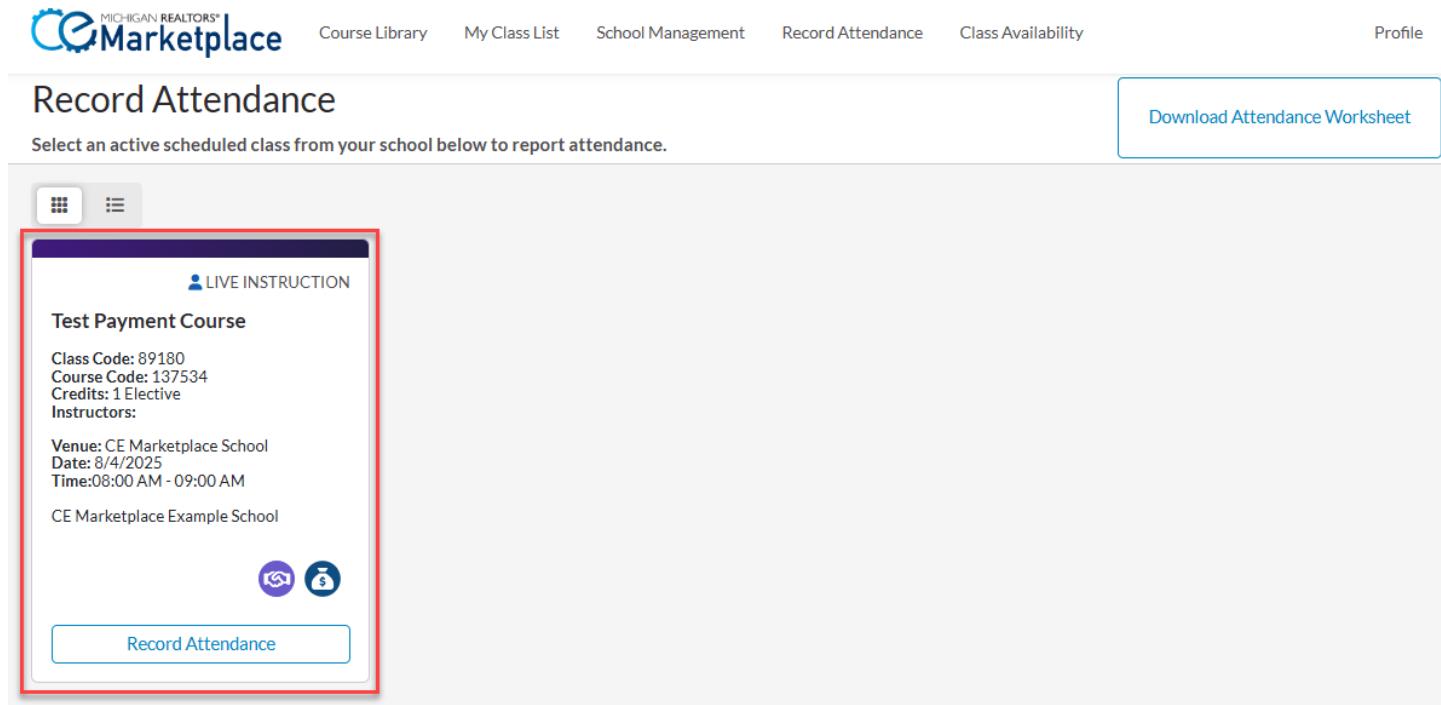


Recording Attendance for a Class Session

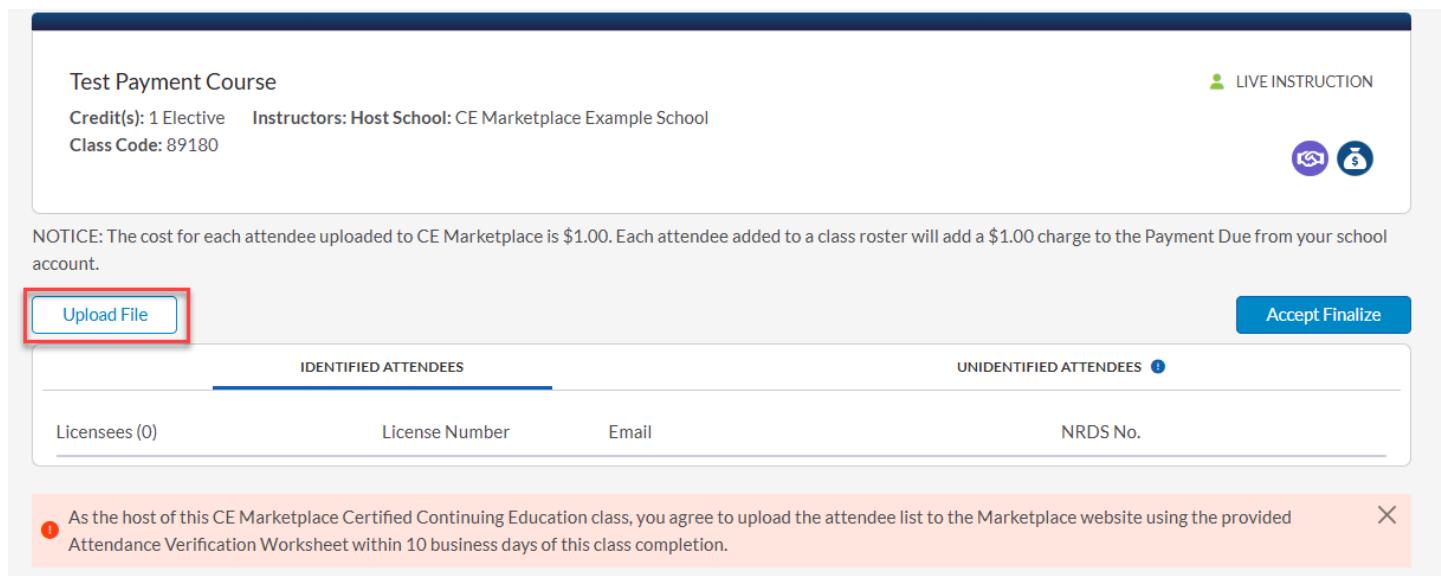
To record class attendance on CE Marketplace, you must first schedule (host) the class to generate a class code. For more information on scheduling a class, please visit <https://www.cemarketplace.net/resources> and view the ‘How to Schedule (Host) A Class’ resource.

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:



The screenshot shows the 'Record Attendance' page. At the top, there are navigation links: Course Library, My Class List, School Management, Record Attendance, Class Availability, and Profile. Below the links, a large button labeled 'Record Attendance' is highlighted with a red box. To the right of this button is a 'Download