



Marketplace

MICHIGAN'S CONTINUING EDUCATION
HUB FOR REAL ESTATE PROFESSIONALS

How to Register

A DIVISION OF MICHIGAN REALTORS®

cemarketplace.net

You will need your license number to proceed

● Click on Register to begin



The screenshot shows the homepage of CE Marketplace. At the top left is the logo: a green circle with a white 'E' inside, followed by the text 'Marketplace' and 'MICHIGAN'S CONTINUING EDUCATION HUB FOR REAL ESTATE PROFESSIONALS' below it. To the right of the logo is a navigation menu with links for 'FAQ', 'CALENDAR', 'ABOUT US', 'REGISTER', 'CONTACT', 'PRIVACY', and a green 'LOGIN' button. The main content area features a dark background with a blurred image of a man in a suit. Overlaid on this image is the text 'Michigan's Continuing Education Hub for Real Estate Professionals' in white. Below this text is the heading 'Get Started' and three green buttons labeled 'INSTRUCTOR', 'SPONSOR', and 'LICENSEE'. At the bottom of the page, there is a paragraph of text: 'Whether you're a real estate instructor, sponsor, or licensee, CE Marketplace is the place for professional development. CE Marketplace has the most current, comprehensive, and practical real estate education information available from instructors and course sponsors. To gain the knowledge you need to succeed, or to track your certification progress, simply create a login and leave the rest to us.' In the bottom right corner, it says 'Division of MICHIGAN REALTORS®' and '© 2015 MICHIGAN REALTORS® • P: 844.642.6633 • F: 517.334.5568'.



Get Started

Another option is to go through the Licensee link from the home page and click on Register here for first time user.

● Click on Register here to begin

The screenshot shows the CE Marketplace website interface. At the top, there is a navigation bar with the logo and text "Marketplace MICHIGAN'S CONTINUING EDUCATION HUB FOR REAL ESTATE PROFESSIONALS". To the right of the logo are links for "FAQ", "CALENDAR", "ABOUT US", "REGISTER", "CONTACT", "PRIVACY", and a "LOGIN" button. Below the navigation bar, there are three tabs: "Instructor", "Sponsor", and "Licensee", with "Licensee" being the active tab. The main content area features a large banner image of a person looking at a screen displaying "Licensee". Below the banner, there is a paragraph of text: "With a grant from The Michigan Department of Licensing and Regulatory Affairs, CE Marketplace can now assist in the tracking of continuing education credits. The CE Marketplace is your one-stop destination for certified courses and sponsored classes. Not only that, you'll be able to track the classes you've taken through CE Marketplace, upload the ones you've taken elsewhere, and search for certified courses that fit your needs." Below this text are three columns of content: "You can:", "Find Certified Courses", "Manage Your CE", and "The Importance of CE Marketplace Certification". To the right of these columns is a "Login" form with a green arrow pointing down to it. The form includes a "First time user - Register here" link, "Username" and "Password" input fields, a "LOGIN" button, and a "Forgot Username or Password" link.



Find Your Record

If you have multiple license numbers, enter any current/active full license number

Click on Search to find your profile.

● Enter your full real estate license number

The screenshot shows the 'Marketplace' website header with navigation links: FAQ, CALENDAR, ABOUT US, REGISTER, CONTACT, PRIVACY, and a LOGIN button. Below the header are tabs for 'Instructor', 'Sponsor', and 'Licensee'. The main content area is titled 'Register User' and contains the following text: 'Real estate licensees please enter your active real estate license number and press Search to determine if you are already recognized within the system.' Below this is the sub-header 'Real Estate Licensees - Enter Your License Number'. There is a text input field labeled 'License Number' and a green 'SEARCH' button. A note at the bottom of the form says: 'To find your license number [click here](#). If you do not have a real estate license (such as class sponsors, instructors, appraisors, etc.) [please click here](#).' The footer includes 'Division of MICHIGAN REALTORS®' and copyright information: '© 2015 MICHIGAN REALTORS® • P: 844.642.6633 • F: 517.334.5568'.



Find Your Record

Results will show up below. You must have an email address listed to proceed.

If your result screen looks like the one shown here with nothing in the email field, please call or email us to add your email address to your record.

If your name doesn't appear in the Result section it could be due to a lapsed license or a new license and we haven't received your information from the state yet. Please contact us if your name doesn't appear.



Example of missing email

Register User

Real estate licensees please enter your active real estate license number and press Search to determine if you are already recognized within the system.

Real Estate Licensees – Enter Your License Number

License Number

To find your license number [click here](#)

If you do not have a real estate license (such as class sponsors, instructors, appraisors, etc.) [please click here](#).

SEARCH

Results

The persons listed below may match your search criteria. Click on Select next to your name to have a registration token emailed to you to complete the registration process.

If your email is incorrect, no email is listed or your name is not listed, please contact tracking@cemarketplace.net before proceeding.

