In June 2022, the TN Real Estate Commission (TREC) transitioned to a third-party continuing education system, CE Broker.

To view your continuing education record with TREC, you will need to create a CE Broker account.

To create your TREC CE Broker account:

- 1. Visit www.cebroker.com/tn/plans
- 2. Click on Basic
- 3. Enter your license number
- 4. Create your username and password
- 5. Enter your new dashboard to see your continuing education
- 6. Bookmark the new site on your browser and save your username and password in a safe place

If you have questions regarding your CE Broker account, please contact them directly at support@cebroker.com.

MAAR will no longer be able to view your CE record with TREC but we are here to help! For any questions, please contact the Professional Development Director at <a href="mailto:educationmaar@maar.org">educationmaar@maar.org</a> or 901-685-2100.

### **CE Broker FAQ's**

#### What is CE Broker?

 CE Broker is the official continuing education tracking used by the TN Real Estate Commission. Licensees must access CE Broker to view their continuing education history.

### Is verify.tn.gov going away?

• Licensees will be able to see their license status, issue date and expiration on verify.tn.gov, but it will no longer show licensees continuing education history.

## How do I create a CE Broker account?

- To create a free CE Broker account:
  - 1. Visit <a href="www.cebroker.com/tn/plans">www.cebroker.com/tn/plans</a>
  - 2. Click on BASIC
  - 3. Enter your license number
  - 4. Create username and password
  - 5. Enter your new dashboard to see your continuing education
  - **6.** Bookmark the new site on your browser and save your username and password in a safe place

## How do I find my license number?

• A licensee can find their license number <a href="here">here</a>. Enter the first and last name and select Real Estate Broker/Affil/TS from the drop down menu as the Profession.

# What is the difference between the CE Broker Basic, Professional, and Concierge Accounts?

 The <u>FREE Basic Account</u> allows licensees to see their continuing education history, license number, and current license cycle dates.

- The <u>Professional Account</u> allows licensees to see their continuing education history, license details, and a detailed compliance status that shows what CE requirements still need to be completed.
- The <u>Concierge Account</u> includes everything in the Professional Account and also allows the licensee to receive the services of a Concierge CE Reporting Assistant.
- Do I have to have a paid account to view my continuing education hours:
  - No. Creating a free, Basic account allows licensees to see their personal CE history.
- Do I upload my CE completion in CE Broker?
  - No. Even though your CE Broker dashboard displays a button to report your CE hours, TREC does not allow licensees to report course completions. Course providers will still continue to report your CE Completion.
- I completed some courses through an outside provider (NOT MAAR) and the class is not posted to my record with the CE Broker. What should I do?
  - Any course you take outside of MAAR should be reported directly to TREC by the course provider. If the course is not posted to your record with CE Broker you will need to contact the course provider directly.
- Is there a CE Broker app?
  - Yes, a free CE Broker app is available for download for iPhone and Android users. Please see your provider's app store to download.
- Do I renew my license on CE Broker?
  - No, licensees will continue to renew their license through TREC's Comprehensive Online Regulatory & Enforcement System (CORE) site <a href="here">here</a>.
- I am a broker and use verify.tn.gov to view my agents continuing education history. Will I be able to do this with CE Broker?
  - No. Unfortunately, TREC's transition to CE Broker now means that only individuals may view their own continuing education record. Associations, brokers and instructors do not have the ability to see individual licensees course completions in CE Broker.