

# Steps to Link Your Texas License for CE Broker CME Reporting

## Important: Computer use recommended

For the most efficient experience, we recommend using a computer when completing this process. Entering information and uploading documentation may be more difficult on a mobile device.

### 1. Create a CE Broker account at [cebroker.com](http://cebroker.com)

➤ Need help? [Click here](#) to view the CE Broker account creation tutorial.

### 2. Update your [learn.houstonmethodist.org](http://learn.houstonmethodist.org) account with your Texas license information

- A. [Log in](#) to your account
- B. Go to **My Account** → **Edit** → **Profile**
- C. Scroll to the “**CE Broker Reporting**” section at the bottom of the page
- D. Select your **profession** from the dropdown menu
- E. Enter your **Texas license number**
- F. Click **Save**

➤ Don't have a [learn.houstonmethodist.org](http://learn.houstonmethodist.org) account? Create one [here](#).

## Important: Permissions and Credit Reporting Verification

- By entering your profession and Texas license number, you are granting permission to Houston Methodist to share your activity completion data with CE Broker. Upon successful completion of the activity, Houston Methodist will transmit the completion data to CE Broker on your behalf.
- Please note that while Houston Methodist facilitates the reporting of completion data, verification of credit transfer, accuracy of reported information, and fulfillment of all licensure renewal requirements remain the sole responsibility of the learner. Learners are encouraged to confirm that all reported credits have been received and properly recorded with CE Broker and that they meet the requirements of their respective licensing board.

### 3. Manually report CME activities completed before August 1, 2026

- Houston Methodist will automatically report CME credits to CE Broker for activities **on or after August 1, 2026**
- Activities completed **before August 1, 2026** must be manually reported
- Review the step-by-step guide below for instructions on how to manually report your CE credits to CE Broker

## Manually Reporting CE Credits to TMB

### Physician Learners (MD/DO)

**NOTE:** *The steps below are subject to change without notice. Refer to [CE Broker's help page](#) for the most up-to-date information.*

After completing a continuing education (CE) course, report your credits to the Texas Medical Board (TMB) through CE Broker. This process ensures TMB has a record of your continuing education compliance.

#### **Important: Check for Automatic Reporting First**

Before manually reporting any credits, check your CE Broker transcript to see what has already been reported on your behalf. Beginning August 1, 2026, Houston Methodist automatically reports certain credits to CE Broker. Other CE providers may also report credits directly to CE Broker on your behalf. Only manually report credits that do **not** already appear in your CE Broker account to avoid duplicate entries.

## 1. Gather your course information

Before you begin reporting, have the following information ready:

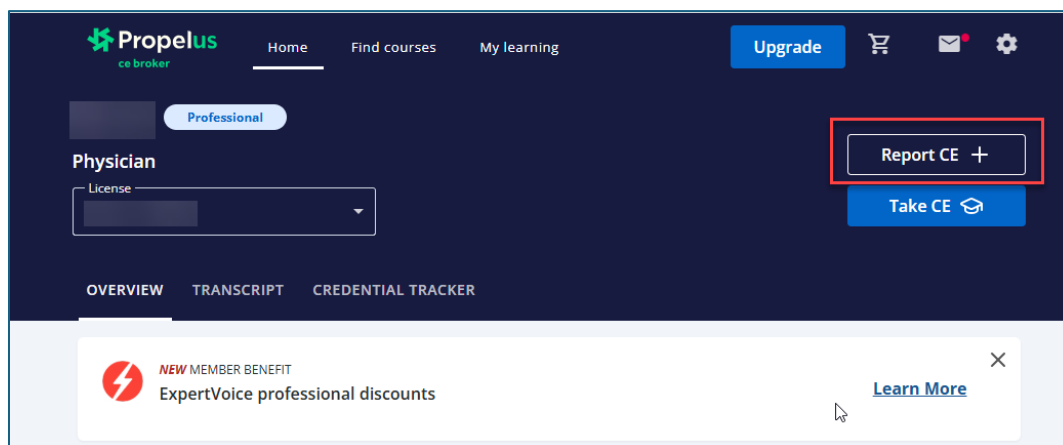
- Certificate of completion and/or credit transcript
  - Visit [learn.houstonmethodist.org](https://learn.houstonmethodist.org) to download your credit transcript/certificates. Log in to your account; then click My account->My activities.
- Course title
- Provider name
- Completion date
- Number of CE hours earned
- Course category (e.g., Formal Category 1, Medical Ethics, Pain Management, etc.)

## 2. Log in and navigate to your dashboard

Log in to your CE Broker account at [www.cebroke.com](https://www.cebroke.com). You'll be taken to your dashboard.

