

How do I self-report CE?

Arizona Board of Occupational Therapy

Self-report your CE credits or hours

Approved education providers may be required to report your CE completions within 30 days depending on your board's reporting policy.

You may need to self-report your CE, however, in a few circumstances such as time constraints or a provider who does not report on your behalf.

How to Self-Report your CE/CME:

1. Log in to your account.

2. Click Report CE + button at the top.

Pro Tip: If you have a Professional or Concierge Account, make sure to select the correct license & biennium. If you are tracking more than one license, find a license that says 'Not Complete' on your dashboard.

3. Click Report CE Hours button.

4. Click the Begin button next to the applicable category you will be reporting under.

5. Answer questions as prompted. This may be different depending reporting category that you have selected.

6. On the Attachment page, you will be asked to upload your completion certificate by selecting a file saved to your computer.

Once you see the green check mark & review your reported information, you are finished and your records have been sent to the Arizona Board of Occupational Therapy.

[Login to Start Self-Reporting CE](#)

If you have additional questions, check out our support articles at <http://help.cebroker.com>.