

Adding CEH from CE Broker into License Portal

1. Calculate total number of hours logged through CE Broker

The screenshot shows the CE Broker account dashboard. At the top, there's a navigation bar with 'Home', 'Find courses', 'My learning', 'Upgrade account', and icons for shopping cart, email, and settings. A yellow banner at the top left says 'Next steps: Renew your license!' with a warning icon. Below this, the 'COMPLIANCE STATUS' section shows 'Complete' with a green checkmark and a 'Try Professional' button. To the right, 'License details' shows 'State: Mississippi', 'License #: 8888888', and 'CE Cycle: 07/01/2023 - 06/30/2025'. The 'Course history' section has a search bar, a 'Filter (0)' button, and a 'Download PDF Report' button. Below this is a table with columns 'COURSE', 'RATING', and 'HOURS'. The 'HOURS' column is circled in red, and a red arrow points to it from the text below.

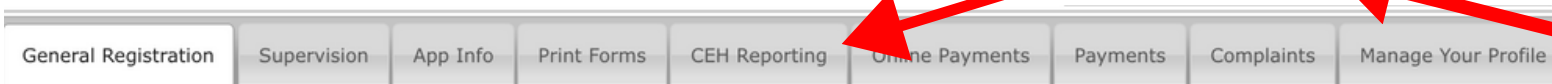
You will find the CE hours logged **HERE** in your CE Broker account.

2. Add the total number from CE Broker into the “CEH Reporting” tab on your license profile

The screenshot shows the login portal for the Mississippi State Board of Examiners for Licensed Professional Counselors. The header includes the board's name and a 'Login Portal' button, which is circled in red and labeled with a black circle containing the number '1'. Below the header is a search bar with the text 'What can we help you find?'. The footer has a navigation bar with 'Apply for a License' and 'Verify Lic' buttons. The main content area is titled 'MISSISSIPPI STATE BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS' and shows the date 'Today is: Wednesday, June 04, 2025'. Below this is a 'Login' section with 'Email:' and 'Password:' fields, both circled in red, and a 'Submit' button. A black circle containing the number '2' is next to the 'Submit' button.

Once you've accessed your portal, the CEH Reporting tab can be found **HERE**

3



CEH Reporting

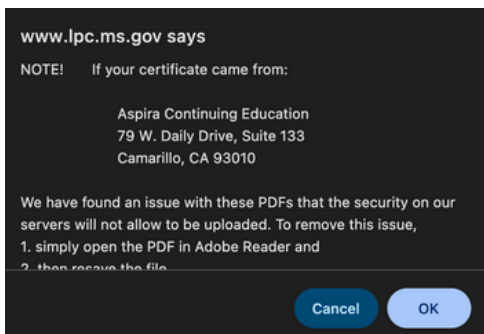
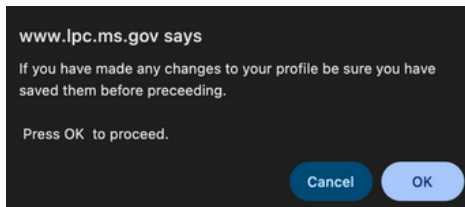
CE Hours Required: 24

CEH Current

CEH History

4

Select the "View/Update" button



(Hit "OK" after reading both popup messages)

After selecting the "View/Update" button, locate the box shown below

CE Broker Reporting

☐ If logging CEH into CE Broker, once you have entered your courses in CE Broker, you only need to enter the total number of hours in that are showing in CE Broker for this renewal period. [Click Here to go to CE Broker.](#)

Check box & add total # of CEH from CE Broker

5

6

Select at the bottom of the page

*BE SURE TO SAVE CHANGES ON PORTAL AFTER ADDING TOTAL CEH

*JP EXAM IS LOGGED THROUGH CE BROKER. DO NOT RE-UPLOAD INTO LICENSE PORTAL.