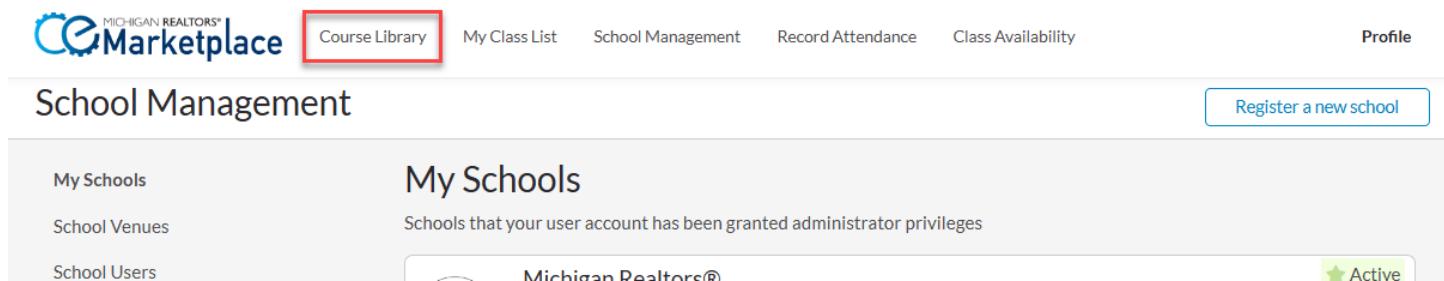


Scheduling (Hosting) a Class Session

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.



Michigan Realtors® Marketplace

Course Library My Class List School Management Record Attendance Class Availability Profile

School Management

Register a new school

My Schools

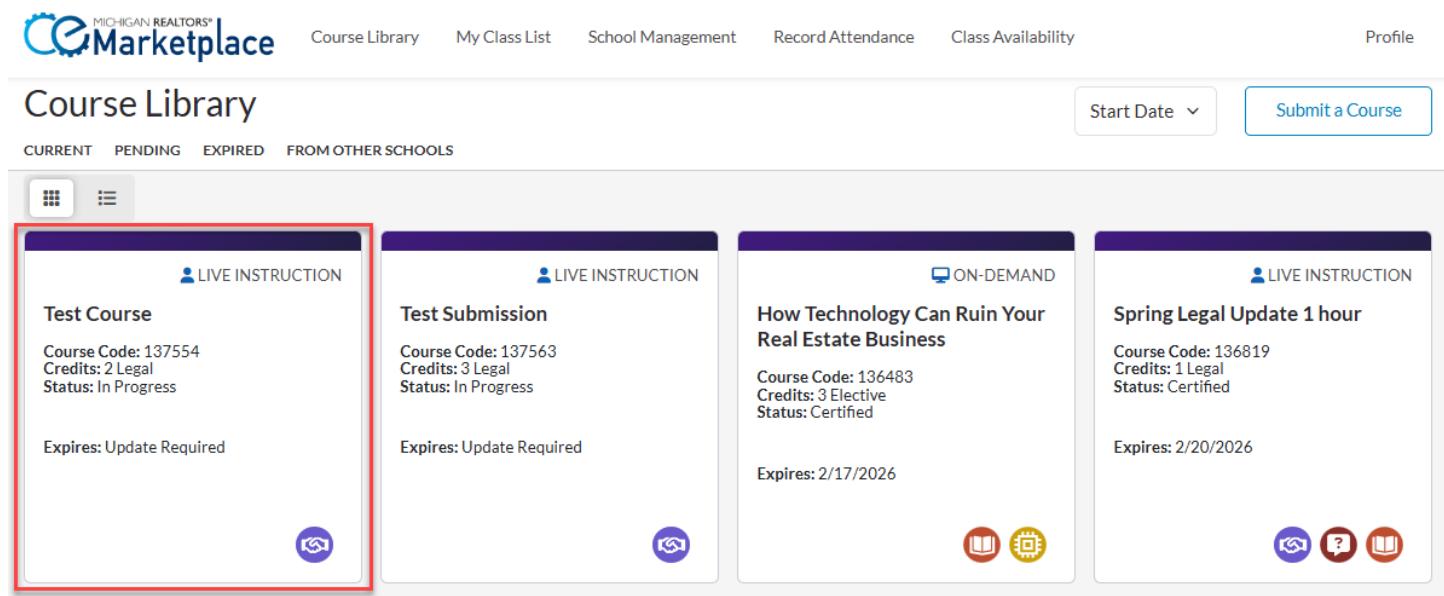
School Venues

School Users

Michigan Realtors®

Active

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



Michigan Realtors® Marketplace

Course Library My Class List School Management Record Attendance Class Availability Profile

