



## FLORIDA OPTOMETRY LICENSE HOLDERS

**If you need to obtain last-minute CE credits for the 2023-2025 Biennium, you will need to SELF-SUBMIT to CE Broker during your time at SECO 2025.**

**STEP 1 - Create a free CE Broker account before the event (if you do not already have one).**

**FREE “Just the Basics” Account** – This account provides the necessary tools for you to comply with the department's reporting requirements. You can view your course history, including course title, educational provider, date of completion, and hours reported. It would then be up to you to determine whether the courses reported will complete your specific continuing education requirements. You can also self-report any continuing education that may be missing.

Link: <https://www.cebroke.com/fl/account/basic/>

**STEP 2 – Attend the CE / CEE course(s) and be sure your scan into the room registers.** If your scan in is good, your course will show on your Verification of Attendance (VOA) course list shortly after the course is finished.

**STEP 3 – Complete your post-course evaluation survey.** You will see the link next to each course that is on your VOA course list. Your credit transcript can only be generated once you complete ALL of the post-course evaluations listed. The final transcript will indicate “CEE-TQ” in the accreditations for any courses that apply.

**STEP 4 - Enter any CE hours earned per your VOA into your CE Broker Account.** If you are not completing CEE/TQ testing, you are done.

- **If you need the CEE/TQ credit designated in CE Broker, complete the CEE-TQ test for each CEE course you attend. All tests for the 2023-2025 Florida biennium must be completed no later than 12:00 NOON EST on Friday, February 28, 2025.** To ensure this is possible, we will allow early access to the CEE/TQ tests beginning on February 26. You can find this information on-site at SECO and you will receive an email.
- **YOUR CEE/TQ WILL NOT AUTOMATICALLY SHOW UP in CE Broker after the test.** Therefore, once your PASS score is confirmed and the CEE option is available in CE Broker, SECO will have to manually update your CE based on the results. Following the deadlines above ensures this can occur.

A few notes about how to enter information into your CE Broker Account:

- The biennium dates correspond to courses dates. Not completed test dates.
- The grace period is with the testing organization not CE Broker. For example, if you take a test on the 28th and pass, the testing organization submits proof of a “pass score” to CE Broker. NOTE - It can be several days to a week before CE Broker updates the licensee course profile. MQA (Medical Quality Assurance) audits CE Broker for the number of hours and coursework for the license renewal.
- **IMPORTANT: Due to this delay and the last-minute submission of your CEE, there is a possibility of a temporary "license lapse" until your CE is confirmed. This could impact your ability to see patients until your CE information is updated in CE Broker and your license renewal is fully processed**
- Per FL Rule, there is no rollover of CEE credit allowed into the next biennium. Any courses taken February 26 – 28, 2025 will count for the 2023-2025 Biennium. Courses taken on March 1 -2, 2025 will count towards the next Biennium.

We thank you for choosing SECO for your continuing education. If you have any questions, please email [education@secostaff.com](mailto:education@secostaff.com) or visit the Education Office, room A307 at the Georgia World Congress Center, while attending SECO 2025.