Submit a Course for CE Marketplace Certification

Please note: If you are a new user and have never used CE Marketplace before you must first submit an application for a School account in order to submit a course for certification.

The course submission fees are as follows:

$45 - Review within 10 Business Days,
$95 - Expedited review within 3-5 Business Days
$145 – Expedited review within 1 Business Day

For existing users: To login to CE Marketplace and your School account, click the 'Login' button in the upper right-hand corner of the home page and use your existing credentials.

Once you have logged in to CE Marketplace you will land on your 'School Management' page. From here you can submit courses for certification, schedule classes once the course has been certified, record class attendance as well as other School administrative functions.

Next you will click on the 'Course Library' link in the primary site navigation.

In your account course library, you can view currently certified, expired and pending certification courses. To submit a course for certification you will click on the 'Submit a Course' button from your Course Library.

Please note prior to course submission it is helpful to have the following information ready:

- *Course Title and Description*
- *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 course review process.*

In the first step of the course submission process, you will agree to the Compliance Agreement by checking the box and clicking the 'Agree & Continue' button. Please read carefully before proceeding.

Next you will enter in your Course Details. Course Details include Course Title, Course Topic, Learning Objectives, Course Type, Applicable NAR Designations, upload a copy of your Timed Outline and any optional materials you think would be helpful during the review process, a statement on how the course content relates to the practice of real estate and whether the course should be private or open for other Schools to sponsor.

Following the Course Details, you will enter in the Course Hours which are dependent on your course content. Depending on the content your course may qualify for Elective credit, Legal credit or Fair Housing credit. Please note that each course hour may NOT count toward multiple credit hours.

Finally, you will enter in information on the Attendance Information by clicking on the box to comply with the CE Marketplace attendance policy, indicate whether the course has a Makeup Policy and whether the course is Distance Learning.

For reference Distance Learning courses are presented in a correspondence, pre-recorded or on-demand format.

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