side.
2. Locate the course you want to edit and click the View Summary tab.



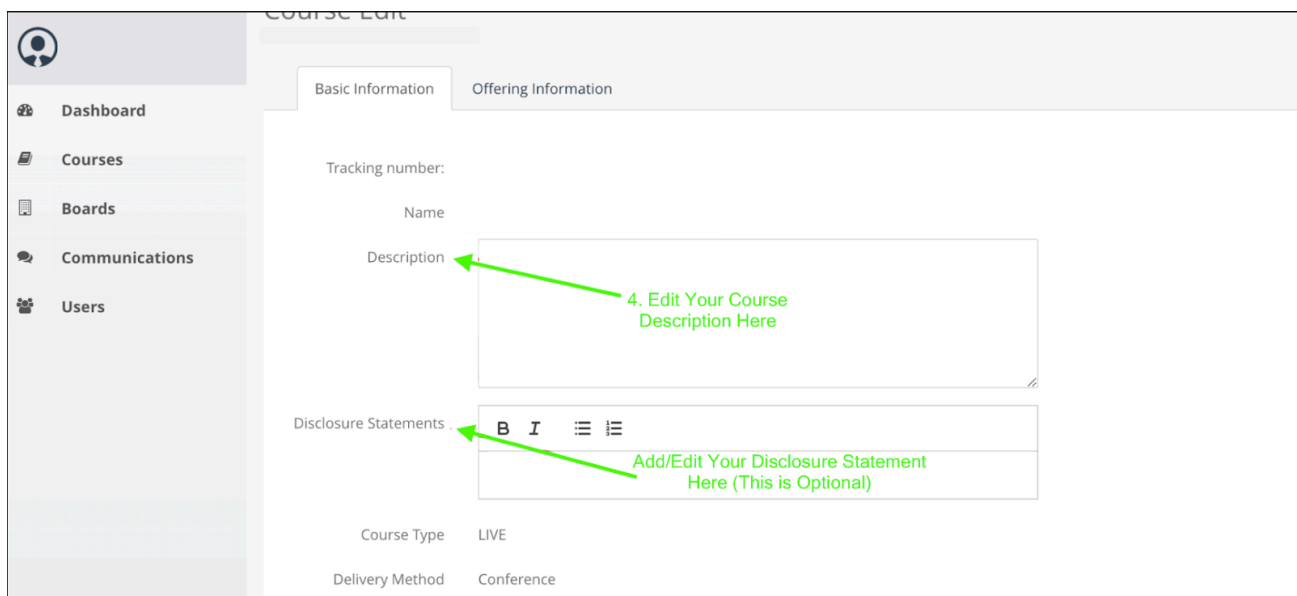
The screenshot displays the CE Broker Education Provider Suite interface. On the left, a sidebar contains navigation options: Dashboard, Courses (highlighted with a green arrow and labeled '1. Click Courses'), Boards, Communications, and Users. The main content area shows a list of courses under the 'Courses' tab. Each course entry includes an 'Active' status indicator and two action buttons: 'Manage Roster' and 'View Summary'. A green arrow points to the 'View Summary' button for the first course, labeled '2. Click View Summary'. At the top of the main content area, there is a search bar and a 'Filters' dropdown menu.

3. Click the Edit button in the top corner of the Basic Information box.



The screenshot shows the 'Courses' page with a sidebar on the left containing 'Dashboard', 'Courses', 'Boards', 'Communications', and 'Users'. The main content area is titled 'Courses' and 'Course summary'. It features a 'Basic Information' box with fields for 'COURSE NAME:', 'TRACKING NUMBER:', 'COURSE TYPE: Live Course', 'DELIVERY METHOD: Conference', 'DISCLOSURE STATEMENTS: None', and 'STATUS:'. An 'Edit' button with a pencil icon is in the top right corner of this box, highlighted by a green arrow labeled '3. Click Edit'. To the right is a 'Subject Areas' section with three boards: 'Florida Board of Osteopathic Medicine' (Registered), 'LSBME - OSTEOPATHIC PHYSICIANS' (Registered), and 'Mississippi State Board of Medical Licensure' (Registered).

4. You can edit the Course Summary in the Basic Information box. The Disclosure Statement can be changed from this same section.



