



Reporting CE Credits to Texas Medical Board

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

Important: Check for Automatic Reporting First

Before manually reporting any credits, check your CE Broker transcript to view what may have already been reported on your behalf. **Fertitta College of Medicine will not automatically report credits to CE Broker.** However, other CME providers may have reported 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:

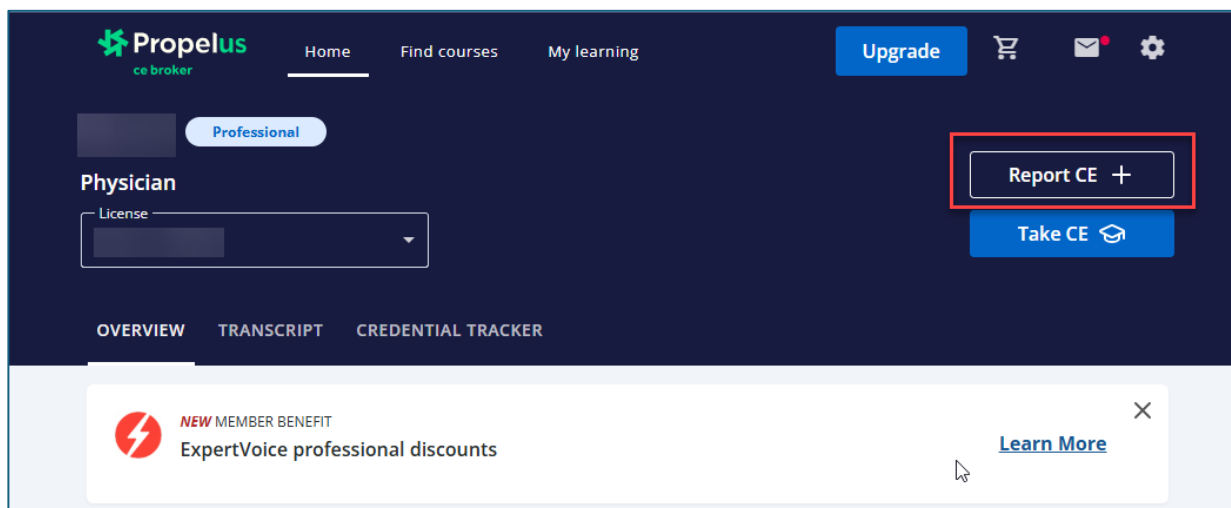
- Certificate(s) of completion
- Course title(s)
- Provider name (Tilman J. Fertitta Family College of Medicine)
- Completion date
- Number of CME hours earned
- Course category (e.g., Formal *AMA PRA Category 1*, Medical Ethics, Pain Management, etc.)

2. Log in and navigate to your dashboard

Log in to your CE Broker account at www.cebroke.com. 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:

