NEVADA PHYSICAL THERAPY BOARD COURSE APPLICANT INSTRUCTIONS

Please contact <u>D.L.IRBY@GOVMAIL.STATE.NV.US</u> for any continuing competence-related questions

Provided information may be subject to change at any time

Providers

1. Visit https://cebroker.com/providers

- 1. Select Nevada under the "Select regulating entity button or add Nevada's PT Board to your account if you already have an existing account
 - 2. Click the "Get Started" Button
 - 3. Click the "Select a board" Button
 - 4. Enter your company and contact information and click continue
 - 5. Once logged into your account click "Courses"
 - 6. Then click "New Course to start a course application
 - 7. Provide any needed information and documentation

*If you have multiple contacts that submit courses for your company you must give them "Administrator" access.

Licensees

1. Visit <u>https://cebroker.com/nv/account/basic/</u> to create an account or visit <u>https://launchpad.cebroker.com/login</u> to log in

- 2. Click "Report CE" to post your Continuing Education activities
- **3.** For **certified activities** you may report them by clicking "Activities approved by the Nevada Physical Therapy Board"
 - 4. For professional activities click whichever option applies to the activity you completed.
 - 5. For Advanced Competency activities click "Additional Options"
- 6. To submit a course that has not been approved by the state of Nevada click "Application for requesting CCU Credit for Certified Activities"
- 7. Fill out and submit any required information/documentation (Some required documents will be located on our website and on CE Broker)