



Missouri Dental ASSOCIATION

HOW-TO GUIDE FOR USING CE BROKER

The Missouri Dental Association (MDA) has developed this guide as a resource to assist its members. Please note that the MDA does not have authority over licensure renewals or the reporting of continuing education through CE Broker. These matters are governed by the Missouri Dental Board. For questions regarding licensure renewal or continuing education reporting, licensees should contact the Missouri Dental Board directly at 573-751-0040 or by email at dental@pr.mo.gov.

PLEASE NOTE:

The **Missouri Dental Board** is now using CE Broker as its official continuing education (CE) management system. Pursuant to rule 20 CSR 2110-2.071(4), licensees must report CE documentation to this system prior to license expiration or during the renewal process.

The current reporting period is December 1, 2024 through November 30, 2026. The Rule also states that to renew a license, each dentist shall submit satisfactory evidence of completion of 50 hours of CE (and each dental hygienist 30 hours) during the two-year period immediately preceding the renewal period.

[Click here to read the CE rule](#), beginning on page 17.

If you have any questions regarding continuing education credits provided by the Missouri Dental Association, you can contact Mandy by email at mandy@modentalmail.org.

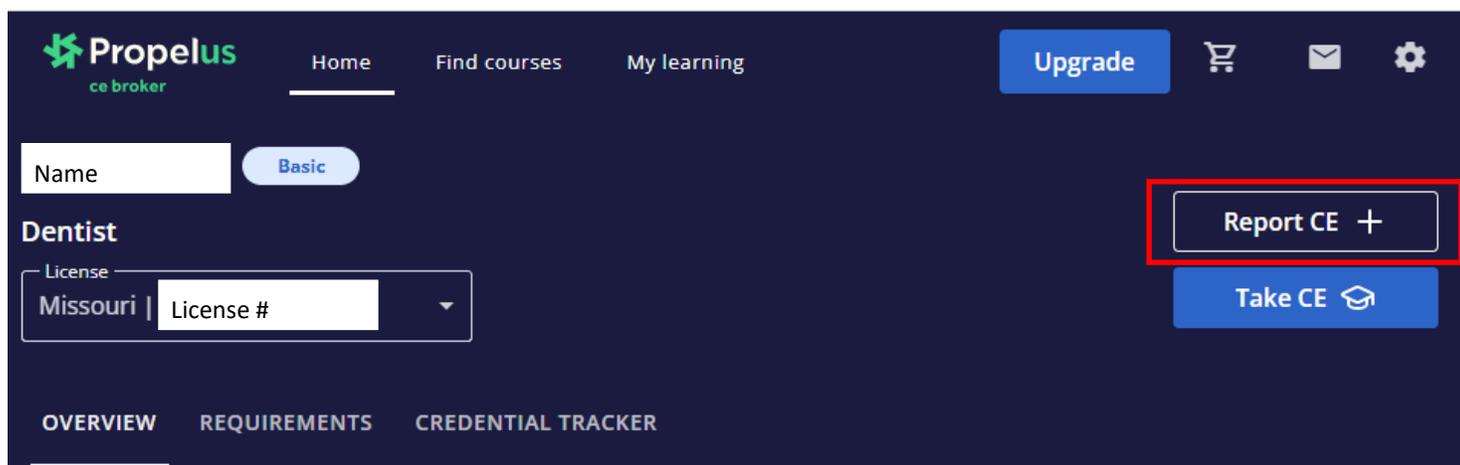
HOW TO CREATE A CE BROKER ACCOUNT AND TRACK YOUR CE CREDITS

CE Broker website: <https://cebroker.com/>

1. [Sign up and create an account](#). You will need your license number to do this.



2. [Enter your contact information](#). Your license number will be verified within the CE Broker system. Then your account will be created. Below is what your profile should look like.



3. [How to report CE](#). Select the Report CE+ button. You will have multiple ways to report CE.

- AGD Transcript - uploading transcript from AGD website.
- ADA Transcript - uploading transcript from ADA Member portal.
- CE Directly Related to Treatment, Health, and Safety - upload and report individual courses.
- General Continuing Education Relating to Dentistry - upload and report individual courses.
- BLS Certification from Recognized Sponsor (CE Credit) - American Red Cross or American Heart Association ONLY.
- Full-Time Instructor - Licensees engaged as full-time instructors will receive ten (10) CE hours per year.
- BLS Certification Course (Not Applicable for CE Credit) - All other CE courses. Online-only courses NOT accepted.
- Part-Time Instructor - Licensees engaged as part-time instructors will receive five (5) CE hours per year.
- Presentation Through a Board-Approved Sponsor Relating to Dentistry
- Authoring a Published Article or Paper Pertaining to the Practice of Dentistry or Dental Hygiene

[Website screenshot on next page.](#)

Report Continuing Education



[Report CE/CME](#) [Additional Options](#)

