

## 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**

LIVE INSTRUCTION

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.

**Test Payment Course**

LIVE INSTRUCTION

Credit(s): 1 Elective   Instructors: Host School: CE Marketplace Example School  
Class Code: 89180

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](#)

**UNIDENTIFIED ATTENDEES 1**

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	

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. X

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.

[Upload File](#) Attendance\_Worksheet\_Test.xlsx [Accept Finalize](#)

IDENTIFIED ATTENDEES		UNIDENTIFIED ATTENDEES 1	
Licensees (3)	License Number	Email	NRDS No.
Agent One	6501999666	education@cemarketplace.net	
Licensee Two	6501999966	education@cemarketplace.net	
Salesperson Three	6501999996	education@cemarketplace.net	

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 X

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](mailto:education@cemarketplace.net).