GVMA

CE BROKER | A Member Resource from the GVMA • Licensure & Compliance

WHY THIS MATTERS

The Georgia State Board of Veterinary Medicine (GSBVM) now requires all Georgia-licensed veterinarians and veterinary technicians to report continuing education through **CE Broker** before license renewal.

RENEWAL DEADLINE
December 31, 2026

VETERINARIANS — 30 HOURS / 2 YEARS

- **18 hrs** Scientific
- **2 hrs** LEAP-approved
- **10 hrs** Other approved

VETERINARY TECHNICIANS — 11 HOURS / 2 YEARS

- **10 hrs** Approved
- **1 hr** LEAP-approved

THE 11-STEP REPORTING PROCESS

1. **Confirm your requirements.** Verify your license type and note the Dec 31, 2026 deadline.
2. **Gather your CE certificates.** Save each with course title, date, provider, and approval details in one folder.
3. **Create or access your CE Broker account.** Visit cebroker.com and enter license info exactly as on Board records.
4. **Verify your license information.** Use the license search tool to confirm your name and license number match.
5. **Open the CE reporting section.** From your dashboard, select Report CE.
6. **Report non-RACE-approved courses.** For GVMA and similar providers, enter course, provider, date, format, hours.
7. **Complete details and upload documentation.** Indicate if a post-test was required. Upload clear, readable certificates.
8. **Review, attest, and submit.** Double-check accuracy, sign the attestation box, and submit.
9. **Report LEAP-approved courses separately.** Select the LEAP option, correct year, and enter the specific approval code.
10. **Verify the entry.** Confirm the course appears correctly under Course History.
11. **Finalize records early.** Complete all reporting well before the renewal deadline.

BEST PRACTICES

- ✓ Organize certificates in folders by year
- ✓ Report courses immediately after completing them
- ✓ Keep both physical and digital proof of every course
- ✓ Use the license search tool if unsure of official record details

COMMON PITFALLS TO AVOID

- ✗ Entering license information incorrectly
- ✗ Waiting until the last minute to report
- ✗ Using the wrong reporting category (triggers rejection)
- ✗ Missing documentation uploads

RESOURCES

- **Video Walkthrough with Dr. Keri Riddick, GVMA Executive Director** — available on the GVMA member site
- **CE Broker:** cebroker.com
- **Georgia State Board of Veterinary Medicine:** for submission or licensure questions

Note: The GVMA is not affiliated with the State Board. For submission issues or licensure questions, contact the GSBVM directly. Questions about GVMA benefits or member resources? Contact the GVMA team.