

# The South Carolina Real Estate Commission Partners with CE Broker

CE Broker is now the official CE tracking system of the South Carolina Real Estate Commission. Your board has provided you with a free Basic Account, so you have our most helpful CE tracking tools right at your fingertips.



## FREE ACCESS

With the free Basic account, you will have access to your Course History. This lists all of the courses you have completed so far so you can easily find and report any CE that might be missing. You will never have to pay to access all the necessary tools to renew your license.



## COMPREHENSIVE COURSE SEARCH

One of the best tools we offer licensees is our Course Search. You can find every course you need to complete your license renewal. After you are finished with each course, many educational providers will report to CE Broker for you.



## HELPFUL SUPPORT CENTER

Our support center is staffed with experts who have been trained on the rules and regulations of the South Carolina Real Estate Commission. You can reach them by phone, live chat, or email 8AM-8PM ET Monday through Friday.

## UPGRADED ACCOUNT OPTIONS

You can also subscribe to Professional or Concierge Accounts, which offer above-and-beyond CE tracking tools to further simplify your renewal process. With our Professional account you can access a personal CE Transcript which outlines exactly what requirements you have left to complete. The Concierge account includes your own CE Broker account manager who can guide you through the CE process, step by step.



## How to activate your free CE Broker account

- 1 | Visit [www.cebroke.com/sc/plans](http://www.cebroke.com/sc/plans)
- 2 | Select the Sign Up button under the Basic Account option.
- 3 | Enter your license number and get started!

# How do I self-report CE?

South Carolina Real Estate Commission

## Self-report your CE credits or hours

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Approved education providers may be required to report your CE completions within 14 days.

You may need to self-report your CE, however, in a few circumstances such as time constraints or a provider who does not report on your behalf.

### How to Self-Report your CE/CME:

**1. Log in to your account.**

**2. Click Report CE + button at the top.**

*Pro Tip: If you have a Professional or Concierge Account, make sure to select the correct license & biennium. If you are tracking more than one license, find a license that says 'Not Complete' on your dashboard.*

**3. Click Report CE Hours button.**

**4. Click the Begin button next to the applicable category you will be reporting under.**

**5. Answer questions as prompted. This may be different depending reporting category that you have selected.**

**6. On the Attachment page, you will be asked to upload your completion certificate by selecting a file saved to your computer.**

Once you see the green check mark & review your reported information, you are finished and your records have been sent to the South Carolina Board of Podiatry Examiners.

[Login to Start Self-Reporting CE](#)

If you have additional questions, check out our support articles at <http://help.cebroker.com>.

# How do I report an exemption?

## South Carolina Real Estate Commission

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An exemption reduces or eliminates the need to complete continuing education credits. To determine if you qualify for an exemption:

- Log into your CE Broker account
- Click Report CE (or Report Hours)
- Click on the Additional Options tab
- Click Learn More under the appropriate exemption

The **Learn More** button will give a brief explanation about the exemption. If you're curious about eligibility requirements, refer to your state Board website or contact them directly.

Once you've determined you are eligible, click **Begin** to get started!

### Available Exemption Types

#### → **Active Military Duty**

A licensee serving on temporary active duty in the armed forces of the United States for a period of time exceeding 120 days in a year. Requests and documentation for this exemption must be submitted by January 1 of odd numbered years. Claiming this exemption will fulfill all CE requirements for the license cycle.

*Documentation Required: Please be prepared to upload evidence of active duty with the military.*

#### → **Full age experience CE exemption, 65 yrs old and 25 yrs experience**

If the licensee is permanently exempt with a full age/experience exemption, they are not required to complete any CE courses. (Must have applied for exemption and have received approval from Commission)

#### → **Partial experience CE Exemption, 25 yrs experience**

25 years of licensed sales or broker experience (Must have applied for an exemption and have received approval from Commission). If a licensee is partially exempt, they are still required to complete the 4 hour Core course and are only exempt from 6 elective hours. A Broker in Charge with a partial exemption must also complete the mandatory 4 hour BIC Duties and Responsibilities course and is only exempt from 2 elective hours.

#### → **A resident of another jurisdiction**

If you are a nonresident that has met the continuing education requirements of your resident licensed jurisdiction, you can be exempt from continuing education in South Carolina.

#### → **Salesman who took Broker Prelicensing Courses**

Broker IIIA and IIIB courses taken during the biennial cycle can be used for a continuing education exemption, ONLY if you are licensed as a SALESPERSON at the time of renewal. Please be prepared to upload your certificate of completion

If you have additional questions, check out our support articles at <http://help.cebroker.com>.