## 3. Click 'Report CE'

In the top-right area of your dashboard, click "Report CE" button.



#### 4. Choose a reporting option

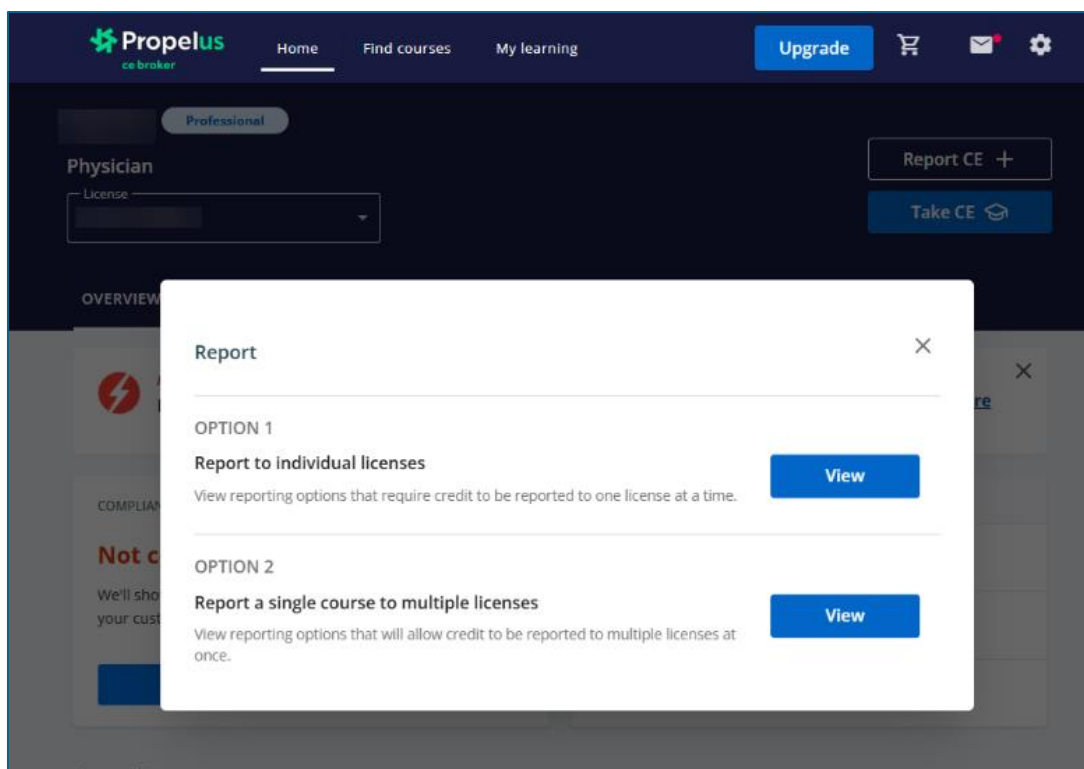
A. A dialog box will appear with two reporting options:

##### **OPTION 1: Report to individual licenses (applies to most Texas physicians)**

- Use this option when you want to report CE credit to one specific license at a time. This is the most common option for most users.
- **When to use:** When you have completed a CE course and want to report those hours to one state license (e.g., Texas Medical Board).

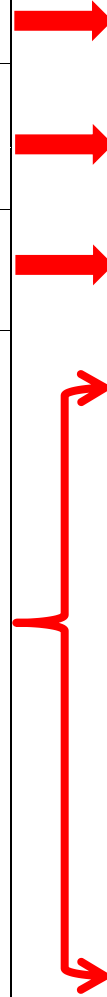
##### **OPTION 2: Report a single course to multiple licenses**

- Use this option if you hold licenses in multiple states and want to report the same CE course to all of them at once.
- **When to use:** If you are licensed in multiple states (e.g., Texas and another state) and the same course applies to both licenses.



## 5. Reporting Methods

<p><b>INDIVIDUAL CERTIFICATE</b> Select this option if reporting certificates from individual activities that were certified for "formal" category 1 credit (i.e. <i>AMA PRA Category 1 Credit™</i>).</p>
<p><b>TRANSCRIPT</b> Select this option if using a transcript from Houston Methodist or another organization. Visit <a href="http://learn.houstonmethodist.org">learn.houstonmethodist.org</a> to download your credit transcript: <a href="#">Click here to log in to your account</a>; then click <a href="#">My account-&gt;My activities</a>.</p>
<p><b>INDIVIDUAL CERTIFICATE</b> Select this option if reporting "self-reported" certificates from individual activities (i.e. "informal" activities; <i>AMA PRA Category 2 Credit™</i>). <a href="#">Click here for more information on claiming informal credit for participating in an educational activity</a></p>
<p>Select these options for reporting certificates from individual activities for various credit types.</p>