Course Library

Start Date Submit a Course

CURRENT PENDING EXPIRED FROM OTHER SCHOOLS

LIVE INSTRUCTION

Test Course
Course Code: 137554
Credits: 2 Legal
Status: In Progress
Expires: Update Required

LIVE INSTRUCTION

Test Submission
Course Code: 137563
Credits: 3 Legal
Status: In Progress
Expires: Update Required

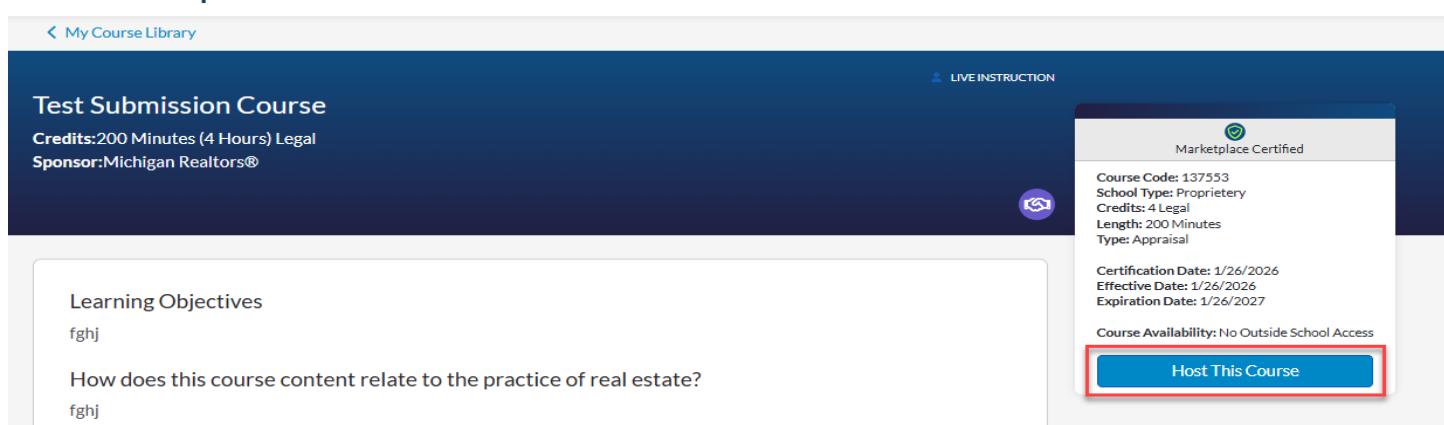
ON-DEMAND

How Technology Can Ruin Your Real Estate Business
Course Code: 136483
Credits: 3 Elective
Status: Certified
Expires: 2/17/2026

LIVE INSTRUCTION

Spring Legal Update 1 hour
Course Code: 136819
Credits: 1 Legal
Status: Certified
Expires: 2/20/2026

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.



My Course Library

LIVE INSTRUCTION

Test Submission Course
Credits: 200 Minutes (4 Hours) Legal
Sponsor: Michigan Realtors®

Marketplace Certified

Course Code: 137553
School Type: Proprietary
Credits: 4 Legal
Length: 200 Minutes
Type: Appraisal

Certification Date: 1/26/2026
Effective Date: 1/26/2026
Expiration Date: 1/26/2027

Course Availability: No Outside School Access

Host This Course

Learning Objectives
fghj

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

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 Information

Class Availability  LIVE INSTRUCTION

Session Type

Single Day 

Select Date * 

Class Start Time *  Class End Time * 

Time Zone * 

Eastern Standard Time

Sponsor Name  Public Enrollment  Private Enrollment

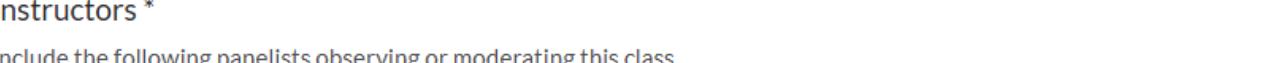
Michigan Realtors®

Michigan Realtors®

Host Venue * 

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

Select a venue from the list

Instructors * 

Include the following panelists observing or moderating this class

No instructors found for this course.

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.