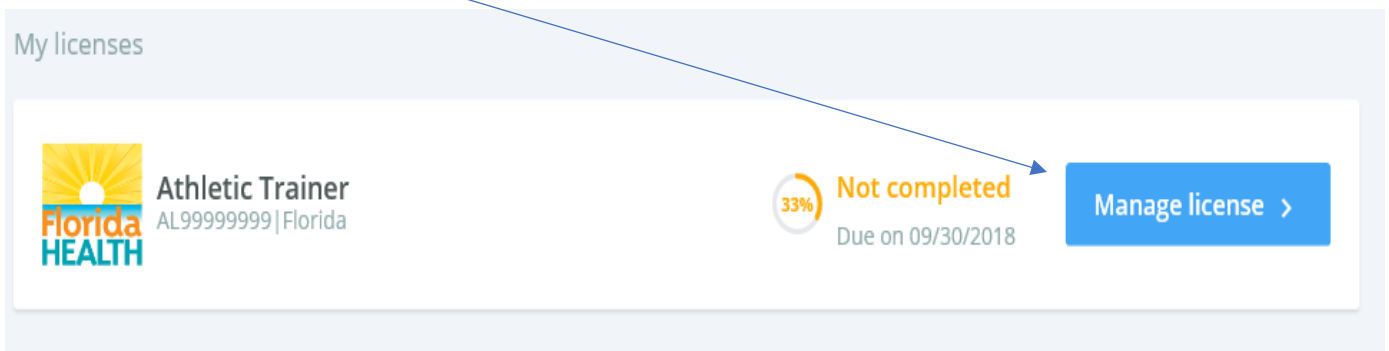


HOW TO UPLOAD YOUR “BOARD OF CERTIFICATION CARD” TO YOUR CE BROKER ACCOUNT

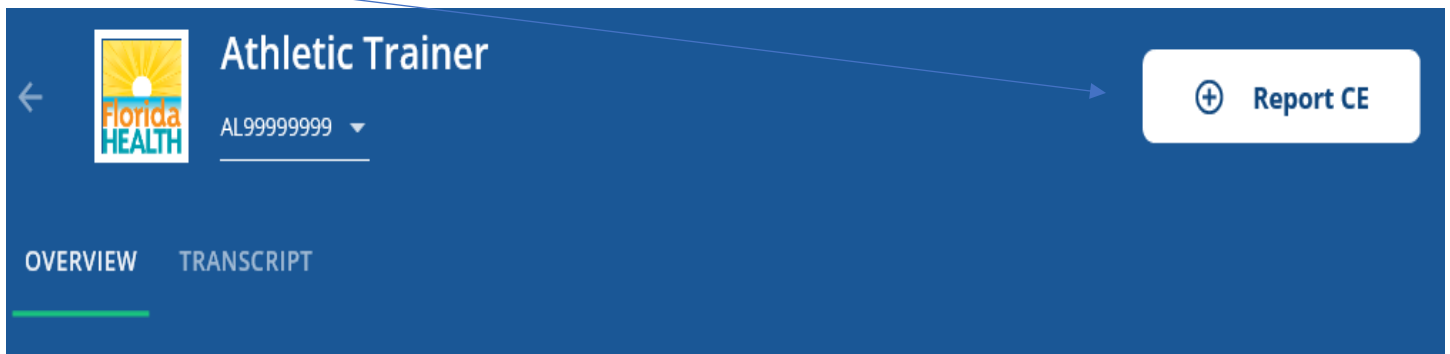
Once you sign-in to your CE Broker account, the below will appear in your screen.

Click on “Manage License”



The screenshot shows a section titled "My licenses" with a light blue header. Below the header is a white card containing the Florida Health logo, the text "Athletic Trainer AL99999999 | Florida", a progress indicator showing "33% Not completed" with "Due on 09/30/2018", and a blue button labeled "Manage license >". A blue arrow points from the yellow callout box to the "Manage license" button.

Click on “Report CE”



The screenshot shows a dark blue header for a user profile. On the left is a back arrow, the Florida Health logo, and the text "Athletic Trainer AL99999999" with a dropdown arrow. On the right is a white button with a plus icon and the text "Report CE". A blue arrow points from the yellow callout box to the "Report CE" button. Below the header are two tabs: "OVERVIEW" (which is active, indicated by a green underline) and "TRANSCRIPT".

Click on "Report Exemption", select drop-down for your appropriate "CE Cycle", and click "Click Here".

Report Continuing Education

Report CE/CME Report Exemption

Select CE cycle: 10/01/2016 - 09/30/2018

An exemption has already been reported for the selected cycle. [Click here](#)

You are then directed to this view. Complete these "fields" as directed and "attach document".

Exemption Details

Current BOC Certification

Athletic Trainer

Exemption Current BOC Certification

Rule For purposes of this rule, an applicant or licensee certified by the Board of Certification (BOC) or its successor during the biennium can demonstrate compliance with the continuing education requirements of this rule by entering his or her BOC certification number and submitting a copy of his or her active certification card in the CE tracking system, along with proof of completion of (a) the prevention of medical errors course, and (b) current cardiopulmonary resuscitation and the use of an automated external defibrillator at the professional rescue level.

What is your BOC Certification number?
1234
Were you certified or recertified during the license cycle for which you are reporting this exemption?
<input checked="" type="radio"/> Yes
<input type="radio"/> No
SUPPORTING DOCUMENTATION
<input checked="" type="checkbox"/> Documents were attached REASON CODES

[BACK](#)

