

Recording Attendance for a Class Session

To record class attendance on CE Marketplace, you must *first schedule (host) the class* to generate a class code. For more information on scheduling a class, please visit <https://www.cemarketplace.net/resources> and view the 'How to Schedule (Host) A Class' resource.

Once your course has been scheduled with your specific class details, you will navigate to 'Record Attendance'. On this page you will see all your open scheduled class sessions. Click on the class instance you would like to report attendance for:

Record Attendance

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

Test Payment Course

Class Code: 89180
Course Code: 137534
Credits: 1 Elective
Instructors:
Venue: CE Marketplace School
Date: 8/4/2025
Time: 08:00 AM - 09:00 AM
CE Marketplace Example School

Record Attendance

On the next page you will upload your prepared 'Attendance Upload Worksheet' which should contain each licensee's first name, last name, email address and correct license number. Verify licensee pocket cards to assure this information is correct prior to uploading.

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.

Upload File

Accept Finalize

IDENTIFIED ATTENDEES

UNIDENTIFIED ATTENDEES

Licensees (0)	License Number	Email	NRDS No.
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As the host of this CE Marketplace Certified Continuing Education class, you agree to upload the attendee list to the Marketplace website using the provided Attendance Verification Worksheet within 10 business days of this class completion.

Once you have uploaded your attendance sheet, attendees will be placed in two categories, 'Identified Attendees' and 'Unidentified Attendees'. The first view will show all licensees who the system has made a direct match.

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.

Upload File [Attendance_Worksheet_Test.xlsx](#) Accept Finalize

IDENTIFIED ATTENDEES			UNIDENTIFIED ATTENDEES 1
Licensees (1)	License Number	Email	NRDS No.
CE Marketplace	6501999999	tracking@cemarketplace.net	

1 As the host of this CE Marketplace Certified Continuing Education class, you agree to upload the attendee list to the Marketplace website using the provided Attendance Verification Worksheet within 10 business days of this class completion. ×

Clicking the 'Unidentified Attendees' will display a list of licensees who did not match a record directly in the system. This could be due to an incorrect license number or a new licensee whose information has yet to be loaded into the system. Unidentified attendees will be manually matched with the correct attendee by CE Marketplace staff. We may contact the provider for additional information on a licensee if needed.

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.

Upload File [Attendance_Worksheet_Test.xlsx](#) Accept Finalize

IDENTIFIED ATTENDEES			UNIDENTIFIED ATTENDEES 2
Licensees (3)	License Number	Email	NRDS No.
Licensee One	6501700000	tracking@cemarketplace.net	
Agent Two	6501700001	tracking@cemarketplace.net	
Salesperson Three	6501700002	tracking@cemarketplace.net	

2 As the host of this CE Marketplace Certified Continuing Education class, you agree to upload the attendee list to the Marketplace website using the provided ×

Next click the 'Accept Finalize' button to upload your attendance and award credits. Once you have clicked the 'Accept Finalize' button you will next see a modal window with the upload fee that will be added to your 'Pending Fees' and a check the box next to the attendance acknowledgement. Click the 'Submit Attendance' button to finalize the process.

Accept and Certify ×

By clicking Submit Attendance you are awarding continuing education credit to the licensees listed above. A charge of \$4.00 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.

Cancel Submit Attendance

If you have questions or issues when uploading attendance, please contact CE Marketplace at 844-642-6633 or education@cemarketplace.net.