

CE Broker Instructions

for Texas Medical Board (TMB) Continuing Education Reporting

CE Broker Phone: 877-434-6323 Email: support@cebroker.com Chat: help.cebroker.com	Texas Medical Board (TMB) Phone: 512-305-7030 Email: registrations@tmb.texas.gov Email: outreach@tmb.texas.gov	UT MD Anderson CPE Office CE Credits: MDAnderson-CPE@mdanderson.org State Licensure: MedicalStaffOffice@mdanderson.org
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Key Features of CE Broker

- Track all continuing education credits in one centralized location.
- Report credits directly to the TMB and other state boards.
- View your compliance status and CE requirements.
- Access board-approved CE courses (with Pro subscription)
- Store certificates and transcripts for your records

What You'll Need

Before you begin, make sure you have:

- Your Texas license number (format: P#### or similar, depending on profession)
- A valid email address
- Your CE certificates (if reporting completed courses)
- Course completion details (date, provider, hours, etc.)

FAQs by Topic

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CE Broker Requirements and Compliance Clarification

What is CE Broker and why do I need it?

- CE Broker is the platform designated by the Texas Medical Board (TMB) for tracking and reporting continuing education (CE) credits. All Texas-licensed physicians and physician associates need an active CE Broker profile.

What actions do I need to take now?

- Create an account in [CE Broker](#)
- Log in to [PEP](#) and confirm your Texas license number is entered correctly.
- Upload any CE credit you earned outside UT MD Anderson activities.
- Physician Associates: check whether any UT MD Anderson activities you completed offered physician-only credit that could not be transmitted on your behalf, and report those manually.

Is a paid CE Broker subscription required?

- No. A free Basic account is sufficient for TMB reporting. The Professional subscription, which provides a dashboard of credits, is optional.

Will CE Broker audit my entries?

- No. CE Broker is a reporting tool and does not have authority to audit your entries. Any audit of your CE hours would be conducted by TMB.

CME Reporting and Responsibility

What does UT MD Anderson report to CE Broker automatically, and for whom?

- UT MD Anderson's Professional Education Portal (PEP) automatically transmits credit for institution-sponsored activities — *AMA PRA Category 1 Credit™* for Texas-licensed physicians and AAPA Category 1 CME for physician associates.

What information is transmitted to CE Broker?

- Your Texas state license number, the Activity ID, the credit amount, and the completion date.

What CE do I need to report manually?

- Credits earned at other institutions or organizations.
- Credits from external conferences or professional organizations.
- **For Physician Associates only:** Credits earned from UT MD Anderson activities that only offered *AMA PRA Category 1 Credits™* (physician-only credits).

How do I manually report a course to CE Broker?

- [Individual courses](#)
- [Multiple courses](#)

CE Broker Account Linking

What must be true for UT MD Anderson to link my credits to my CE Broker account?

- Your Texas state license number must be entered correctly in your PEP profile — UT MD Anderson matches this number to transmit your credits.

How do I check or update my license number in PEP?

- Navigate to mdanderson.cloud-cme.com, go to your profile/account settings, confirm your Texas license number, and update and save if needed.

What happens if my Texas license number is missing or incorrect in PEP?

- UT MD Anderson cannot transmit your credit to CE Broker. It will not appear in your CE Broker transcript, and you will need to report it manually until your PEP profile is corrected.

CME Transcript and Data Synchronization

My UT MD Anderson credits are not showing up in my CE Broker transcript. What should I do?

- Please contact MDAnderson-CPE@mdanderson.org

How do I view my CE Broker transcript and compliance status?

- Log into CE Broker, go to your dashboard, and check the Compliance Status box for your completion percentage and status.
- Click the TRANSCRIPT tab for a full list of reported courses or CREDENTIAL TRACKER for license and renewal details.

Board Certification and CME Compliance

CE Broker says I need to complete a specific required training (e.g., forensic evidence), but it does not apply to my practice. Do I need to take it?

- [Instructions on how to complete this attestation.](#)

What should I do if my CME hours or compliance status appear incorrect?

- Please contact MDAnderson-CPE@mdanderson.org for all UT MD Anderson credits. If you have credits from multiple institutions, please contact support@cebroker.com

Technical Support and Access

Is there a CE Broker mobile app?

- Yes, and the CE Broker website is also mobile-optimized, though a few features are desktop-only.

Can I set up my account with a temporary license number?

- No. CE Broker does not recognize temporary license numbers. Contact TMB with questions about your license number.