

CE Upload Instructions

Draft 03/2026

BEFORE YOU START

A windows computer is recommended, but not necessary. Ensure you are using **the most current version** of one of these browsers: Google Chrome, Microsoft Edge, Mozilla Firefox.

Have all scans/photos saved on your device and ready to upload. They must be **named differently**, and names must **not** contain any symbols (/, @, etc.). Rename them if needed **before** logging in.

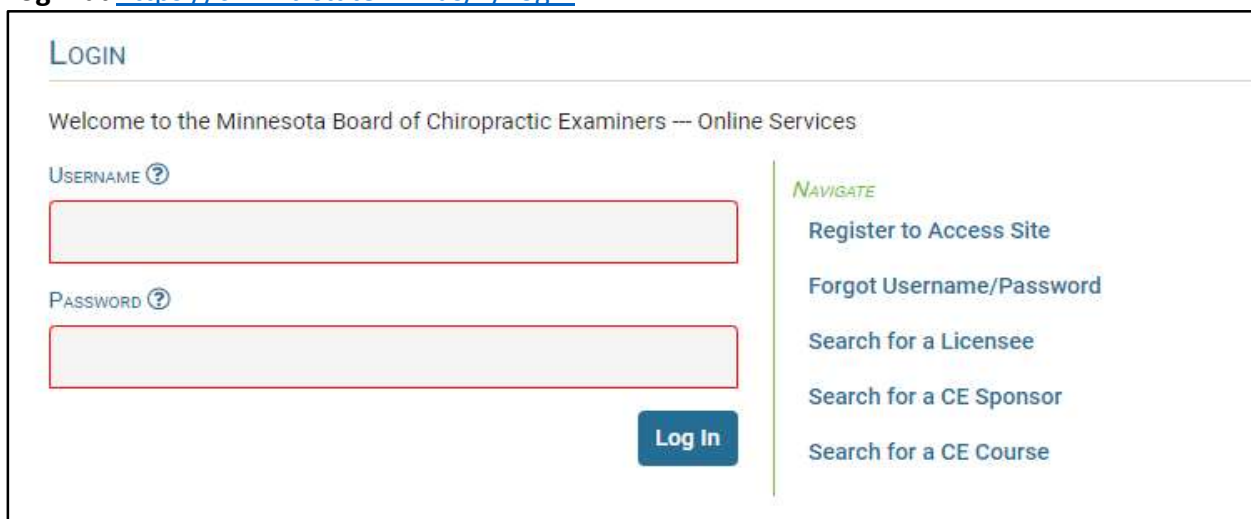
Your log in will expire after 30 minutes of inactivity, and information will **not** be uploaded or saved. If you log in and do not finish the process, you must log out and begin again.

Maximum size of all **scans/photos** uploaded can NOT exceed 10mb. If all scans/photos cannot be uploaded without exceeding this limit, email chiropractic.board@state.mn.us for assistance.

If you click finish before uploading all scans/photos, email chiropractic.board@state.mn.us to reopen your CE audit for remaining items. Continuing education documents are not accepted via email or mail.