Attendance Worksheet' link. The main content area displays a class session for 'Test Payment Course'. The session details include: Class Code: 89180, Course Code: 137534, Credits: 1 Elective, Instructors: (empty), Venue: CE Marketplace School, Date: 8/4/2025, Time: 08:00 AM - 09:00 AM, and Host School: CE Marketplace Example School. Below the details are two icons: a handshaking icon and a money bag icon. At the bottom of the session details is a 'Record Attendance' button.

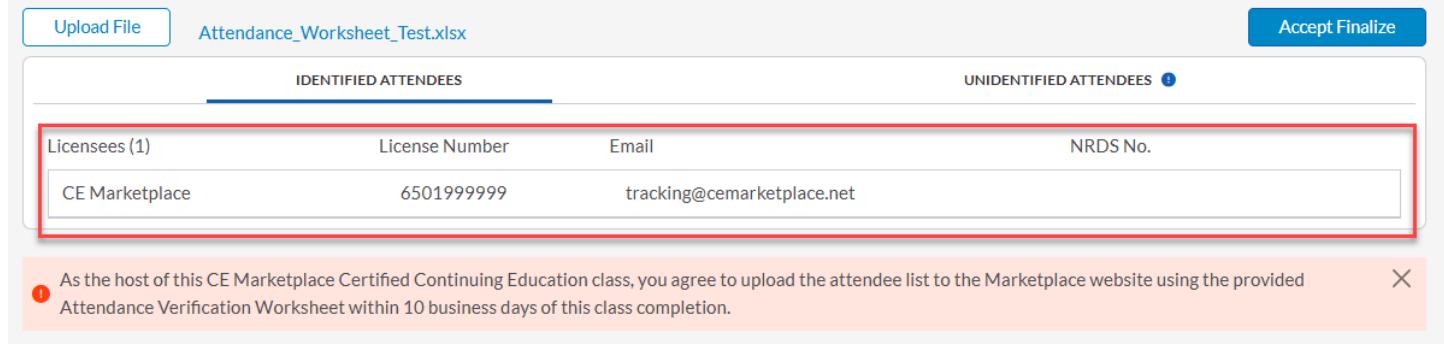
On the next page you will upload your prepared ‘Attendance Upload Worksheet’ which should contain each licensee’s first name, last name, email address and correct license number. Verify licensee pocket cards to assure this information is correct prior to uploading.



