



New Mexico Board of Nursing

CE Broker Information for Certificate Holders

•Beginning July 1, 2019, all New Mexico Board of Nursing certificate/license holders must upload continuing education certificates and evidence of work hour requirements to **CE Broker**.

•The first step is to activate your **free** basic account with **CE Broker** at : <https://cebroker.com/nm/plans>. There is an option to upgrade your account when doing this. *It is not necessary to upgrade your account.*

•The basic account will allow certificate holders to upload certificates and evidence of work hours. **CE Broker** will notify the New Mexico Board of Nursing of your compliance when you renew your certification.

•**CE Broker** will maintain a transcript of your continuing education and will not store your uploaded certificates. The certificate holder must maintain their own record of continuing education, including original certificates.

•If you hold more than one certificate or license, you only need to select one and the other licenses/certificates will automatically be added to the account. If this does not occur, contact **CE Broker**.

•If you are attempting to log into **CE Broker** or the New Mexico Board of Nursing at your place of employment and are having difficulty due to restrictive internet policies, please contact your nurse educator, IT, or administrator for assistance.