

Hello,

We want to thank you for your participation in CE Marketplace and being patient with us as we work through the bugs on our new website. CE Marketplace appreciates your timeliness in getting instructors added to the School accounts. Over the past week, one of the most frequently asked question from School administrators has been; **“How do I add my instructors to my courses?”**

To add instructors to your certified courses first you will go to the CE Marketplace homepage and click on **Login** in the upper right-hand corner. After logging in you will be taken to the "School Overview Page." Once you are on this page, click on the “Course List” link in the middle of the screen.

**CE Marketplace**  
Michigan's Continuing Education  
Hub For Real Estate Professionals

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## School Overview

Schools that your user account have been granted administrative privilege are listed below:  
Select a School and corresponding School Activity below to get started.

SCHOOL	STATUS	OPTIONS
CE Marketplace Example School 123 CE Street Lansing, MI	Active	<a href="#">Submit a New Course</a> <a href="#">Resubmit a Course</a> <b><a href="#">Course List</a></b> <a href="#">Host A Class</a> <a href="#">Class List</a> <a href="#">Record Class Attendance</a> <a href="#">Pending School Fees</a>

**Note:** To report attendance for your scheduled class sessions, please use the following spreadsheet for all class types:  
[Download Attendance Verification Spreadsheet \(.xls\)](#)

The School providing the education session is responsible for verifying the licensee information on the spreadsheet is correct and that attendance information is uploaded to the correct Class Session ID. Information included on the Attendance Verification Spreadsheet is used to award credits to licensee profiles.

A charge of \$1.00 will be added to the outstanding balance due in your School Management page for each licensee uploaded for attendance verification.

Attendees are to be uploaded no later than 10 business days from the completion date of the course. It is the responsibility of the School to verify only licensed Michigan real estate licensees are included to avoid charges for non-licensed attendees.

After you click on “Course List” you will see a list of your courses. Click on the name of the course you would like to select an instructor for.

**\* Please remember that courses must be certified before adding instructors.**

## Course List

View all the courses in the certification process

TITLE	CREDIT TYPE	CREDIT HRS.	HOST SCHOOL/ INSTRUCTOR	STATUS	OPTIONS
test course 2 (C050869)	Elective	1	CE Marketplace Example School Brittany Hansen	Certified	<input type="button" value="Resubmit"/>

Scroll down to the “Instructor” section on the course detail page. You may then choose from the instructors that have been added to your School. For more information on adding instructors [click here](#).

### Instructors

#### Instructors Selected To Teach This Course

By default your account is selected as an instructor of record for this course submission. Additional Instructors may be added and selected once the class session is scheduled.

<b>Brittany Hansen (Primary)</b> bhansen@mirealtors.com	CE Marketplace Example School	Primary <input type="button" value="v"/>
<b>Darryl Garvin</b> dgarvin@mirealtors.com <a href="#">bio/more</a>	Michigan Realtors	Not Selected <input type="button" value="v"/>

The drop-down menu next to each instructor name will allow you to mark them primary, active, or not selected. Once you have selected the statuses, you will click on “Update Instructors.”

***\*By default your account is selected as an instructor of record for this course submission. Additional Instructors may be added and selected once the class session is scheduled.***

Your class sessions may now be scheduled with your requested instructors.

For more information on how to use the CE Marketplace for all of your CE needs, visit our [Resources page](#) or give us a call at 844.642.6633.