



Reporting Class Attendance to CE Marketplace

1. Click Login in the upper-right hand corner of the website

***Tip: Please remember that you must schedule the class before class attendance is reported. For instructions on hosting (scheduling) a class, please [click here](#). ***

2. Once you have logged in navigate to the 'School Admin' section. From the menu on the right-hand side, click on Record Class Attendance as seen below:

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	Submit a New Course Resubmit a Course Course List Host A Class Class List Record Class Attendance Pending School Fees

3. A list of currently scheduled classes will display. Click on the 'Record Attendance' button next to the class session you would like to report attendance to:

***Tip: Have your Attendance Upload Worksheet filled out with attendee information prior to continuing to the next step. For best results, do not modify the worksheet formatting and hand-type licensee information for accuracy. To download a copy of the Attendance Upload Worksheet, [click here](#). ***

Record Class Attendance

School: CE Marketplace Example School

Select an active scheduled class from your school below to report attendance.

CLASS DATE/ TITLE	COURSE TOPIC/ CREDITS	HOST SCHOOL/ INSTRUCTOR(S)	VENUE	TYPE	
9/16/2022 09:00 AM Radon Test Class (066006)	Environmental Issues 2 Elective Credit Hrs.	CE Marketplace Example School Darryl Garvin	CE Marketplace School 720 N. Washington Ave. Lansing, MI	Classroom	Record Attendance

If the class you are looking for does not appear in the list above, please check your Class List to make sure it has been scheduled. If it has not been scheduled, please click Host a Class.

- [Class List](#)
[Host a Class](#)

- Upon clicking the 'Record Attendance' button, the Class Information will display. Continue the upload process by click 'Upload Attendance Worksheet':

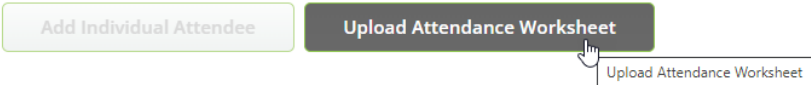
Record Class Attendance

School: CE Marketplace Example School

Class Information

Class Code: 066006
Sponsor Name: CE Marketplace Example School
Course Title: Radon Test Class
Class Date: 9/16/2022
Credit Hours (Legal):
Credit Hours (Other): 100 Minutes (2 Hours)
 CE Marketplace School
Location: 720 N. Washington Ave.
 Lansing, MI 48190

NOTICE: The cost for each attendee uploaded to CE Marketplace is \$1.00. Each attendee added to a class roster will add a \$1.00 charge to the Payment Due from your School Account.




- On the next step, click on the 'Choose File' button to select the Attendance Upload Worksheet you have prepared with attendee information.

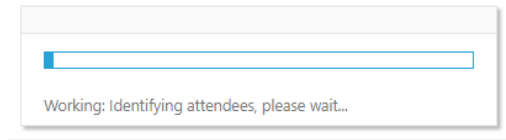
⚠ As the host of this CE Marketplace Certified Continuing Education class, you agree to upload the attendee list to the CE Marketplace website using the provided [Attendance Verification Worksheet](#) within 10 business days of class completion.

Import From Worksheet No file chosen

****Tip:** Please fill out all the required fields on the worksheet as seen below, including the Reporting School Name, Course Title, Class Code and Credit Hours. This will assist CE Marketplace staff in validating and correcting any attendance upload issues and assure a successful upload attempt.

 Marketplace <small>MICHIGAN'S CONTINUING EDUCATION HUB FOR REAL ESTATE PROFESSIONALS.</small>						
Reporting School Name:	CE Marketplace Example School					
Course Title:	Radon Test					
Class Code:	66006					
CE Credit Hours	2					
<p style="color: red; font-size: small;">Please be sure you are entering Michigan licensed real estate salespersons/brokers ONLY on this spreadsheet. DO NOT include appraisers, non-licensed attendees, or out of state license numbers as the system will not accept these records</p>						
First Name	Last Name	License Number	NRDS Number	Email address	Last 4 Digits SS#	Course Completion Date
<small>*REQUIRED</small>	<small>*REQUIRED</small>	<small>*REQUIRED</small>		<small>*REQUIRED</small>		<small>*REQUIRED (mm/dd/yyyy)</small>
New	Licensee	6501999998		education@cemarketplace.net	1234	9/16/2022

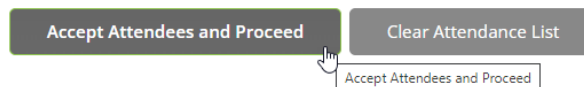
- Upon selecting the file for upload, the system will work to identify the attendees listed on your upload worksheet. *Note: Please allow this process to complete.*



- The system will first display any attendees that the system has identified and made an exact match:

Click to accept identified attendees. Unidentified attendees will be listed on the following page.

NAME	LICENSE NO	NRDS NO	EMAIL	LAST 4 SSN
Becky Francoeur	6501371969		tracking@cemarketplace.net	1234



- Click the 'Accept Attendees and Proceed' button to move on to the next step, which will display any 'Unidentified' attendees.

Note: If you notice any errors in the identified attendees, please click 'Clear Attendance List' and start over.

- Next the system will list any 'Unidentified Attendees' present on your worksheet.

Some reasons for 'Unidentified' attendees may be due to a lapsed real estate license, newly licensed individual, incorrect or superseded Michigan real estate license number and other various information mismatches.

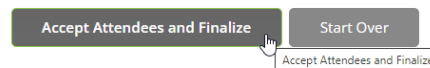
Upon verifying that all 'Unidentified Attendees' are Michigan real estate licensees, complete the upload by clicking 'Accept Attendees and Finalize' as seen below:

Licensees that were not automatically identified by the system are listed below. The following attendees will have credit assigned to their account by CE Marketplace staff within the next 30 days.

Reasons for unidentified attendees:

- Lapsed Michigan Real Estate License
- New Michigan Real Estate Licensee within the system
- Incorrect or superseded Michigan Real Estate License number
- Mismatch of License and NRDS number

NAME	LICENSE NO	NRDS NO	EMAIL	LAST 4 SSN
New Licensee	6501999998		education@cemarketplace.net	1234



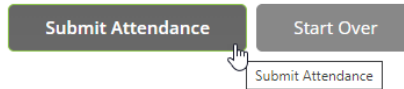
10. The system will now display the complete list of class attendees and display the charge that will be added to your School Account. Once you have assured that the list is complete and accurate, click the box to acknowledge accuracy and complete the process by clicking the 'Submit Attendance' button.

NOTICE: The cost for each attendee uploaded to CE Marketplace is \$1.00. Each attendee added to a class roster will add a \$1.00 charge to the Payment Due from your School Account.

NAME	LICENSE NO	NRDS NO	EMAIL	LAST 4 SSN
Becky Francoeur	6501371969		tracking@cemarketplace.net	1234
New Licensee	6501999998		education@cemarketplace.net	1234

**By clicking Submit Attendance you are awarding continuing education credit to the licensees listed above.
A charge of \$2.00 will be added to your School account Payment Due.**

I certify this is a full account of all registered licensees that attended this class and that all data has been verified for accuracy.



A successful upload will result in a verification of the attendees, upload charges and pending School Fees. Proceed to pay your School Balance by clicking the 'Pay School Balance Now' button or return to the School Admin page by clicking 'Go Back to School Overview' button.

For additional information on how to use CE Marketplace, visit our [Resources Page](#) or call for support at 844-642-6633.