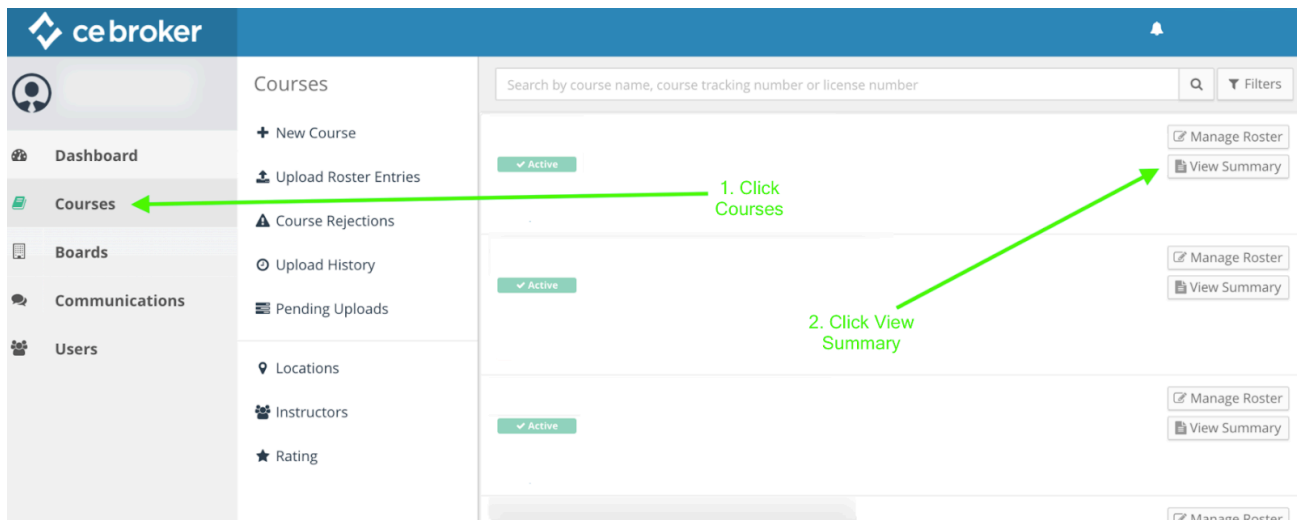
The screenshot shows the 'COURSE EDIT' page with two tabs: 'Basic Information' and 'Offering Information'. The 'Basic Information' tab is active, showing fields for 'Tracking number:', 'Name', 'Description', and 'Disclosure Statements'. The 'Description' field is a large text area with a green arrow pointing to it and the text '4. Edit Your Course Description Here'. The 'Disclosure Statements' field is a smaller text area with a green arrow pointing to it and the text 'Add/Edit Your Disclosure Statement Here (This is Optional)'. Below these fields are 'Course Type: LIVE' and 'Delivery Method: Conference'.