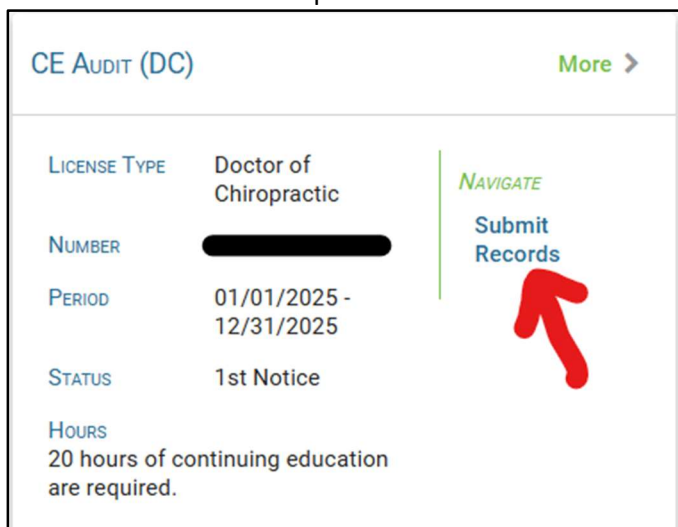
STEP 1

Login at <https://chi.hlb.state.mn.us/#/Login>



STEP 2

Go to the **CE Audit Tile** | Click **“Submit Records”**




CE Upload Instructions

Draft 03/2026

STEP 3

Read the Tennesen Warning | Check the Acknowledgement Box | Click Next

1 🔍 Tennesen Warning Notice



 You are being asked to supply data as part of a continuing education audit for renewing either a license or registration. The purpose and intended use of this information is to enable the Board to determine whether you meet statutory and rule requirements for license or registration renewal. This data is classified as public. You are not required to provide this information. However, your failure to do so may force the Board to start the termination process for your license. Board staff, board designee's, continuing education sponsors and board members may have access to this data, as required for the audit. You have the right to consult with legal counsel before providing any information to the Board.

Per Minnesota Administrative Rule 2500.1800 failure to complete the required hours will result in the imposition of a monetary penalty of up to \$900.00 per year, require additional continuing education units, and/or result in the termination of your license. Any lapse in licensure due to noncompliance may create additional legal liability. A terminated license is considered "lapsed".

Per Minnesota Statute § 214.075; all licenses which are lapsed for over one year will require completion of a fingerprint based Criminal Background Check (CBC) before being reinstated to active status. The CBC requires an added fee and may cause a delay in the reinstatement. Further information may be found on the Board website.

ACKNOWLEDGEMENT


By checking here you agree to the above statements.

STEP 4

Read Information | Ensure you have documentation | Click Next

2 ⓘ Audit Information

 **Requirements for Uploading Continuing Education:**

CE Summary for Audit is required with your **official CE certificates**.

Prior to uploading any documents, complete and save the **CE Summary for Audit** with your official CE certificates on your device.

Official CE certificates must each include:

- Chiropractor's Name, Address, and MN License #
- Name of the CE Program & the MBCE Approval ID # (or PACE logo as appropriate)
- Date the program was attended
- Type and number of continuing education units obtained

Click "Next" when all documents are ready to be uploaded.

After you have completed uploading your documents; click "Next" to download the confirmation and verify that ALL documents, including the CE Summary for Audit, are listed.

Click "Finish" to complete the CE audit submission to the MBCE. Once you click "Finish" you will be unable to upload additional documents.

NOTE: Your secure login will expire after 30 minutes of inactivity, and information will not be uploaded or saved. If you log in and do not finish the process, you must log out and begin again.


LICENSE TYPE Doctor of Chiropractic

PERIOD 01/01/2025 - 12/31/2025

REFERENCE # ████████████████████

STATUS 1st Notice

HOURS 20 hours of continuing education are required.



CE Upload Instructions

Draft 03/2026

STEP 5

Read Information | Click the '+' icon on the right to add scans/photos

CE AUDIT RECORDS SUBMISSION

- Tennessee Warning Notice
- Audit Information
- 3 Attachments

NOTE: Your secure login will expire after 30 minutes of inactivity, and information will not be uploaded or saved. If you log in and do not finish the process, you must log out and begin again.

CE Summary for Audit is required with your official CE certificates.

Prior to uploading any documents, complete and save the [CE Summary for Audit](#) with your official CE certificates on your device.

Click + to upload a document.

After you have completed uploading your documents; click "Next" to download the confirmation and verify that ALL documents, including the CE Summary for Audit, are listed.

DOCUMENTS

FILE NAME	NAME	DATE
No entries. Click (+) to add.		