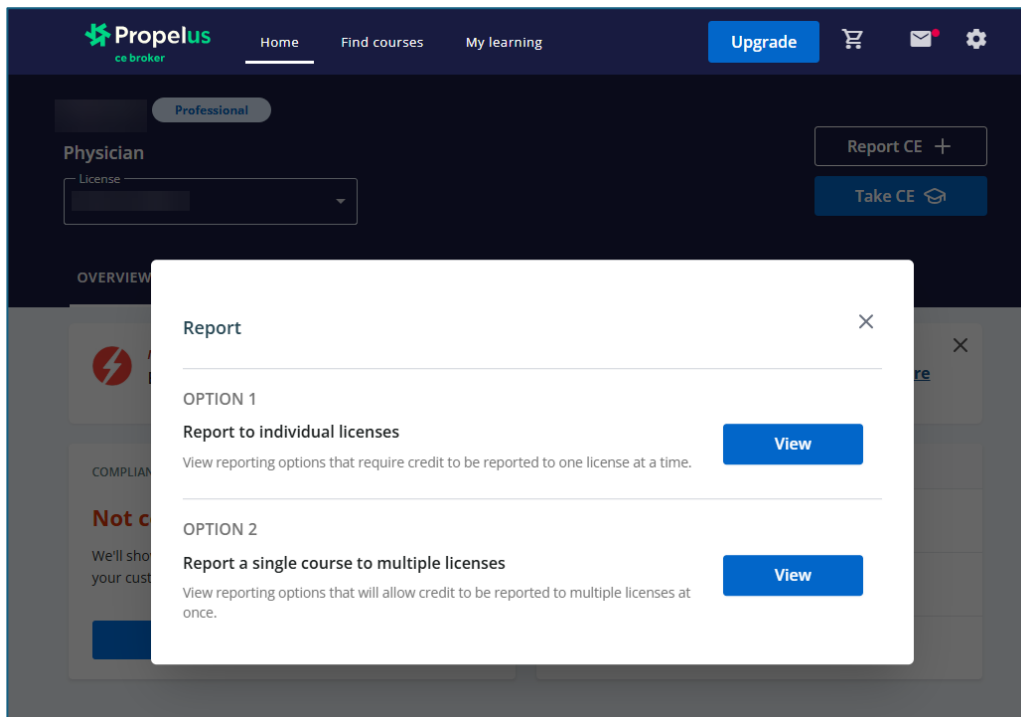
OPTION 1: Report to individual licenses

- Use this option when you want to report CME 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 CME 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 CME 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.

B. For most Texas providers, select OPTION 1 and click "View."



5. Reporting Methods

A. **Organization Transcript:**
Select this if using a transcript from CME Tracker or another organization.

B. **Remaining options:**
Select the appropriate credit type if reporting certificates from individual activities.

[Report CE/CME](#) [Additional Options](#)

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

6. Entering Credits

A. Organization Transcript

****SAMPLE****

Transcript Period 1/1/2010 to 4/27/2026

Created On: 4/27/2026

Transcript Credit Summary:
ABA MOCA Part 2: 73.75 Credits
Human Trafficking Training: 1.50 Credits
Non-Accredited: 3.00 Credits

AMA PRA Category 1 Credits™: 82.75 Credits
Medical Ethics/Professional Responsibility: 15.25 Credits
Pain and Opioid: 0.75 Credits

CE Broker Page

Course Detail

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

Date Completed *

MM/DD/YYYY

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)	Hours
Pain Management and the Prescription of Opioids (Category 1 or 1A)	Hours
Formal Category 1 or 1A Hours	Hours
CME Related to Pain Management (Category 1 or 1A)	Hours
CME in the area of EMS Medical Direction (Category 1 or 1A)	Hours

[Go back to previous page](#)[Continue to next step](#)

B. Individual Certificates

CME Certificate Elements	CE Broker Page				
• Completion Date: Course date completion • Course Type: ○ <u>Live</u> (Lecture, Conference, Workshop, etc.) ○ <u>Anytime</u> (Computer-Based Training, Prerecorded Broadcast, Correspondence) • CME Hours: Number of CME hours earned (e.g., 2.0, 1.5) • Course Title: Full name of the CME course exactly as it appears on your certificate • Provider Name: Name of the organization that provided the course, i.e. Tilman J. Fertitta Family College of Medicine <i>Make sure all information is accurate and matches your completion certificate or transcript.</i>	Course Detail Formal Category 1 or 1A CME hours - [MD] Date Completed * MM/DD/YYYY 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. <table><thead><tr><th>Subject Area</th><th>Hours</th></tr></thead><tbody><tr><td>Formal Category 1 or 1A Hours</td><td> Hours</td></tr></tbody></table> Go back to previous page Continue to next step	Subject Area	Hours	Formal Category 1 or 1A Hours	Hours
Subject Area	Hours				
Formal Category 1 or 1A Hours	Hours				

7. Upload your documentation

TMB requires that you maintain documentation of all CME 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 CME credits well before your license renewal deadline.**