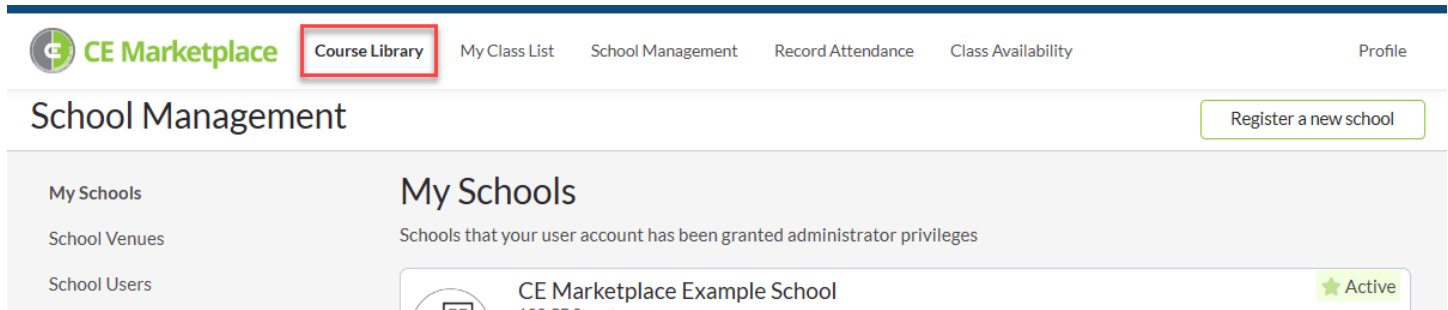


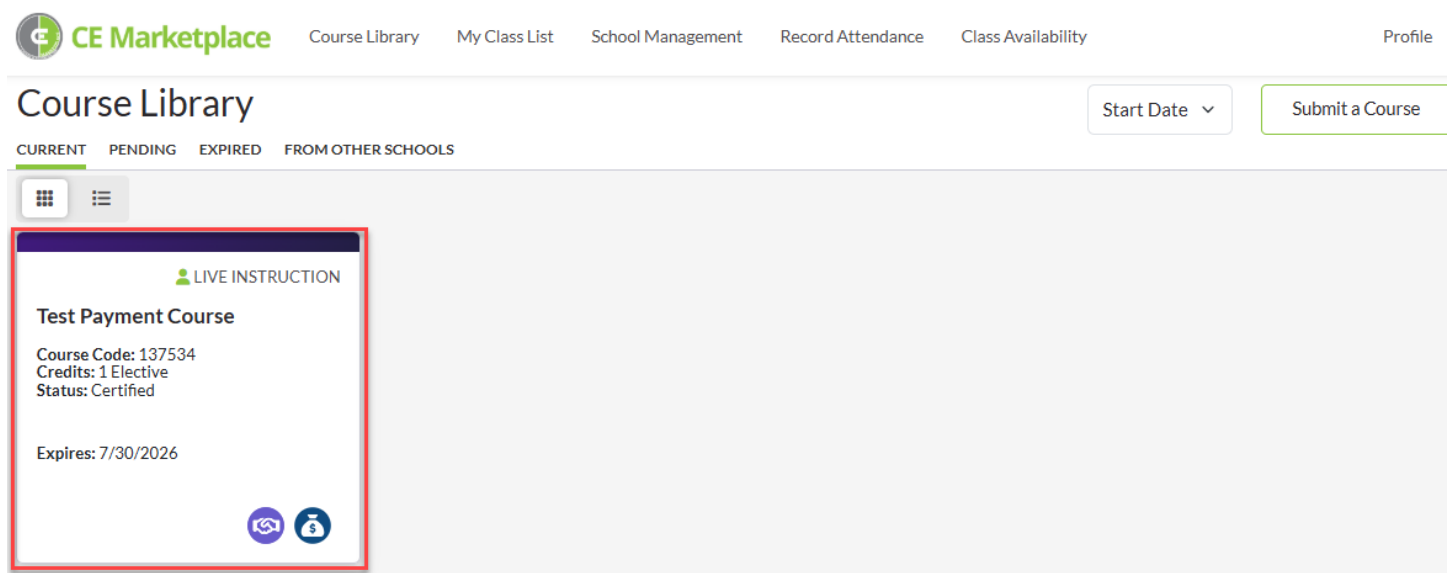
Scheduling (Hosting) a Class Session

In order to host a CE Marketplace certified course you must first submit the course for certification and the course must be reviewed and certified prior to scheduling your class session.