AGD Transcript

[Learn more](#) [How to report](#)

REPORT

ADA Transcript

[Learn more](#) [How to report](#)

REPORT

CE Directly Related to Treatment, Health, and Safety

[Learn more](#) [How to report](#)

REPORT

General Continuing Education Relating to Dentistry

[Learn more](#) [How to report](#)

REPORT

BLS Certification Course from a Recognized Sponsor (Applicable for CE Credit)

[Learn more](#) [How to report](#)

REPORT

Full-Time Instructor

[Learn more](#) [How to report](#)

REPORT

BLS Certification Course (Not Applicable for CE Credit)

[Learn more](#) [How to report](#)

REPORT

Part-Time Instructor

[Learn more](#) [How to report](#)

REPORT

Presentation Through a Board-Approved Sponsor Relating to Dentistry

[Learn more](#) [How to report](#)

REPORT

Authoring a Published Article or Paper Pertaining to the Practice of Dentistry or Dental Hygiene

[Learn more](#) [How to report](#)

REPORT

3. How to report CE. (continued)

You can do a “bulk” upload if you have access to your AGD Transcript through [AGD My CE HUB](#). You can also access your ADA/MDA Transcript through your [ADA Member Portal](#).

- All CE credits for MDA events from the current reporting period (11/30/2024 - 12/01/2026) are included in the member portal and will continue to be updated as CE events occur.
- All CE credits for ADA events should also be current in your portal.

To report with ADA transcripts, you will need to first export your CE list from the member portal.

- Once you are in your ADA member portal, select **All CE Credits** from the menu.
- You will see two sets of CE records: **System-Reported CE Records** (ADA, State, Component CE that were automatically reported) and **Self Reported CE Records** (self reported CE, and could also include State and Component reported CE as well).
- Choose to **Export Your CE List** and select the appropriate time period. This will include ALL CE listed.
- Your PDF report will be generated, this will take a minute to generate. Then download and save.
- Remember to look closely at the **Date Started field** within your transcript, this date will need to correspond with the current reporting period.
- This PDF is the document you will upload at CE Broker.

My ADA profile

- [My Addresses](#)
- [CAQH Credentialing](#)
- [My Events](#)
- [My Groups](#)
- [My Committees](#)
- [My Subscriptions](#)
- [My Pending Membership Invoices](#)
- [All Orders](#)
- [All CE Credits](#)

Export your CE list ▼

SYSTEM-REPORTED CE RECORDS

Please note: certificates are only generated for CE from ADA and state associations.

Show entries Search:

Status	Certificate	Start Date	End Date	Education Credits	Provider Name (Organization)
+ Pending				0	Michigan Dental Association
+ Pending				7	Michigan Dental Association
+ Approved		06/21/2025	06/21/2025	1	

- All Time
- Last 10 Years
- Last 5 Years
- Last 4 Years
- Last 3 Years
- Last 2 Years
- Last Year
- This Year
- Last Quarter
- This Quarter



The following information documents the continuing education courses you have earned in the last year.

Provider	Title	Status	Education Category	Location	Units	Date Started	Expiration Date
Missouri Dental Association	Pediatric Oral Pathology: From Soft Tissue Lesions to Canker	Approved	CEU		3	June 20, 2025	June 20, 2025

Now you are ready to report and upload your ADA transcript.

Select **Additional Options** and pick your reporting period.

Select **REPORT**.

Report Continuing Education

Report CE/CME Additional Options

AGD Transcript

Select CE cycle: Select
Select
12/01/2024 - 11/30/2026
12/01/2022 - 11/30/2024

REPORT

ADA Transcript

REPORT

For **Date Completed**, it is recommended to list the most recent/last completion date on your transcript.

Then enter the total hours for each subject area that is included in your transcript.

Up to 10 General CE hours are allowed, but not required. You can have ALL CE hours in Treatment, Health and Safety subjects. *If you have more than 50 hours of CE in your current reporting period, you will still want to enter all of them, so that any overage (up to 25 hours) can apply to the next reporting period.*

Course Detail

ADA Transcript [DEN, DTS]

Date Completed *

MM/DD/YYYY

Instructions: Please enter hours only for the subject areas you wish to claim credit for. You may leave irrelevant fields blank.

SUBJECT AREA	HOURS
Directly Related to Treatment, Health, and Safety	<input type="text"/> Hours
General	<input type="text"/> Hours

Go back to previous page

Continue to next step

Acknowledgement required.

Question 1 of 2

ADA Transcript [DEN, DTS]

I acknowledge that the only hours I can report for the current renewal cycle are those completed within that cycle, as shown on my ADA transcript.