5. When you're finished, scroll down and click the Save button.

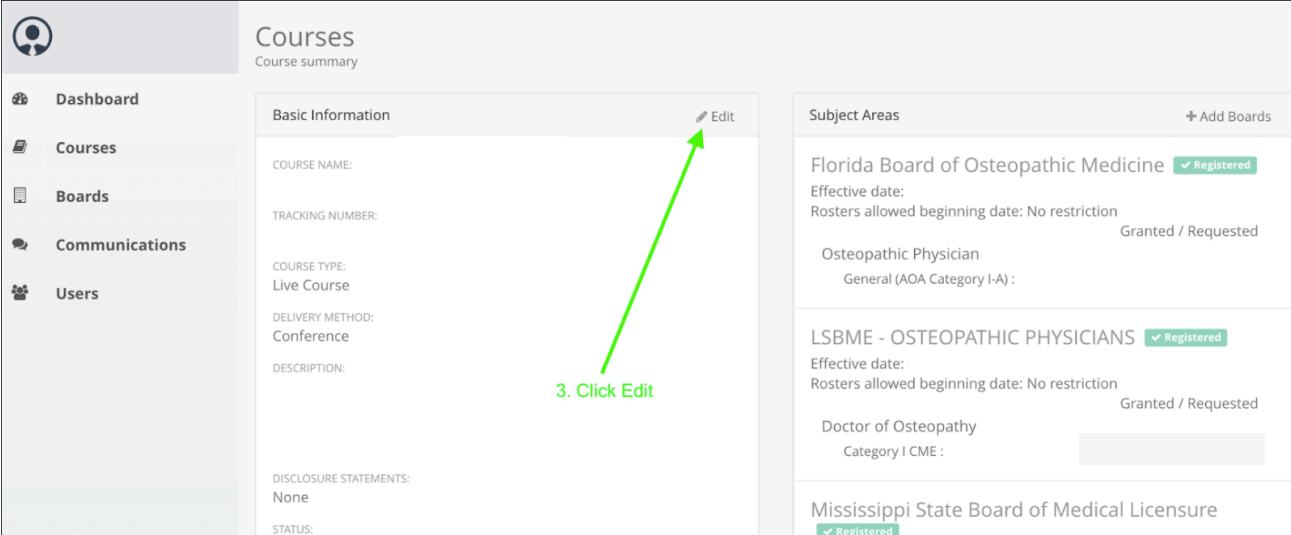
Note: You are unable to edit the name of the course on this page. If you need to change the name of your course, you can email us at support@cebroker.com. In your email include your '50-' CE Broker Provider Tracking Number, your '20-' Course Tracking Number, current course title, and specify the exact title change that needs to be made.

Posting course offerings to CE Brokers Course Search

1. Log into your CE Broker Provider account and click on the Courses tab on the far left side.
2. Locate the course you want to edit and click the View Summary tab.



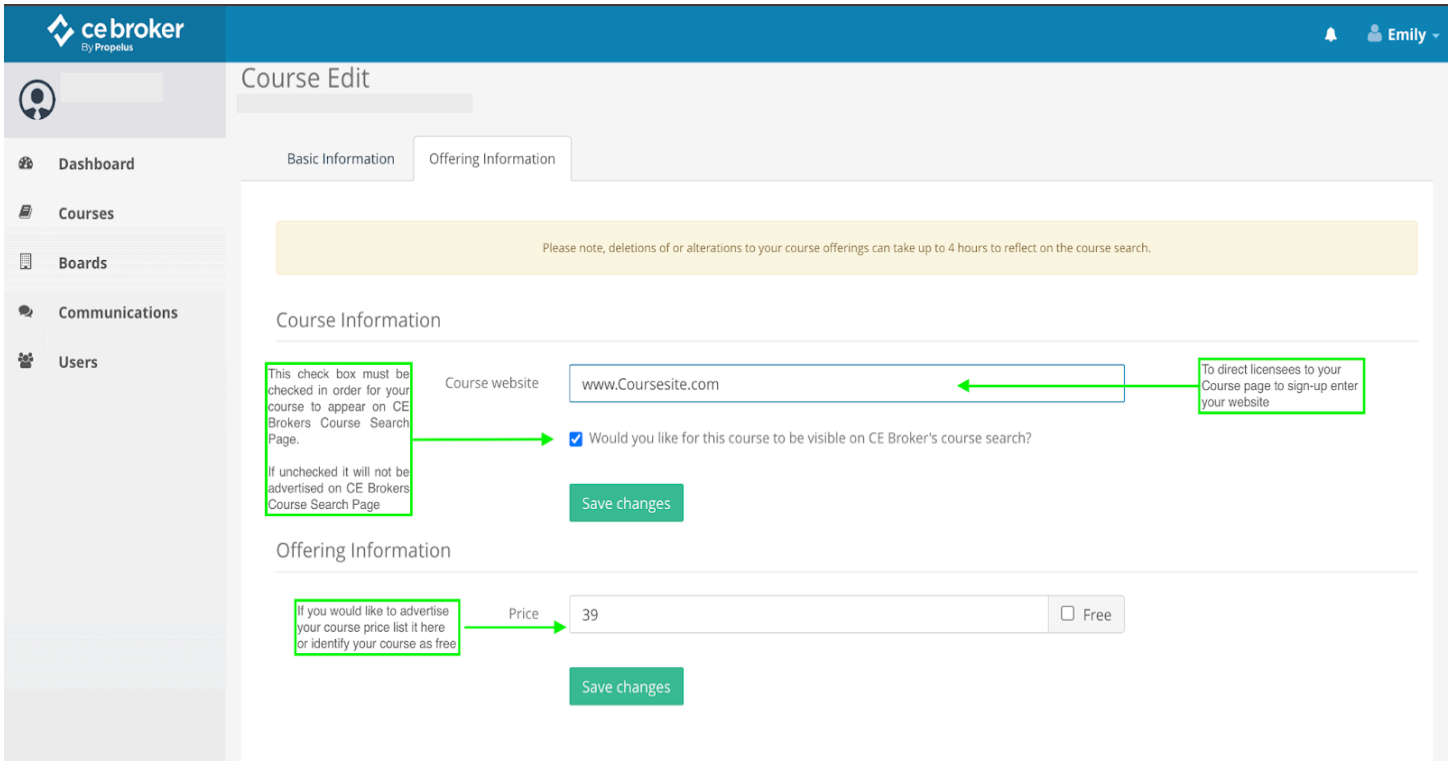
3. Click the Edit button in the top corner of the Basic Information box.



