Is License Renewal Time Stressful? Are you always looking for that one missing CE certificate?
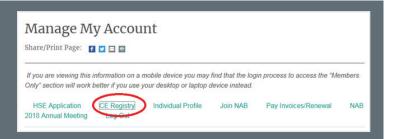# NAB's **CE Registry** is the perfect solution to help you

The NAB CE Registry is the first national registry, which is free of charge to long term care licensees.*
With the NAB CE Registry, you can...

- Safely store and track your NAB and non-NAB CEs for licensure renewal.
- Print or save your certificate for completed NAB approved courses.
- Upload course certificate for any non-NAB approved courses.
- Grant access to your state board(s) to verify your CEs.
- Run a report based on your license cycle for completed CEs within your registry.
- Find your NAB ID, which is required by NAB course sponsors to report credits, as well as select state licensing boards.

NAB *Verify* allows you to track both CE approved by NAB's National Continuing Education Review Service (NCERS) as well as non NCERS approved CE. Including your state license information will allow your state board access to your registry to confirm CEs earned. (*Please note that some states have mandatory electronic reporting systems that might still be required.*)

Signing up for a registry is easy. Individuals can simply visit https://www.nabweb.org/manage-my-account. If you do not currently have a NAB user account (*which is different from your exam account*) you will need to choose "Not a Member? Sign Up!" Once signed up for a NAB account, you will see a link to access your CE Registry.

Beginning April 1, 2018, all NAB approved NCERS providers are required to report credit to the CE registry. If credit is reported directly to the registry, a certificate of course completion will be auto generated. Licensees are able to manually enter NCERS and non-NCERS earned CEs into their record to assure a complete CE portfolio. The NAB approval code will be needed to enter the NAB approved courses manually. An administrator can register for a CE Registry and NAB ID at any time to receive CE certificates from NCERS sponsors.

NEW!
– Licensees can now complete course evaluations directly within the CE Registry. Once a CE record has been added, simply click on the gear icon beside the program "Recorded" button and you will have an option to evaluate the programs you attended. This will provide a wealth of knowledge to NAB as we strive to continue to bring administrators quality long term care continuing education.

For instructions on how to use the CE Registry, please refer to the CE Registry Handbook for Administrators https://www.nabweb.org/filebin/pdf/NABVerify_Handbook_CE_Registry_for_Licensees.pdf or email nab@nabweb.org to learn more!

*LTC licensees are individuals who hold a license as a long term care administrator (NHA, RCAL, and/or HCBS) which was issued by a state licensing authority