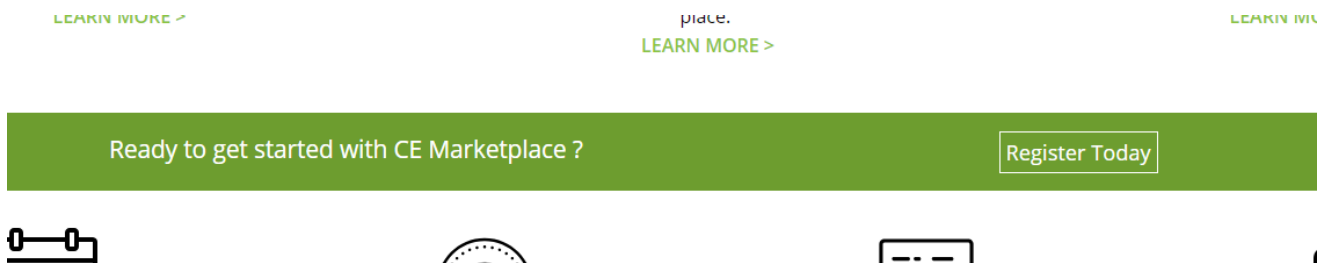


## Logging into CE Marketplace for new Licensee users:

To login to CE Marketplace, first you will need to register your account if you are a new Licensee user. Get started by clicking on the 'Register Today' link in the green stripe on the CE Marketplace home page:



Once you have clicked on the 'Register Today' button, you will be directed to a page with user registration options:

## Register User

Please select your registration types (check all that apply)

<p><b>Licensee</b> (View CE history)</p> <input type="checkbox"/>	<p><b>Instructor</b> (Teach a course)</p> <input type="checkbox"/>	<p><b>School</b> (Schedule a class)</p> <input type="checkbox"/>
<p>Click here if you are a Michigan Real Estate Licensee looking to activate your CE Marketplace profile to view your certified credits and continuing education history</p>	<p>Click here if you would like to register yourself as an instructor so that you can be added to instruct real estate continuing education courses on behalf of other organizations</p>	<p>Click here to register an organization that will either offer real estate continuing education courses or sponsor continuing education events for Michigan real estate licensees</p>
<p><b>Begin Registration</b></p>		
<p>Already Registered? <a href="#">Click here to login</a></p>		

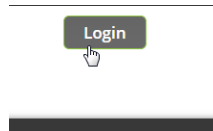
If you are a Michigan real estate licensee, please check the 'Licensee' box and click the 'Begin Registration' button.

In the next step you will enter your complete 10 digit Michigan individual license number to locate your record. To confirm your license number, you will be sent an email token to confirm your account.

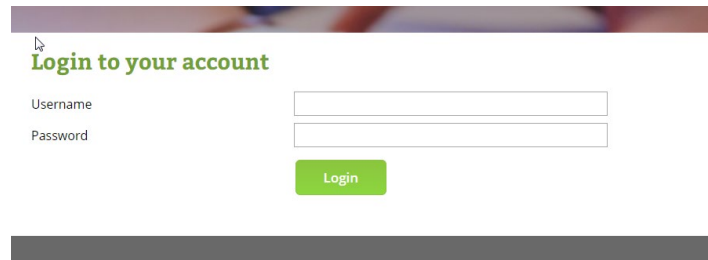
Please note, if we have an outdated email address in our system you will not receive this email. Call 844-642-6633 or email [tracking@cemarketplace.net](mailto:tracking@cemarketplace.net) for further assistance.

After confirming your account via email token, you will create a username and password for CE Marketplace. Once you have saved your user credentials, you may use them to login to the system using the following step.

To login to CE Marketplace , click the 'Login' button in the upper right corner of the CE Marketplace home page:



Use your existing CE Marketplace username and password combination to login:



*\*If you are unable to login or cannot remember your username or password, please contact 844-642-6633 or email [tracking@cemarketplace.net](mailto:tracking@cemarketplace.net) for account assistance.*

Once you have logged in you will be brought to the 'CE Reporting' link where you can see your CE Marketplace certified credits listed by date of completion.

## My CE Credits

Self-reporting certificates has been discontinued as of 11/1/2018. All CE Marketplace certified courses will be reported to your profile within 10 business days by the course provider. If a course is not CE Marketplace certified, it will not count towards your license renewal requirements.


### Licensee Name

Class Date From:

Class Date To:

### CE Marketplace Course History

To denote as penalty and/or relicensure credits, click on the Course Date link for the date you are editing.

COURSE DATE/ CLASS CODE	COURSE TITLE/ (COURSE CODE)	LEGAL CREDITS	ELECTIVE CREDITS	CERTIFICATE
<a href="#">1/1/2021</a> 016666	Letter of The Law: Greatest Hits Vol. 1 (050842)	1.00		

### CE RULES AND REQUIREMENTS

- **REQUIREMENTS** - Licensees are required to earn 18 total hours of CE during the three year cycle\* Of those 18 hours, 6 hours need to be legal which are required to be taken in increments of 2 hours per year.
- **CE HOUR** - 50 minutes of instruction qualifies as ONE hour of CE. You do not have the ability to track CE in half hour increments.
- **TAKING THE SAME COURSE** - You cannot earn credit for the same course within the licensing cycle, even if it is taken in a different calendar year. If the course falls within the same licensing cycle, it can only be taken once.
- **LICENSED INSTRUCTORS** - If you are an instructor with a Michigan real estate license, you have the ability to earn CE for the course(s) you are teaching, but only one time per course in the licensing cycle.

\*If you are a new licensee this total can change based on when your license was issued.

Use the date selector to assist in determining your completion dates as they correspond to your individual expiration date.

Please note, if you have just completed a course the provider has up to 10 business days to report your attendance.