



Continuing Education Sponsors/Requests

What are the requirements for sponsoring or hosting a continuing education event?

The requirements for continuing education are located upon the website under “Fees & Forms” and scroll to the continuing education forms. There is a memo regarding the process and the application also contains the requirements that have to be fulfilled in order for approval from this Board. There is a page specifically created on the website dedicated to continuing education under “Notifications”. This page will offer additional information relating to this topic. [LA R.S. 37:854 – Continuing Education](#)

CE Broker – OPTIONAL Continuing Education File Maintenance Program

CE Broker is a CE tracking and maintenance website for all active licensees who wish to utilize the program.

The LSBEDF is not charged a fee for using CE Broker and CE Broker offers a FREE basic account for licensees.

LSBEDF will monitor all accounts for compliance.

It is highly recommended that all licensees create an account and upload continuing education. All CEs will be applied through CE Broker and will be immediately available to an individual to review as well as to provide a transcript of CE courses. There are many benefits available when registering with CE Broker.

PROVIDERS – all associations and individuals who are sponsoring any CE programs, MAY register as a provider with CE Broker to upload all information to be approved. There are many benefits available when registering with CE Broker.

EMPLOYERS – are also able to create an account to monitor employees’ CE hours. There are many benefits available when registering with CE Broker.

CE Broker will communicate with accounts regarding renewals, courses available, and CE status.

CE Broker is able to offer many benefits with regard to Providers, employers and individuals.

All CEs that are entered by September 1 of each year will be noted on the mailing label of your renewal.

PLEASE NOTE: THE BOARD’S STAFF WILL NOT BE ABLE TO ASSIST WITH CE STATUS BY A PHONE CALL. A WRITTEN REQUEST MUST BE MADE BY EMAIL OR FAX REGARDING CE STATUS, EVEN FOR ONLY 1 LICENSE.

DUE TO THE RENEWALS AND PROESSING OF SAME DURING OCTOBER 1 THROUGH DECEMBER 31, ADDITIONAL RESPONSE TIME MAY BE NECESSARY FOR REQUESTS.

IT IS HIGHLY RECOMMENDED THAT A LICENSEE REGISTER WITH CE BROKER. A FREE BASIC ACCOUNT IS ALL THAT IS NEEDED AND CEs WILL BE IMMEDIATELY AVAILABLE FOR REVIEW. AN INDIVIDUAL WILL HAVE THE ABILITY TO CHECK CE STATUS QUICKER THAN THROUGH A REQUEST TO THE BOARD’S OFFICE FOR STATUS.