

2026

The Licensed Professional's

Essential CE Management Checklist

You've worked hard for your license; managing it shouldn't be the hardest part of your job. By taking a few minutes today to map out your 2026 requirements, you're not just checking a box—you're claiming peace of mind for the entire year.

Let's get organized.

2026 Essential CE Management Checklist

Use this checklist to determine where you are today, identify gaps, and create a plan that keeps you on track throughout the year.

Start of year: Create your plan

Notes

<input type="checkbox"/> Build your plan; confirm your active licenses and renewal dates	
<input type="checkbox"/> If your employer offers a CE stipend, verify when it resets so you can maximize your out-of-pocket savings	
<input type="checkbox"/> Review CE requirements by license and state	
<input type="checkbox"/> Set up your free CE Broker account	
<input type="checkbox"/> Plan for conferences or other interesting and relevant opportunities for CEUs	
<input type="checkbox"/> Identify courses that meet your CE requirements <i>CE Broker's course search helps you quickly find approved options tailored to your license and state</i>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Quarterly: Stay on track

JAN APR JUL OCT

Review progress towards CE requirements <i>CE Broker provides a permanent record of all CE completed and reported toward your license, both on and off the platform.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm completed courses are recorded and reported correctly <i>CE Broker takes care of this for you!</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Centralize your documentation by uploading certificates for CE taken outside of CE Broker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjust your CE plan if requirements or goals change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pre-renewal: Final review

<input type="checkbox"/> Confirm all required CE is complete	<input type="checkbox"/> Report CE to the appropriate board(s) <i>Many courses on CE Broker will do this for you</i>
<input type="checkbox"/> Double-check credit totals and categories	<input type="checkbox"/> Retain records for audit readiness and proof
<input type="checkbox"/> Ensure all documentation is uploaded and accurate	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



Propelus CE Broker has the tools you need to begin your CE tracking, get ahead early, and move forward with your renewal, confidently.

cebroker.com

2026



JANUARY

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

FEBRUARY

2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1

MARCH

2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

APRIL

30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

MAY

27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

AUGUST

3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER

31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

OCTOBER

28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

NOVEMBER

26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

DECEMBER

30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			