Buttons: Cancel, Previous, Next

STEP 6

Click **Choose** to access scan/photo on your computer/device | **OR Drag and Drop** scan/photo into space | **NOTE** Multiple scans/photos must be uploaded separately

DOCUMENT - {NEW}

+ Choose

Click Choose to access files on your computer

Drag and drop files here

Or drag and drop individual scan here- only one may be uploaded at a time

NAME

DESCRIPTION

Buttons: Ok, Cancel

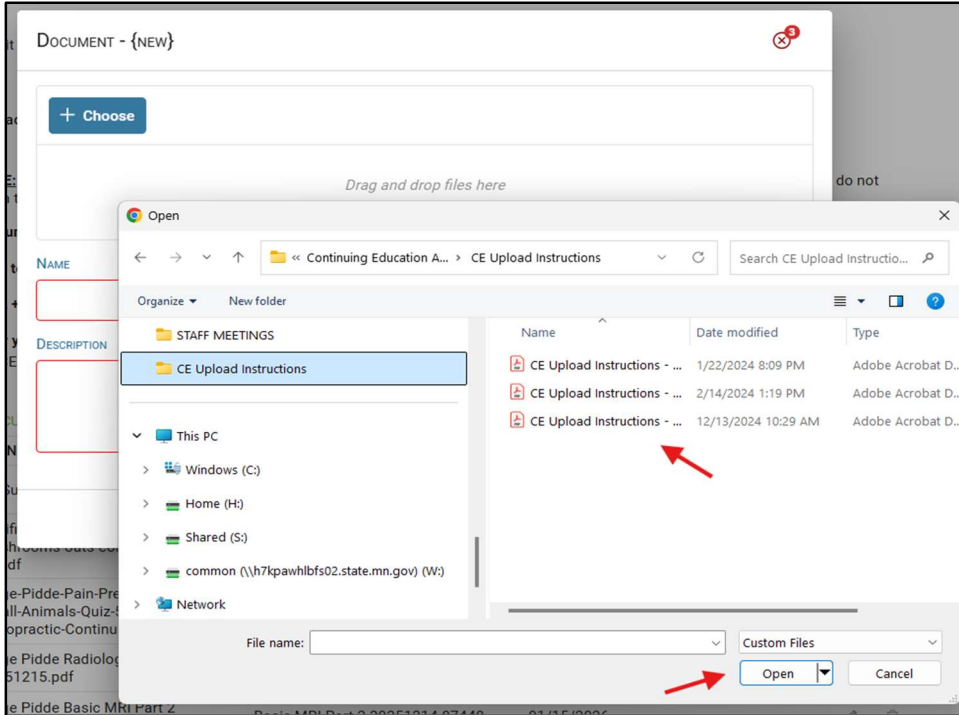
CE Upload Instructions

Draft 03/2026

STEP 7

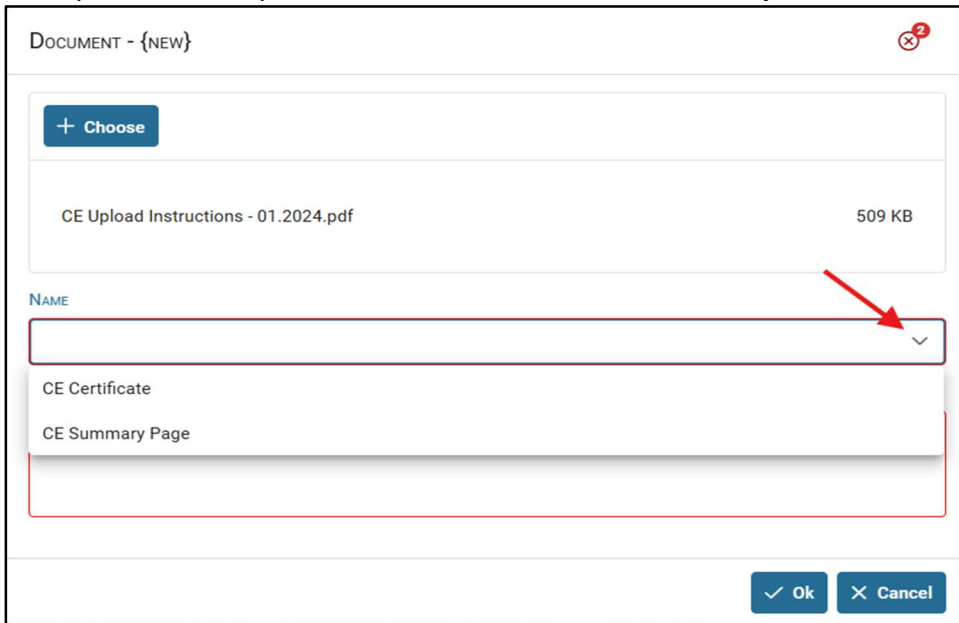
Double Click the scan/photo to upload | **OR Drag and Drop** scan/photo into space allowed

NOTE: The scan/photo names must be **different** and must **not** include symbols (/, @, etc.). Rename them if needed **before** uploading. Right click, select “rename”, and type a new name.