The screenshot shows the 'Attendance Upload Worksheet' page. At the top, it displays the class details: Test Payment Course, Credit(s): 1 Elective, Instructors: Host School: CE Marketplace Example School, and Class Code: 89180. To the right, there are icons for a handshaking and a money bag. Below the details, a notice states: '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.' At the bottom, there are two buttons: 'Upload File' (highlighted with a red box) and 'Accept Finalize'. The page is divided into sections for 'IDENTIFIED ATTENDEES' and 'UNIDENTIFIED ATTENDEES'. Under 'IDENTIFIED ATTENDEES', there are fields for 'Licensees (0)', 'License Number', 'Email', and 'NRDS No.'. A note at the bottom states: '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.' with a red exclamation mark icon.

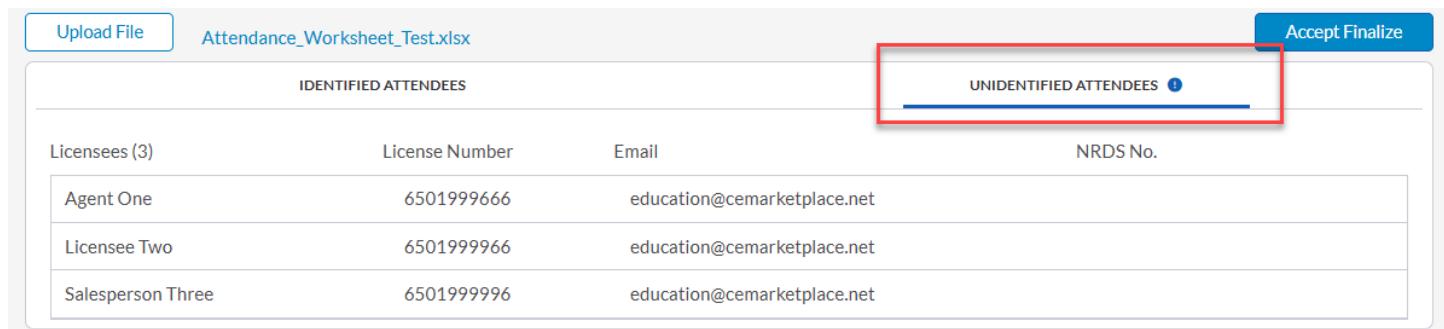
Once you have uploaded your attendance sheet, attendees will be placed in two categories, 'Identified Attendees' and 'Unidentified Attendees'. The first view will show all licensees who the system has made a direct match.

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.



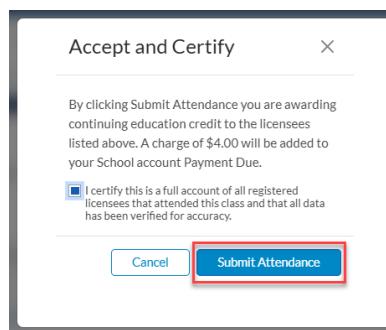
The screenshot shows a user interface for uploading an attendance worksheet. At the top, there are buttons for 'Upload File' (highlighted in blue), 'Attendance_Worksheet_Test.xlsx' (the uploaded file), and 'Accept Finalize' (highlighted in blue). Below these, there are two tabs: 'IDENTIFIED ATTENDEES' (highlighted in blue) and 'UNIDENTIFIED ATTENDEES' (with a blue info icon). The 'IDENTIFIED ATTENDEES' tab is active, showing a table with one row. The table columns are 'Licensees (1)', 'License Number', 'Email', and 'NRDS No.'. The data row contains 'CE Marketplace', '6501999999', 'tracking@cemarketplace.net', and an empty field for NRDS No. The entire table row is highlighted with a red box. Below the table, a message box contains the text: '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.' with a red exclamation mark icon and a close 'X' button.

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.



The screenshot shows the same user interface as the previous one, but with the 'UNIDENTIFIED ATTENDEES' tab active (highlighted in blue). The table below shows three rows of data. The columns are 'Licensees (3)', 'License Number', 'Email', and 'NRDS No.'. The data rows are: 'Agent One' (6501999666, education@cemarketplace.net, empty), 'Licensee Two' (650199966, education@cemarketplace.net, empty), and 'Salesperson Three' (6501999996, education@cemarketplace.net, empty). The entire table is highlighted with a red box.

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.



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