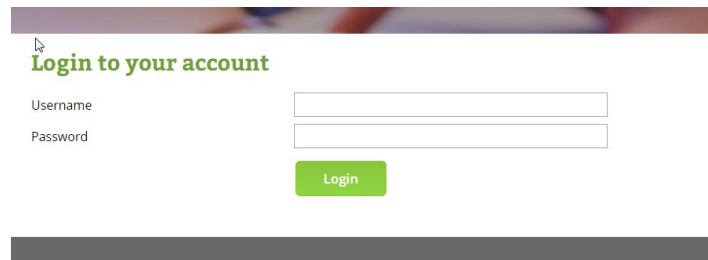


## Logging into CE Marketplace for existing Licensee users:

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.