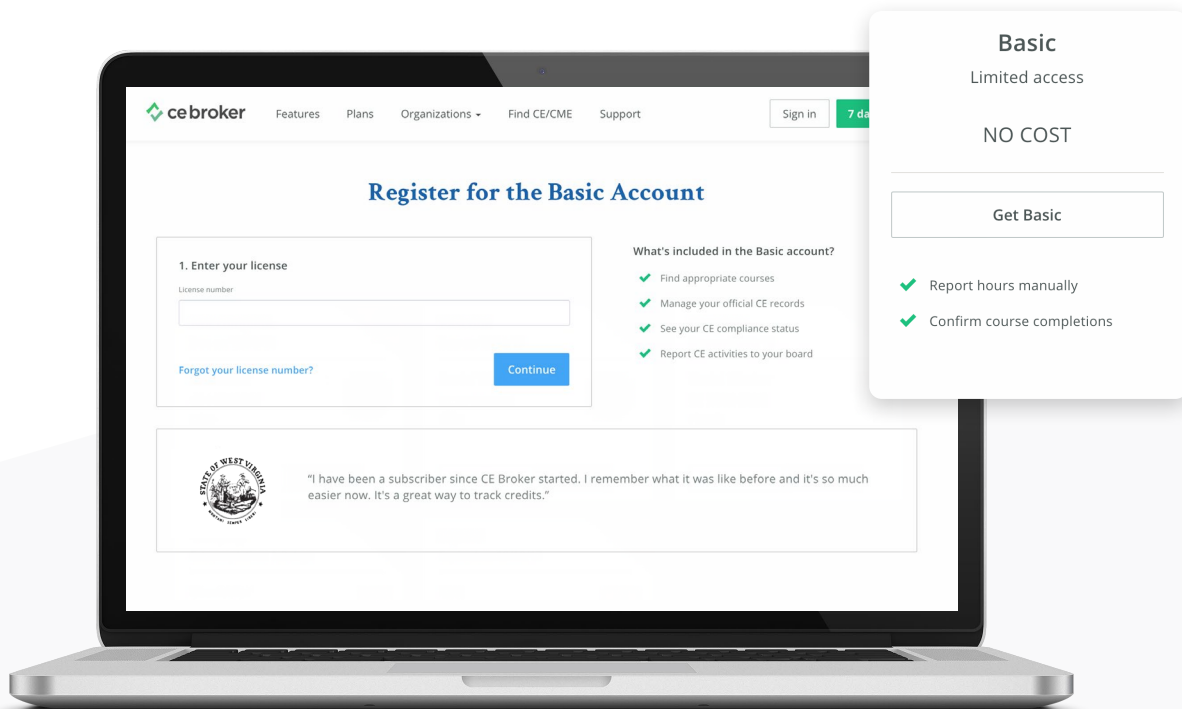


# Create your FREE CE Broker account and start taking courses

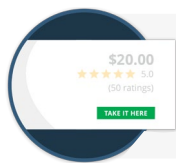
## West Virginia Board of Registered Nurses

- 1 | To claim your free basic CE Broker account, visit [www.cebroker.com](http://www.cebroker.com)
- 2 | Click **Sign in** at the top right corner of the screen
- 3 | Click **Sign up**
- 4 | Select your location, then click **Save and Continue**
- 5 | Click the **Get Basic** button to claim your free CE Broker account
- 6 | Enter your license number, then click **Continue**
- 7 | Verify that your name and license number are correct
- 8 | Enter your email address and create a username and password
- 9 | Click **Create Basic Account**



## Ready to start taking courses? Here's how to use the Course Search:

- 1 | Log in to your CE Broker account
- 2 | Click on **Find CE/CME** at the top of the screen
- 3 | The course search will automatically display Board-approved courses for your state and profession.
- 4 | Looking for a specific subject area? Click on the drop-down menu that says **All Subject Areas** next to your profession.
- 5 | After selecting a subject area, the page will automatically refresh to show you courses that have been approved by the Board for that particular subject.



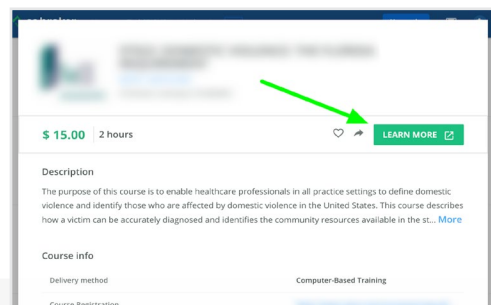
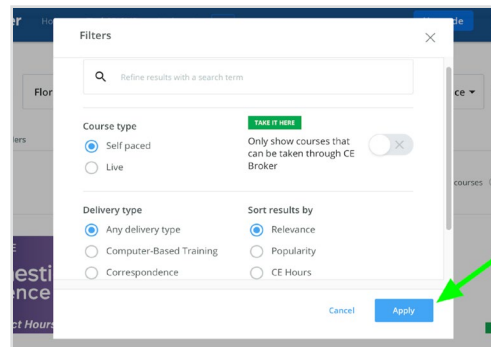
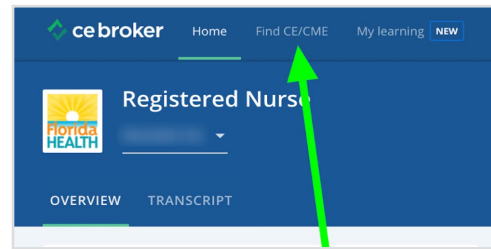
Toggle the **Take it Here** option to only see courses that can be taken directly from within your CE Broker account!

- 6 | If you would like to refine your search results further, click on the **Filters** button.
- 7 | From the Filters window, you can search for keywords, change the course type and delivery method, and change how the results are sorted. Once you've made your selections, click **Apply**. The page will reload to display courses that correspond with your choices. Looking for a certain educational provider? Click the **Providers** tab.

- 8 | Click on any course you're interested in to view more information about it. Once you find a course you want to take, click on the green button in the course window. Depending on the course you selected, it will either say **Learn More** or **Start Course**.

Clicking on **Start Course** will allow you to access the course directly from your CE Broker account! This is only available for courses marked with a **Take it Here** label.

Courses with the **Take it Here** label will report hours into your CE Broker account *immediately* upon completion of the course. WV board approved providers are also required to report completed hours for licensees. If your hours do not appear in your course history reach out to the CE provider and request they report completed hours.



Clicking on **Learn More** will direct you to the educational provider's website so you can enroll in the course. If you need assistance accessing the course, reach out to the provider for assistance.