



Holiday Break Notice

The University of Houston College of Optometry will be closed for the holiday break December 21st through January 1st.

During this time, all online courses and Academy exams awaiting verification, for which payment has been received, will be verified beginning Friday, December 27th at noon.

Please contact optce@central.uh.edu for assistance. Emails will be returned beginning December 27th.

Frequently Asked Questions

Online CE

Can I complete the required courses for Texas Optometrists online?

Yes, the 2023 Professional Responsibility, 2024 Professional Responsibility, Human Trafficking, and two Opioids Courses available online. You can access them [here](#).

My online course says “Awaiting CE Team Verification”. How do I get the letter of completion?

There are a few reasons you see this screen:

1. You just completed the course, and we have not completed your verification.
 - a. We will verify completion following the dates listed above in the “Holiday Break Notice.”
2. You have not completed payment for the course.
 - a. See the next four FAQs to complete payment.
3. You did not enter your demographic information (name, email, etc.) in your account for us to know who this completion belongs to.
 - a. Verification and reporting cannot occur without this information. Please login into your account, select the “View My Courses & Exams” tab, and enter your information in the right hand column. Contact us at optce@central.uh.edu when this is complete.

I was not able to complete the payment for my online CE course. How do I do that?

Click [here](#) to see a full list of payment links for all online courses. Click the link to the appropriate course and login to complete the payment.

My online course says “Purchased” in my account; however, I received an email requesting payment for the course. Why do I need to make this payment?

Our current system sometimes does not redirect you to complete the payment for your online course, and instead allows you to view and complete it without a transaction. If you received this email, we have not received payment.

If you believe this is a mistake, please forward your transaction receipt to optce@central.uh.edu and we will investigate your status.

What information do I use to login and complete the payment?

If you have previously attended a live CE conference with us, you have an existing account. Use that login information to login to complete payment for your online CE course(s).

I am unable to login to complete my payment. What are the next steps?

Contact us at optce@central.uh.edu, and we will be in touch beginning December 27th.

When I click the link to view my course from the Registration Confirmation email, I receive an error message – *and/or* – my course is not in my online account after completing payment.

If you cannot access your online course through your registration email, visit our website [here](#) to view your online courses. If the course is not in your account, you may click on the course to add it to your account, and the previous payment will be applied towards this course.

Does UHCO report my online CE Credit?

Yes, we report your online CE credit to CE Broker for Texas Optometrists, as well as to ARBO’s OE Tracker system. Credit will be reported to CE Broker at the time of verification. Credit will be reported to ARBO weekly.

Live CE

Has all live CE credit been reported?

Yes, all live CE credit has been reported to CE Broker for Texas, Florida, and South Carolina licensees where applicable, as well as to ARBO’s OE Tracker system. It is your responsibility to report your credit to any other state board or entity.

My credit is not appearing in my CE Broker account. What should I do?

All hours have been reported to CE Broker for Texas and Florida Licensees. Please contact CE Broker for assistance. Click [here](#) to see how to contact CE Broker’s customer support team.

Alternately, you can upload your letter of completion to CE Broker to report your credit.

Are there any more live CE offerings before the end of the year?

All 2024 live CE offerings have concluded. You can search for live CE through the CE Broker search [here](#).

CE Requirements

What CE courses are required for Texas License Renewal?

You are required to complete a total of 32 hours of CE per renewal cycle.

The requirements are as follows:

- 24 D/T Hours
- 2 Professional Responsibility Courses – One per year
- 2 Opioids Courses – One per year for Glaucoma Specialists
- 1 Human Trafficking Course
- 1 CPR certification – Can earn up to 2 hours for a CPR course and 4 hours for a BLS course.

You may complete up to 16 hours of CE via online, on-demand courses. Live webinars count as live CE.

Can I complete all 32 hours in one year?

You can complete all hours in one year except for the Professional Responsibility courses and opioids courses which are to be taken every year. If you did not complete the 2023 Professional Responsibility course, or if you need an additional opioids course, you can complete them on our website [here](#).

Where do I submit my CE so I can renew my license?

All CE must be submitted to [CE Broker](#). UHCO reports all CE earned with us to CE Broker on your behalf. You must be “Compliant” in CE Broker before you renew your license. [Click here](#) for more information on CE Broker.

When do I renew my license?

All Texas licensees are on a two-year renewal cycle. You can verify your license expiration [here](#). You need to renew before the posted expiration date.

Where do I renew my license?

You renew your license on the TOB website [here](#). Please note that you must be in compliance in CE Broker before renewing your license.

Academy CEE/TQ Exams

How do I purchase the 2024 Academy Exams?

View the available exams and purchase the ones you need on our website [here](#).

How do I access my purchased 2024 Academy Exams?

You can view and complete your purchased 2024 Academy Exam(s) on our website [here](#). Click “Select this Exam” next to the one(s) you wish to complete, and then select “Take Exam” to access the exam.

When will I receive verification for my Academy Exam?

We will verify completion following the dates listed above in the “Holiday Break Notice.”

When will my TQ credit appear in CE Broker?

We report Academy exam completions to the American Academy of Optometry (AAO) on a weekly basis. As the CE Broker administrator for Academy exams, AAO is responsible for reporting your credit to the system. Please [contact](#) them to learn when your credit will be reported.

Contact Us

UHCO Office of Professional Relations

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