The screenshot shows the 'Courses' page in the CE Broker system. On the left is a navigation menu with 'Dashboard', 'Courses', 'Boards', 'Communications', and 'Users'. The main content area is titled 'Courses' and 'Course summary'. It is divided into two columns. The left column is 'Basic Information' and contains fields for 'COURSE NAME:', 'TRACKING NUMBER:', 'COURSE TYPE: Live Course', 'DELIVERY METHOD: Conference', 'DESCRIPTION:', 'DISCLOSURE STATEMENTS: None', and 'STATUS:'. An 'Edit' button with a pencil icon is in the top right of this section. A green arrow points from the text '3. Click Edit' to the 'Edit' button. The right column is 'Subject Areas' and lists three boards: 'Florida Board of Osteopathic Medicine' (Registered), 'LSBME - OSTEOPATHIC PHYSICIANS' (Registered), and 'Mississippi State Board of Medical Licensure' (Registered). Each board entry includes 'Effective date:', 'Rosters allowed beginning date: No restriction', and 'Granted / Requested' status.

4. Select Offering Information to edit the following information:

- a. Course Website: This is your course website that is used to direct licensees to your website to register for courses.
- b. Course Search Opt In: list your course on CE Brokers Course Search
 - i. By checking this box your course will be searchable to licensees looking for courses to fulfill their requirements.
 - ii. Not checking this box eliminates your course from being searchable as a course offering in CE Brokers Course Search
- c. Offering Information allows you to enter in a price or mark your course as free.
 - i. If your course is a LIVE event you will enter in your course dates and location.



