

To assist in answering many of the questions related to the changes in the continuing education process we have developed the following information sheet. If you have additional questions regarding the changes and the CE Marketplace please contact us at 844-642-6633 (844-MICONED). For questions related to educator course approval or class sponsors please speak with Andrea Bates, [education@cemarketplace.net](mailto:education@cemarketplace.net). For questions related to licensee tracking please speak with Julie Luper, [tracking@cemarketplace.net](mailto:tracking@cemarketplace.net).

### **Commonly used terms:**

**Educator/Instructor:** An individual who will be submitting a course for certification to CE Marketplace and will teach the class once it is offered by a sponsor.

**Sponsor:** The entity who will host a certified class and assume the responsibility for monitoring, tracking and uploading the attendee list to the CE Marketplace. An educator/instructor may also sponsor their own class.

**Licensee:** Individual who holds a real estate salesperson and/or broker license in the State of Michigan.

**Course:** An educator/instructor submits course materials for review and certification of a specific course. Courses are connected to a primary educator/instructor, you may also add additional instructors once a course is certified. Each course will have a unique identifier for licensees to reference to avoid taking a duplicate course.

**Class:** A certified course scheduled with a sponsor. Classes are searchable on the CE Marketplace calendar.

**Certification:** CE Marketplace certification means that the course has been vetted to conform to department licensing requirements. Course materials will be retained by CE Marketplace and certified courses will be defended in the event of a State audit. Certification is not a guarantee of State approval.

### **Educators**

#### **Q: Where do we submit course outlines for approval?**

Department of Licensing and Regulatory Affairs (LARA) will no longer pre-approve courses or record continuing education hours for licensees after Dec. 31. CE Marketplace provides for the tracking of continuing education credits as well as a streamlined process for optional course certification based on audit standards previously established by LARA. Courses scheduled for 2015 can be submitted to CE Marketplace for certification and inclusion in our tracking system, so that licensees are able to track their earned credits. This is an optional, fee based service for instructors.

#### **Q: Which courses will fulfill the legal requirement?**

CE Marketplace will review courses submitted for legal certification based upon the requirement set forth by law. Legal courses will be required to involve law, rules and court cases regarding real estate.

CE Marketplace certification process will identify and market courses that involve law, rules and court cases regarding real estate for the annual two-hour legal requirement. CE Marketplace certification of a legal course is not required by LARA.

**Q: Will there be a cost to submit courses to the CE Marketplace?**

There will be a **one-time** \$45 fee for course certification by CE Marketplace per licensing cycle. Your course will be certified based on the audit criteria created by the Department. CE Marketplace will issue certificates and track the education hours of all of the course attendees. By certifying your course with CE Marketplace you will get state-wide exposure to sponsors and licensees, meaning more students and additional opportunities to hold your certified course.

**Q: How long will it take my course to be certified through CE Marketplace?**

For a course that is submitted with all the required documentation the process should take no longer than 10 business days.

**Licensees**

**Q: Who will track continuing education credits in 2015?**

Licensees will be responsible for tracking their own CE credits and providing documentation of course content upon request by the Department of Licensing and Regulatory Affairs (LARA) during audit inquiry. CE Marketplace provides for the tracking of continuing education credits for CE Marketplace certified courses. Courses that have not been CE Marketplace certified can be uploaded by the licensee through the licensee tracker at no cost to the licensee. CE Marketplace will certify continuing education courses, track hours for all licensees and – if needed – defend CE Marketplace certified courses in a license renewal audit. Licensees will be able to verify course credits via their personal login on [www.cemarketplace.net](http://www.cemarketplace.net).

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**Q: How will I know if I've taken the same course twice?**

CE Marketplace certification process will assign a unique identifier to each course. Licensees will be able to log into the database to view which courses they have taken and for how many credit hours.

**Q: Will there be a cost to licensees to utilize CE Marketplace?**

For licensees there will not be a cost to access the CE Marketplace to review their credit history. Licensees will be able to enter third party credits into the tracking database for any non-CE Marketplace course at no charge.

**Q: Will out-of-state courses qualify for CE credit?**

Out-of-state courses will still be required to be “relevant to the management, operation and practice of real estate or any other subject that contributes to the professional competence of a licensee or applicant.” Licensees will have the ability to upload the third party credit information to the CE Marketplace Licensee Tracker at no cost if the class isn’t CE Marketplace certified. CE Marketplace certified courses will automatically be uploaded to the system at no cost to the licensee.

**Sponsors**

**Q: Where do class sponsors submit attendance verification?**

For courses that are certified through CE Marketplace the class sponsor will upload the standardized attendee list to CE Marketplace for tracking. If a course is not certified through the CE Marketplace the licensee will be responsible for tracking their own continuing education credits.

**Q: Will there be a cost to sponsor a class through the CE Marketplace?**

For class sponsors there will be a \$1/attendee administration fee to be paid when the attendee list is uploaded to the CE Marketplace site. This fee covers the services of sending email certificates, marketing classes to licensees and providing needed support in the situation of audit.

**Q: How long does the sponsor have to upload the verification of attendance CE Marketplace once the class is finished?**

List of attendees will need to be uploaded with the required information to the CE Marketplace site within 5 business days of the conclusion of the class. CE Marketplace will email certificates to class attendees upon receiving the uploaded attendee list.