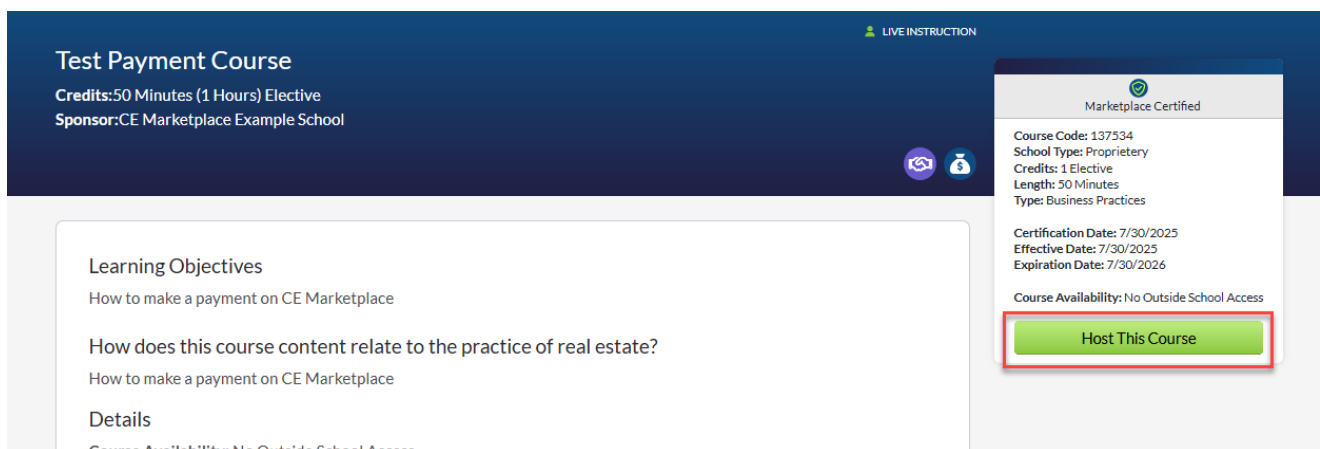
Once you have logged in you will navigate to 'School Management'. Once you have landed on the School Management page, you will next click on the 'Course Library' link which displays all of your School's courses.



Next you will click on the course you are looking to schedule a class session for.




After clicking on the course you are looking to schedule, you will land on the course details page. To select the details of your class session, click on the 'Host This Course' button.



Next you will enter in your Class Information. Class Information includes the session type (Single Day, Consecutive Days or Multiple Days), Date, Start Time, End Time, Enrollment Type (Public or Private), Venue, Selected Instructors, Contact Name and Registration Link (and/or Phone Number).

Class Availability

 LIVE INSTRUCTION

Session Type

Single Day

Select Date *

Class Start Time *

--:--

⌚

Class End Time *

--:--

⌚

Time Zone *

Eastern Standard Time

Sponsor Name

CE Marketplace Example School

Enrollment Type

☐ Public Enrollment

☒ Private Enrollment

Host Venue *

Select a venue from the list or add a new venue.

Finally, you will check the box next to the acknowledgement and click ‘Schedule This Class’. If you have set your Enrollment Type to ‘Public’ then your class session will be listed on the Class Availability page for all licensees to see and search for. If submitted as ‘Private’ your class will not appear in the Class Availability page.

If you have questions regarding hosting your class session, please contact CE Marketplace at 844-642-6633 or education@cemarketplace.net.