

# Submit a Course for Certification

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 login.\*

***\*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 submit courses for CE Marketplace certification, click on "Submit a Course" under "Options."

## School Overview

Schools that your user account have been granted administrative privilege are listed below:  
Select a School and corresponding School Activity below to get started.

SCHOOL	STATUS	OPTIONS
CE Marketplace Example School 123 CE Street Lansing, MI	Active	<a href="#">Submit a Course</a> ← <a href="#">Course List</a> <a href="#">Host A Class</a> <a href="#">Class List</a> <a href="#">Record Class Attendance</a> <a href="#">Pending School Fees ( \$45.00 )</a>

## Compliance

To submit a course, please make sure you have the following information ready:

- Course Title and Description
- Required Timed Outline
- Be able to answer how the course content is pertinent to the real estate industry

Please read over the "Compliance Agreement" at the bottom of the page. Check the box to accept the Course Submission Compliance Agreement and click "Save and Continue" to proceed to the course submission.

**\*\*  Yes, I agree with the Course Submission Compliance Agreement**

**Save And Continue**

## Course Details

You will want to make sure that the education period is 11/01/2018 thru 10/31/2021. If not select the drop-down menu next to "Education Period."

***Please make sure that your course title reflects the topics that will be covered and is not misleading. Titles are randomized on CE Marketplace, so using numbers, ABC will not aid in the marketing of your course, not the class calendar.***

Select the drop-down menu next to "Course Topics" to check any boxes that relate to the material being submitted for certification. In the next field, you will list the learning objectives for your continuing education course. Use the drop-down menu to select your "Course Type."

Next, select the course outline from your computer and any additional materials. If the outline has been successfully attached, you will see the document name next to the "Required Timed Outline" field. Please use the next field to explain how this course is pertinent to the field of real estate. You will then select the drop-down menu next to "Course Availability." If you would like other Schools to schedule your course, select "May Be Hosted By Other Schools."

### Course Details

Education Period \*

Course Expiration Date

School Type

Course Title \*

Course Topic \*\*

This course is being submitted to meet the NAR mandated Code of Ethics requirement

Learning Objectives \*\*

Course Type(s) \*\*

NAR Designation(s)

Required Timed Outline \*\*

Optional Materials

How does this course content relate to the practice of real estate? \*\*

Course Availability

If this course was previously certified by CE Marketplace, enter the previous course code

You will then scroll to the "Attendance Information." Please read over the attendance policy and check the acknowledgment box.

If the course you are submitting is "Distance Learning," please check the "Yes" box. You will then select the number of credits the course is being submitted for and click "Save and Continue."

### Attendance Information

**Our school agrees to comply with the following attendance policy:**

A licensee shall attend 100% of the clock hours to obtain credit for the course. Credit for distance learning courses require completion of the entire course. Completion of the entire course means the number of course hours attended by the student equals the number of hours for which the course is certified.

Class Has Makeup Policy  Yes  No

Makeup Policy Description

Course Is Distance Learning  Yes  No

\*\* Please select the course credit type and length for the course. Courses that exceed one CE hour may have a combination of legal and elective. For example; 100 minutes Legal and 200 Elective would equal a six hour CE course. Courses requesting legal credit hours must demonstrate they meet the requirement for legal in the course outline and supporting materials.

Legal Credit Hours

Elective Credit Hours

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[Save And Return Later](#) [Cancel](#)

## Instructor

By default, your School administrator is selected as an instructor of record for this course submission. Additional instructors may be added and selected once the course has been certified.

If your instructors are already listed, you can select the drop-down menu next to their name and change the status. If they are going to be teaching the course, you will want to make them the "Primary" instructor and click "Save and Continue."

\* Required to Save  
\*\* Required for Submit

### Instructors

#### Instructors Selected To Teach This Course

By default your account is selected as an instructor of record for this course submission. Additional Instructors may be added and selected once the class session is scheduled.

<b>Darryl Garvin</b> dgarvin@mirealtors.com <a href="#">bio/more</a>	Michigan Realtors	Not Selected ▾
<b>Brittany McEvoy</b> bmcevoy@mirealtors.com <a href="#">bio/more</a>	Brittany School	Not Selected ▾

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Save And Continue

[Save And Return Later](#) [Cancel](#)

## Acknowledgment

Please read over the "Course Submission Agreement and check the "Acknowledgement" box. You will then select "Save and Continue."

At this point, you will either be sent to the payment screen, or you will be shown a list of required fields that were missed during the submittal process. The system will not let you move forward unless all of the required fields are populated. Select Back to complete the required fields.

\*\*  Yes, I agree with the Course Submission Agreement 

### Comments

Comments ⓘ

There are no comments posted.

New Comment

*Enter a comment. Your comment will be added when the page is saved.*

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Save And Continue

[Save And Return Later](#) [Cancel](#)