

## TMB Transcript Reporting Option

1. Log in to your CE Broker account.
2. Click **Report CE +** at the top of the page.
3. Under the **Report CE/CME** tab, select **Organization Transcript of Formal Category 1 or 1A CME hours**.
4. In **Date Completed\***, enter or select the most recent completion date shown on the transcript.
5. Enter the total number of hours earned next to the appropriate subject area(s). Leave any inapplicable subject areas blank. **Note:** This option does not apply to **Human Trafficking**.
6. Click **Continue to next step** to proceed and answer the questions as prompted.
  - a. For **Question 2**, include the name of the organization that issued the transcript as well as the date range of the hours you are reporting. (Example: "TMA Transcript 01/01/20XX to 12/31/20XX")
  - b. For **Question 3**, if you are submitting activities designated for **AMA PRA Category 1 Credit™** by an accredited CME provider, select **Option 1**, not **Option 4**.
7. Attach a copy of the transcript showing the course titles and hours awarded.
8. After submission, the hours will immediately be applied to your CE Broker transcript.