Scheduling a Class Session

A sponsor is a person or organization who wants to host a CE Marketplace certified course and agrees to submit a verification of attendee list upon course completion.

To login to CE Marketplace, click the "Login" button in the upper right-hand corner of the homepage, using your existing CE Marketplace username and password combination to log in.*

If you have not registered a School, get started by clicking on the "Learn More" link under "School" on the CE Marketplace homepage.

Once you have logged in, you will be brought to the "School Overview" page where you can submit courses, schedule classes, or record class attendance. To schedule a class that has been CE Marketplace certified, click on the "Host a Class" link under "Options."

Search for the course you would like to sponsor. If you know the course code, please enter it and click "Search for Courses" at the bottom of the page. For and advanced search, you have the ability to specify criteria in any of the areas below to find a list of available courses.

Please make sure you have the following information accessible:

- Instructors name or topic to search
- Location for hosting a class
- Date and time for hosting a class
- Contact information for the sponsor of the class

School: Michigan Realtors®

Search for courses you wish to sponsor. If you know the course code, please enter it and click search for courses at the bottom of the page. For an advanced search, you have the ability to specify criteria in any of the areas below to find a list of available courses.

Course Code	C [_____] ← **Enter Course Code**
Published By	○ Michigan Realtors® ● Schools I Am Affiliated With ○ Any School
Title Or Description	enter the text you wish to search for
Credit Type	[_____ ▼]
Distance Learning	○ Yes ○ No ● Either
Course Length Between	[_____ ▼] And [_____ ▼]
Instructor First Name	enter all or part of name to search
Instructor Last Name	enter all or part of name to search

Search For Courses ←

Once you find the course you would like to sponsor, click on the green course code and select it.

COURSE	DETAILS	
Course Code **C106959** ←	Certification Date:	11/5/2021
	Expiration Date:	11/5/2022
	Title:	Within The Law - Fall 2021
	Topic:	Principles Of Real Estate
	Course Type(s):	Legal
	Legal Credit Hours:	2
	NAR Designation(s):	
	Published By:	Michigan Realtors®
	Instructor(s):	Brian Westrin, Gail Anderson, David Pierson
	Description:	
		This course provides a comprehensive legal update regarding current issues such as the Anatomy of a ...

You will be taken to the "Course Details" page. Please double-check the page details to make sure you are selecting the correct course. When you have reviewed the information, click on "Select this Course."

Instructors

Instructors Selected To Teach This Course

Brian Westrin (Primary)   Michigan Realtors
bwestrin@mirealtors.com

Gail Anderson   McClelland & Anderson
ganderson@malansing.com

David Pierson   McClelland Anderson
dpierson@malansing.com

* Required

[Cancel] [Select This Course]

Class Details
Select the drop-down menu next to "Class Occurrence Type" to choose how many days your class will schedule. In the next field, you will select the dates your session will be held on. Use the clock to choose your "Class Start and End Time."

Next, type in the "Host Name" and choose the "Enrollment Type." If you would like your class displayed on the CE Marketplace Class Calendar, select "Public." All scheduled CE Marketplace Certified classes can be viewed in the "Upcoming Classes" scheduled in the middle of the "Class Calendar" page.

Host Venue
In the next section, you will be able to add your venue information. Once this has been completed, please select the acknowledgment agreement checkbox and then click "Schedule this Class."

Host Venue

School Venue *	select a school venue
	Add Venue
New Venue	
Venue Name *	
Street Address *	
Streed Address 2	
City *	
State/Province *	Michigan
Postal Code *	
Country *	United States
Website Address	
Primary Contact Name	
Contact Person Email	
Contact Office Phone	
Venue Status	Active

When the class has been scheduled in the system, the School Administrator will receive an email notification. You can also check to see if your classes have been scheduled from your "Class List." You can access the "Class List" from your "School Overview" page or from the sub- the menu at the top of the page.

You will then be taken to your "Class List" where you can review the history of all your currently scheduled classes submitted to CE Marketplace. If you click on the drop-down menu next to "Class Overview," you can view all upcoming classes, all completed classes, outstanding class sessions, and all classes.

Once you have selected the list you would like to view, click on the title to view the class detail page.

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