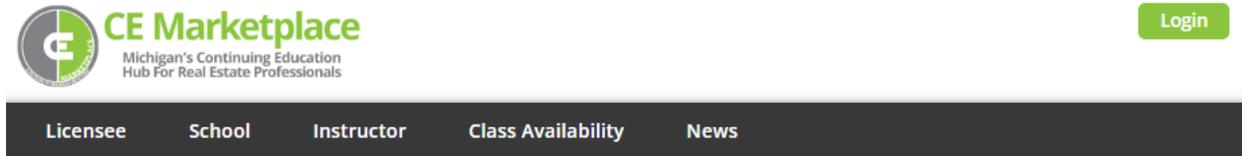


## Submit a Course for CE Marketplace Certification:

To login to CE Marketplace, click the “Login” button in the upper right-hand corner of the home page using your existing CE Marketplace username and password combination to login.

*If you have not registered a School account, this is first required to submit a course. Get started by clicking on the “Learn More” link under “School” on the CE Marketplace home page.*



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

**Login to your account**

Username

Password

[Login](#) [Forgot Username or Password](#)

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

Once you have logged in to CE Marketplace you will land on the ‘School Overview’ page where you can submit courses, schedule classes and record class attendance. To submit courses for CE Marketplace certification, click on ‘Submit a New 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 New Course</a> <a href="#">Resubmit 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</a>

If you do not see your attendance reported within this timeframe, please contact the provider of your course as they will report your attendance to CE Marketplace.

## 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 pertains to the real estate industry
- Any additional supporting materials that may be helpful to the review process

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.

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### Compliance Agreement

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For this course to be certifiable, it must be compliant with statutory requirements and LARA interpretations. Content must be pertinent and specific to real estate. The course must expand the student's knowledge of the real estate profession or stay up with new developments in the industry.

Elective (General) Topics - Courses addressing general business issues must be focused on the topic as it pertains to the real estate industry in particular.

Legal Topics – For a course to qualify for certification as "Legal" course credit to meet the per licensing year requirement, it must cover law, rules and court cases involving real estate, specific recent enactments or amendments to statutes or rules, or recent court decisions involving real estate law.

Fair Housing Topics – For a course to qualify for certification as "Fair Housing" course credit to meet the per licensing year requirement, it must contain content that involves compliance with local, state, or federal fair housing laws.

By submitting this course, you believe it to be compliant and understand by submitting the course for certification that the submission fee is non-refundable and it may not be certified upon review.

Check the box to accept the Course Submission Compliance Agreement and proceed to course submission.

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

\* Required

Save And Continue

Cancel

## Course Details

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 or alphabetization will not aid in the marketing of your course or 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. 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

School Type	Proprietary
Course Title *	<input type="text"/>
Course Topic ⓘ *	<input type="text"/> ⓘ
Learning Objectives *	<input type="text"/>
Course Type(s) *	<input type="text"/>
NAR Designation(s)	<input type="text"/>
Required Timed Outline ⓘ *	<input type="text"/> <a href="#">BROWSE</a>
Optional Materials ⓘ	<input type="text"/> <a href="#">BROWSE</a>
How does this course content relate to the practice of real estate? ⓘ *	<input type="text"/>
Course Availability	<input type="text" value="No Outside School Access"/>

## Attendance Information

You will then scroll to the 'Attendance Information'. Carefully read over the attendance policy and check the acknowledgment box. If the course you submit is 'Distance Learning' please check the 'Yes' box. You will then select the number of legal, elective, and/or fair housing credit hours the course is being submitted for. Click 'Save and Continue' to proceed.

## 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 submission. Courses that exceed one hour of continuing education may be designated as a combination of legal, elective and/or Fair Housing credit hours.

Courses requesting Legal credit hours must demonstrate they meet the requirement for Legal credit in the course outline and supporting materials. Legal course material must contain content that involves relevant laws, rules, and court cases regarding real estate.

Courses requesting Fair Housing credit hours must demonstrate they meet the requirement for Fair Housing credit in the course outline and supporting materials. Fair Housing course material must contain content that involves compliance with local, state, or federal fair housing laws.

For example: 100 minutes of Legal and 200 minutes of Elective credit would equal a six-hour continuing education course based on a 50 minute instruction hour. Course credit totals must match the amount of time represented in the submitted course materials.

Legal Credit Hours	<input type="text" value="none"/>
Fair Housing Credit Hours	<input type="text" value="none"/>
Elective Credit Hours	<input type="text" value="none"/>

\* Required

[< Back](#)

[Save And Continue](#)

[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 their status for the course. If they are going to be teaching the course, you will want to make them the 'Primary' instructor and any other instructor that will be teaching the course 'Active'. Once complete click 'Save and Continue'.

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### Instructors

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#### 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.

**Darryl Garvin**

dgarvin@mirealtors.com

≡ [bio/more](#)

Michigan Realtors

Primary ▾

### Acknowledgment

Please read over the 'Course Submission Agreement' and check the 'Acknowledgement' box. You will then click 'Save and Continue'. On the next screen, you will choose your review options with associated costs. Select the review timeframe and click the 'Submit for Certification' button to submit your course for review. The charge for the course submission has been added to your School Overview page. Payment may be completed by clicking on the red 'Pending School Fees' link which should show your current account balance.

If you have any questions regarding your course submission or the balance you owe please contact 844-642-6633 or [tracking@cemarketplace.net](mailto:tracking@cemarketplace.net).