

## 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 to confirm your account.

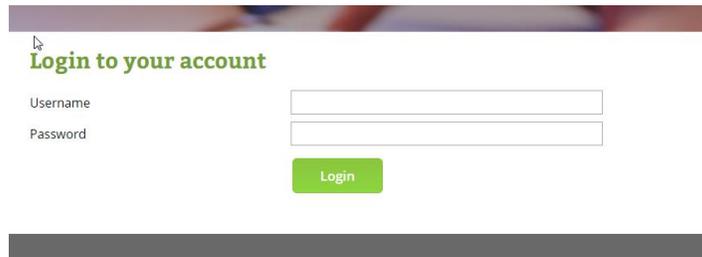
Please note, if we have an outdated email address in our system you will not receive this email. Call 844-642-6633 or email [tracking@cemarketplace.net](mailto:tracking@cemarketplace.net) for further assistance.

After confirming your account via email, 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 credit totals.

### My CE Credits

**CE Marketplace**  
Licenses and Employers ✕

For Education Period (click on a date range below to select)

- 11/1/2018 thru 10/31/2021
- 11/1/2015 thru 10/31/2018
- 11/1/2012 thru 10/31/2015

CE Marketplace Course History  
You currently do not have any courses registered in the system.

**CE Credits Summary - Current Cycle**

CERTIFIED ELECTIVE	CERTIFIED LEGAL	CERTIFIED RELICENSURE	SELF-REPORTING ELECTIVE	SELF-REPORTING LEGAL	SELF-REPORTING RELICENSURE	TOTAL CE HOURS (2019 - 2021)
0	0	0	0	0	0	0

**Penalty Credits Summary - Previous Cycle(s)**

CERTIFIED ELECTIVE	CERTIFIED LEGAL	SELF-REPORTING ELECTIVE	SELF-REPORTING LEGAL	TOTAL PENALTY HOURS
0	0	0	0	0

**Relicensure Credits Summary - Previous Cycle(s)**

CERTIFIED ELECTIVE	CERTIFIED LEGAL	SELF-REPORTING ELECTIVE	SELF-REPORTING LEGAL	TOTAL RELICENSURE HOURS
0	0	0	0	0

**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.

Your certified credit totals from completed continuing education courses will appear underneath the section titled 'CE Credits Summary – Current Cycle'.

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