Report CE/CME	Additional Options
Formal Category 1 or 1A CME hours <a href="#">Learn more</a> <a href="#">How to report</a>	<a href="#">Report</a>
Organization Transcript of Formal Category 1 or 1A CME hours <a href="#">Learn more</a> <a href="#">How to report</a>	<a href="#">Report</a>
Informal CME hours <a href="#">Learn more</a> <a href="#">How to report</a>	<a href="#">Report</a>
Medical Ethics and/or Professional Responsibility CME <a href="#">Learn more</a> <a href="#">How to report</a>	<a href="#">Report</a>
Pain Management and the Prescription of Opioids CME <a href="#">Learn more</a> <a href="#">How to report</a>	<a href="#">Report</a>
Human Trafficking course approved by the HHSC <a href="#">Learn more</a> <a href="#">How to report</a>	<a href="#">Report</a>
CME Related to Pain Management <a href="#">Learn more</a> <a href="#">How to report</a>	<a href="#">Report</a>
CME in the area of EMS Medical Direction <a href="#">Learn more</a> <a href="#">How to report</a>	<a href="#">Report</a>
Participation in a program sponsored by the board and approved for CME credit for the evaluation of a physician competency or practice monitoring <a href="#">Learn more</a> <a href="#">How to report</a>	<a href="#">Report</a>

## 6. Entering Credits

### A. Organization Transcript

#### Houston Methodist CE Transcript

2026

From: 3/1/2021 To: 4/29/2026

#### Completed Activities

Title	Credit	Credit type	Designations	Event date	Date completed	Certificate
Delirium: Move Muscles and Improve Brains - LIVESTREAM	1.00	AMA PRA Category 1 Credit™		03/31/2022	03/31/2022	Download
Test Course 12/8/21 - CME Cardiovascular Disease				12/08/2021	12/08/2021	

AMA PRA Category 1 Credit™: 48.75  
ABIM MOC: 14.00  
Medical Ethics and/or Professional Responsibility: 3.25

#### CE Broker Page

##### Course Detail

Organization Transcript of Formal Category 1 or 1A CME hours [MD]

Date Completed \*

**Instructions:** Please enter hours only for the subject areas you wish to claim credit for. You may leave irrelevant fields blank.

Subject Area	Hours
Medical Ethics and/or Professional Responsibility (Category 1 or 1A)	<input type="text"/> Hours
Pain Management and the Prescription of Opioids (Category 1 or 1A)	<input type="text"/> Hours
Formal Category 1 or 1A Hours	<input type="text"/> Hours
CME Related to Pain Management (Category 1 or 1A)	<input type="text"/> Hours
CME in the area of EMS Medical Direction (Category 1 or 1A)	<input type="text"/> Hours

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## B. Individual Certificates

### CE Certificate Elements

- **Completion Date:** Course date completion
- **Course Type:**
  - Live (Lecture, Conference, Workshop, etc.)
  - Anytime (Computer-Based Training, Prerecorded Broadcast, Correspondence)
- **CE Hours:** Number of CE hours earned (e.g., 2.0, 1.5)
- **Course Title:** Full name of the CE course exactly as it appears on your certificate
- **Provider Name:** Name of the organization that provided the course

*Make sure all information is accurate and matches your completion certificate or transcript.*


### CE Broker Page

#### Course Detail

Formal Category 1 or 1A CME hours - [MD]

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Date Completed \*

Course Type \*

Live (Involves live interaction with presenter/host)

Anytime (Is not date, time or location specific)

[Select One] ▾

**Instructions:** Please enter hours only for the subject areas you wish to claim credit for. You may leave irrelevant fields blank.

Subject Area	Hours
Formal Category 1 or 1A Hours	<input type="text"/> Hours

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Continue to next step

## 7. Upload your documentation

TMB requires that you maintain documentation of all CE courses. CE Broker allows you to upload a copy of your course completion certificate:

- Click "Attach Document"
- Select your certificate file from your computer (PDF or image file)
- Wait for the file to upload

## 8. Review and submit

## 9. Verify

Double-check all the information you entered to make sure it's accurate. Once you're satisfied, click "Submit CE". **Verify the credit was reported.**

After submitting, the course should appear on your CE Broker transcript. To verify:

- Go to your dashboard
- Click the "TRANSCRIPT" tab
- Look for your newly reported course in the list
- Check that your compliance percentage has increased

### **Important: TMB Reporting Timeline**

Credits reported to CE Broker are automatically transmitted to the Texas Medical Board. However, there may be a processing delay of a few days. Always report your CE credits well before your license renewal deadline.