Go back to previous page

Continue to next step

Question 2 of 2

ADA Transcript [DEN, DTS]

Please enter the transcript name and date range of the hours you are reporting. (Example: "ADA Transcript 01/01/20XX to 12/31/20XX")

Go back to previous page

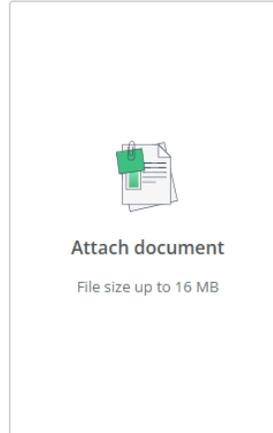
Continue to next step

Enter Transcript Name and Date Range.

Attachments

ADA Transcript [DEN, DTS]

Please be prepared to upload your ADA transcript.



Go back to previous page

Continue to next step

Attach/upload transcript.

You're ready to submit!

ADA Transcript [DEN, DTS]

I hereby certify the answers are true and correct.

Go back to previous page

Submit CE

Submit your CE.

This process will be the same for submitting AGD transcripts. You will you will first have to download your AGD transcript from the AGD CE Hub.

To report other individual CE hours (not on a transcript), you will need an electronic copy of your document, so have that ready to upload.

Select **Additional Options** and pick your reporting period.

Select **Report** in the subject area that applies.

Up to 10 General CE hours are allowed, but not required. You can have all CE hours in T/H/S subjects.

Report Continuing Education

Report CE/CME | **Additional Options**

CE Directly Related to Treatment, Health Care, or Research

Select CE cycle: Select
Select
12/01/2024 - 11/30/2026
12/01/2022 - 11/30/2024

REPORT

General Continuing Education Relating to Dentistry

REPORT

Course Details

- Enter date completed.
- Choose **Live or Anytime**.
- Select the type of CE that best describes the program.
- Enter the number of CE hours.
- Continue to next step.

Date Completed *

MM/DD/YYYY

Course Type *

Live (Involves live interaction with presenter/host)

Anytime (Is not date, time or location specific)

[Select One]

[Select One]

Lecture

Workshop

Seminar

Web-based Program

Broadcasted Interactive Event

Class

Conference

wish to claim credit for. You may leave

HOURS

Hours

Go back to previous page

Continue to next step

- Enter the name/title of the course.
- Continue to next step.

What is the name of the CE course?

Go back to previous page

Continue to next step

- Enter the name of the educational provider. This would be MDA or ADA, or a study club name, component society, Crest OralB, etc.
- Continue to next step.

What is the name of the educational provider that presented this course?

Go back to previous page

Continue to next step

Select the board approved sponsor of the CE program. This can be confusing.

Anything given by ADA; MDA or other state associations; and components in Missouri or other states applies here.

This also include CE approved by MDA or affiliated study clubs of the MDA (this will be noted on the CE document).

Any AGD programs or PACE approved programs apply here.

BLS/CPR approved for CE hours will be either American Red Cross or American Heart Association.

Any CE sponsors not specifically on this list, but are approved apply here.

Question 3 of 3

CE Directly Related to Treatment, Health, and Safety [DEN, DHY, DAS]

Through which board-approved sponsor was the course offered?

- American Dental Association (ADA) or a constituent or component society
- Academy of General Dentistry (AGD) or a state or local affiliate
- ADA-recognized dental specialty organization or a state or local affiliate
- National Dental Association or a state or local affiliate
- American Dental Hygienists' Association or a constituent or component society
- National Dental Hygienists' Association or a state or local affiliate
- American Medical Association, American Osteopathic Association, or a respective state or local society
- American Nurses Association or a state or local affiliate
- ADA Commission on Dental Accreditation approved dental, dental hygiene, or dental assisting school
- ADA continuing education recognition program
- AGD national sponsor approved program
- Federal or state government agency, including any of the branches of the military
- Hospital accredited by the Joint Commission on Accreditation of Healthcare Organizations
- Missouri Public Health Association
- American Red Cross
- American Heart Association
- A regional clinical testing service accepted by the board for initial licensure
- Dental Assisting National Board, Inc. (DANB)
- American Dental Assistants Association or a constituent or component society
- American Association of Dental Boards (AADB)
- Missouri Coalition for Oral Health
- Another sponsor approved by the board pursuant to 20 CSR 2110-2.240 (2)(B)

Go back to previous page

Continue to next step

Attach/upload transcript.

Attachments

CE Directly Related to Treatment, Health, and Safety [DEN, DHY, DAS]

Please be prepared to upload a certificate of completion.



Attach document

File size up to 16 MB

Go back to previous page

Continue to next step

Submit your CE.

This process will be the same for submitting General CE as well.

You're ready to submit!

CE Directly Related to Treatment, Health, and Safety [DEN, DHY, DAS]

I hereby certify the answers are true and correct.

Go back to previous page

Submit CE

All other reporting options work very similar, but may require different uploads. Use the [Learn More](#) and [How to Report](#) drop downs for more details and instructions.

Full-Time Instructor

[Learn more](#) ▾ [How to report](#) ▾

REPORT