STEP 8

The uploaded scan/photo will show in the box. **Select an option** from the drop down or type a name.



CE Upload Instructions

Draft 03/2026

STEP 9

Type a description | Click OK

DOCUMENT - {NEW}

+ Choose

CE Upload Instructions - 01.2024.pdf 509 KB

NAME
CE Certificate

DESCRIPTION
CE Upload Instructions

Ok Cancel

STEP 10

Repeat from "Click the +" | Add all CE certificates and the CE Summary for Audit | Click Next

CE AUDIT RECORDS SUBMISSION

- Tennessee Warning Notice
- Audit Information
- 3** Attachments

NOTE: Your secure login will expire after 30 minutes of inactivity, and information will not be uploaded or saved. If you log in and do not finish the process, you must log out and begin again.

CE Summary for Audit is required with your official CE certificates.

Prior to uploading any documents, complete and save the [CE Summary for Audit](#) with your official CE certificates on your device.

Click + to upload a document.

After you have completed uploading your documents; click "Next" to download the confirmation and verify that ALL documents, including the CE Summary for Audit, are listed.

Click + to add additional documents
When done click Next

FILE NAME	NAME	DATE	
CE Summary for Audit - fillable.pdf	CE Summary Page	02/08/2024	

Cancel Previous Next

CE Upload Instructions

Draft 03/2026

STEP 11

Read information | **Click Finish** to Submit to the Board

CE AUDIT RECORDS SUBMISSION

- Tennessee Warning Notice
- Audit Information
- Attachments
- 4** ✓ Review

Click "Finish" to send the CE audit submission to the MBCE. Once you click "Finish" you will be unable to upload additional documents. When successfully submitted, your CE Audit tile status will change to Data Received.

Audits are reviewed in the order they are received. Once reviewed you will receive an email from the Board regarding your CE Audit status. You may also log into your online account to view your CE Audit status and checklist at anytime.

NOTE: Your secure log in will expire after 30 minutes of inactivity, and information will not be uploaded or saved. If you log in and do not finish the process, you must log out and begin again.

REFERENCE # DC4136-137920-32610

[Cancel](#) [Previous](#) [Finish](#)

AFTER YOU SUBMIT

CE Audit Status has changed to "Data Received" | **Click More** to Review

CE AUDIT (DC)


[More >](#)

LICENSE TYPE	Doctor of Chiropractic
NUMBER	[REDACTED]
PERIOD	01/01/2025 - 12/31/2025
STATUS	Data Received
HOURS	20 hours of continuing education are required.

CE Upload Instructions

Draft 03/2026

CHECKLIST will not match this example | **SUBMITTED DOCUMENTS** section will contain a list of what you submitted | **Word bubble** will indicate comments from staff | **Checklist** will be updated as staff review

CE AUDIT INFORMATION			
LICENSE TYPE	Doctor of Chiropractic		
PERIOD	01/01/2025 - 12/31/2025		
REFERENCE #	[REDACTED]		
STATUS	Data Received		
HOURS	20 hours of continuing education are required.		
CHECKLIST			
RECEIVED	STATUS	DESCRIPTION	COMMENT
-	Open	Audit Data - Received	
-	Open	Audit Complete - Notice Sent	
-	Open	Animal Chiropractic Hours Due	
SUBMITTED DOCUMENTS			
RECEIVED	NAME	DESCRIPTION	
01/15/2026	CE Summary for Audit - 2025.pdf	CE Summary for Audit - 2025	