

# The South Carolina Real Estate Commission Partners with CE Broker

CE Broker is now the official CE tracking system of the South Carolina Real Estate Commission. Your board had provided you with a free Basic Account, so you have our most helpful CE tracking tools right at your fingertips.

## Free Access

With the free Basic account, you will have access to your Course History. This lists all of the courses you have completed so far so you can easily find and report any CE that might be missing. You will never have to pay to access all the necessary tools to renew your license.

## Comprehensive Course Search

One of the best tools we offer licensees is our Course Search. You can find every course you need to complete your license renewal. After you are finished with each course, many educational providers will report to CE Broker for you.

## Helpful Support Center

Our support center is staffed with experts who have been trained on the rules and regulations of the South Carolina Real Estate Commission. You can reach them by phone, live chat, or email 8AM-8PM ET Monday through Friday.

## Upgraded Account Options

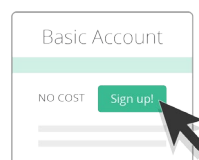
You can also subscribe to Professional or Concierge Accounts, which offer above-and-beyond CE tracking tools to further simplify your renewal process. With our Professional account you can access a personal CE Transcript which outlines exactly what requirements you have left to complete. The Concierge account includes your own CE Broker account manager who can guide you through the CE process, step by step.

## How to activate your free CE Broker account

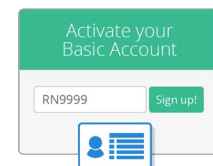
- 1 Visit [www.cebroke.com/sc/account\\_options](http://www.cebroke.com/sc/account_options)



- 2 Select the **Sign Up** button under the **Basic Account** option.



- 3 Enter your **license number** and get started!





## HOW DO I ACTIVATE MY FREE CE BROKER ACCOUNT?

Activating your free Basic Account provided to you by your association is a simple 3-step process.

- 1 | Go to [https://www.cebroker.com/SC/account\\_options](https://www.cebroker.com/SC/account_options)
- 2 | Choose the account option that works best for you. For your free account, choose Basic Account.
- 3 | Enter your license number and answer a few simple questions, as prompted.

Once you have completed these steps you can start tracking and reporting your continuing education.

## HOW DO I CHECK MY COMPLIANCE IN MY CE BROKER ACCOUNT?

You can check your compliance status in your CE Broker account at any time. Simply log into your CE Broker account and you will be directed to your user dashboard.

At the top of your user dashboard you will see the words “Complete” or “Incomplete” indicating whether or not you have completed and reported all of your renewal requirements for the current renewal cycle.

## HOW DO I SELF-REPORT CE IN MY CE BROKER ACCOUNT?

You can easily report CE from your CE Broker account by following these steps:

- 1 | Log into your CE Broker account.
- 2 | On your dashboard, click Report Hours.
- 3 | Choose the requirement you would like to report and click Begin next to it.
- 4 | Fill out some simple information, including number of hours completed.
- 5 | Attach your certificate of completion.

**PRO TIP:** You can also report your CE on the go using the CE Broker mobile apps, available for iPhone and Android.

## CE BROKER CUSTOMER SUPPORT

MON-FRI 8AM-8PM EST

(877) 434-6323

SUPPORT@CEBROKER.COM

LIVE CHAT AVAILABLE

SUPPORT.CEBROKER.COM