How to Upload your NC CE to your SC account using CE Broker

1. Set up your CE broker account if you do not have one.
   1. Go to SCREC - <https://llr.sc.gov/re/>
   2. Click on Renew My License
   3. Scroll down to CE BROKER – CE Tracking Database
   4. You want to free account Scroll down to the bottom of the page – instruction on how to sign up are there. Remember you want to FREE account.
   5. Remember to use you SC license #, not your NC #.
2. Log into your CE Broker Account
   1. Click on the Report CE button top right
   2. Choose “Additional Options”, NOT “Report Ce/CME”
   3. Click on “Select CE Cycle” and pick 2019-2021
   4. Scroll to bottom to “Resident of another jurisdiction” Click on “Begin”
   5. When you see “Requirements” screen, click “Continue.”
   6. Answer the questions.
   7. When you get to “Attachments” page, upload your NC CE certificates or your screenshot of your NCREC CE record.
   8. Continue to “Attestation”, click “Submit Now”.
   9. You will get a confirmation from CE Broker that your info has been submitted.
   10. You will get a confirmation email that your info has been submitted.