PERSON NAME	EMAIL	CITY, STATE	
Jeffery Wheeler		Sandusky, MI	SELECT

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Find Your Record

This is an example of the result screen with an email address listed. If the email address is correct, click on Select to receive the registration token via email. (Please note, for privacy reasons we x out the email address before the @ sign.)

The registration token is verification of the registration. If the email address listed is incorrect, please contact us to update your record.



Licensed Users select their record

Register User

Real estate licensees please enter your active real estate license number and press Search to determine if you are already recognized within the system.

Real Estate Licensees – Enter Your License Number

License Number

To find your license number [click here](#)

If you do not have a real estate license (such as class sponsors, instructors, appraisors, etc.) [please click here.](#)

SEARCH

Results

The persons listed below may match your search criteria. Click on Select next to your name to have a registration token emailed to you to complete the registration process.

If your email is incorrect, no email is listed or your name is not listed, please contact tracking@cemarketplace.net before proceeding.

PERSON NAME	EMAIL	CITY, STATE	
Candace Wheeler	xxxxxxxxxxxxxxxx@era.com	Clinton Township, MI	SELECT

Check Your Email

You should immediately receive your registration token via email. If you do not, please contact us to confirm we have the correct email address in the system for you.

Click on the link provided in the email. If the link isn't hyperlinked to click on it, you cannot copy and past it into a browser. Please contact us and we will get you registered with a username and password.



- Click on the registration token provided

CE Marketplace Portal - Registration Completion Information

cemarketplace@mirealtors.com

Please follow the attached link to complete the registration process.

<https://www.cemarketplace.net/User/Register.aspx?c=/Rd0w9qVugu/rTLt7eJBDD91bxFrFSqs/zoLdQiqjMq5gYEdFRaANazEZh6EcOth>

Please do not reply to this message


Confirm Token

Enter the email address the registration token was sent to in order to complete the registration process and click Submit.

At the next screen (not shown) you will enter a username and password to be used to access your CE Marketplace profile.



Enter the email address the token was sent to

**Marketplace**
MICHIGAN'S CONTINUING EDUCATION
HUB FOR REAL ESTATE PROFESSIONALS

FAQ CALENDAR ABOUT US REGISTER CONTACT PRIVACY **LOGIN**

Instructor Sponsor Licensee

Register User

Email Address

Registration Token (from email)

Please enter the fields above and press 'Submit' to complete the user registration process.

SUBMIT

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Login and Begin

Once your profile is created and you have logged in, select Licensee from the main screen to view your continuing education history, add self reporting credits and change your email, username, and password.

Check out other presentations to learn how to add self reporting credits or how to change your profile information.



Select Licensee to view your profile



Come Back and Simply Login

Remember your Username and Password and next time you return, click on Login and enter your information to proceed.

If you happen to forget either one, click on the link for Forgot Username or Password to have a recovery email sent to you.



Click on Login when you come back to the site



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FAQ CALENDAR ABOUT US REGISTER CONTACT PRIVACY **LOGIN**

Instructor Sponsor Licensee

Login

Login to your account

First time user - [Register here](#)

Username

Password

LOGIN [Forgot Username or Password](#)

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Continuing Education History


View your CE history, request certificates from CE Marketplace certified classes, and add Self Reporting credit hours



MICHIGAN'S CONTINUING EDUCATION
HUB FOR REAL ESTATE PROFESSIONALS



Your CE History all in one place



Marketplace

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FAQ CALENDAR ABOUT US CONTACT PRIVACY [LOGOUT](#)

Instructor
Sponsor
Licensee

Welcome: Your Name





My CE Credits

- My CE Credits

Your Name, Office Name (License number)

For Education Period:

CE Marketplace Course History

COURSE DATE	CLASS CODE	COURSE TITLE	COURSE CODE	LEGAL CREDITS	ELECTIVE CREDITS	CERTIFICATE
1/7/2016	000681	MSHDA's Homeownership Programs - Delivering the Dream to Michigan Families	000569		1.00	
1/21/2016	000690	Cultural Intelligence: Why Michigan Real Estate Needs It	000596		2.00	
1/21/2016	000695	Igniting The Passion	000589		1.00	
1/28/2016	000751	Professional Standards Training 2016	000479	3.00		

Self Reporting Course History [Add Self Reporting Credits](#)

You have no self reported courses recorded.

CE Credits Summary

CREDIT TYPE	TOTAL CREDITS
Legal	3.00
Elective	4.00

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Contact Us

Thank you for watching. If you have any questions or problems registering, please contact us and we will gladly assist you.

Normal office hours are:
Monday – Friday
9am to 4pm.



844.642.6633
(844-MICONED)
www.cemarketplace.net
tracking@cemarketplace.net

QUALIFIED,
CRITIQUED
INSTRUCTORS

Audit
Protection



Simplified
tracking

Free for Michigan
licensed real
estate
professionals