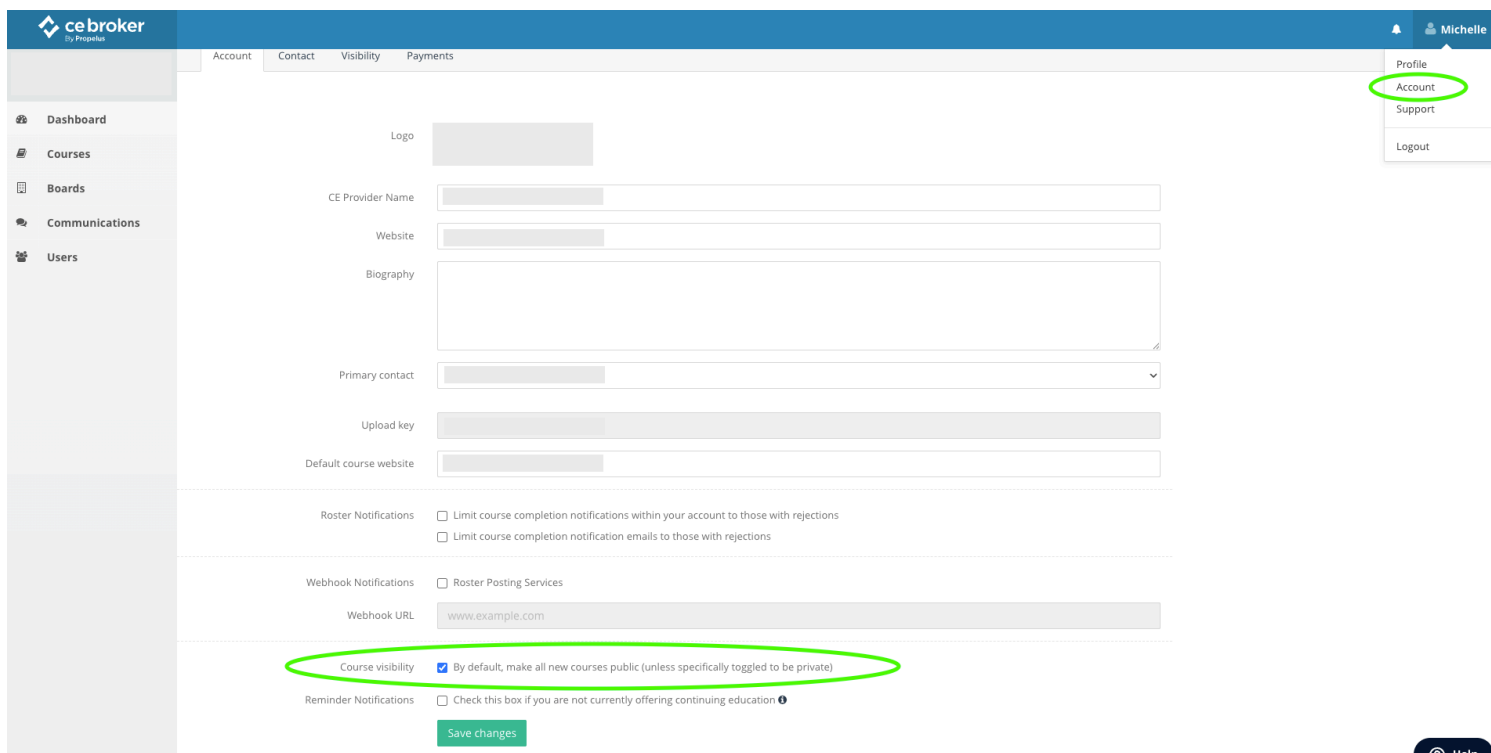
The screenshot shows the 'Course Edit' page in the CE Broker system. The interface includes a sidebar with navigation options: Dashboard, Courses, Boards, Communications, and Users. The main content area has two tabs: 'Basic Information' and 'Offering Information'. A yellow warning banner at the top states: 'Please note, deletions of or alterations to your course offerings can take up to 4 hours to reflect on the course search.' Below this, the 'Course Information' section contains a 'Course website' field with the value 'www.Coursesite.com'. A green box on the left explains that a checkbox must be checked for the course to appear on the CE Brokers Course Search Page. A green box on the right explains that to direct licensees to the course page, the user should enter their website. A green arrow points from the 'Course website' field to the checkbox. The checkbox is checked and labeled 'Would you like for this course to be visible on CE Broker's course search?'. A 'Save changes' button is located below the checkbox. The 'Offering Information' section has a 'Price' field with the value '39' and a 'Free' checkbox. A green box on the left explains that the price field is for advertising the course or identifying it as free. A 'Save changes' button is located below the price field.

Note: If you opt to not add your course to CE Brokers Course Search page, this does not affect your courses ability to be reported by licensees when self-reporting. This only affects the course listings that licensees search for courses they may take

Defaulting courses to be visible on course listings.

1. Log into your CE Broker Provider account and click on your name in the upper right corner.
2. Select Account.
3. Check the box next to Course Visibility

By default, make all new courses public (unless specifically toggled to be private)



ce broker
By Propelus

Account Contact Visibility Payments

Michelle

Profile
Account
Support
Logout

Dashboard
Courses
Boards
Communications
Users

Logo

CE Provider Name

Website

Biography

Primary contact

Upload key

Default course website

Roster Notifications

Limit course completion notifications within your account to those with rejections

Limit course completion notification emails to those with rejections

Webhook Notifications

Roster Posting Services

Webhook URL

www.example.com

Course visibility By default, make all new courses public (unless specifically toggled to be private)

Reminder Notifications

Check this box if you are not currently offering continuing education ⓘ

Save changes

Help