
School Catalog
(Distance Education)
2016

Mission Statement

To provide an educational experience that enhances the lives of our professionals and the communities they serve.

The CE Shop, Inc.
5670 Greenwood Plaza Blvd, Suite 420,
Greenwood Village, Colorado 80111
Telephone: 888-827-0777
www.theceshop.com

The CE Shop Catalog

Volume 4

Date of Publication: January 6, 2016

This catalog contains all school policies and procedures relating to attending qualifying real estate courses via distance education.

I, Michael McAllister, company president/school co-director, certify this catalog (Volume 4) published on December 31, 2015, to be true and correct as to content and policy.



School Information

The CE Shop, Inc. Officers:

Chief Executive Officer: Michael McAllister

President: Kenneth Horner

School Staff

Michael McAllister	CEO/School Co-Director/Instructor
Ken Crowley	School Co-Director/Administrator
Barbara Lawrence	Assistant Director/Administrator
Lucy Michaud	Principles and Practices Instructor (Distance Education)
Yvonne Aileen	Principles and Practices Instructor (Distance Education)
Mike Matoush	Curriculum Manager
Alycea Snyder	Curriculum Designer
Rebecca Piltingsrud	Compliance Supervisor
Ali Jordahl	Customer Service Manager

The instructor is well versed in all subject matter in the Principles and Practices of Real Estate for Salespersons program and qualified to teach in any and all areas covered in the program.

Maryland Location:

RE/MAX 100 5575 Sterrett Place, Suite 100, Columbia, MD 21044; telephone: 1-888-827 0777

Mission Statement

To provide an educational experience that enhances the lives of our professionals and the communities they serve.

Core Values

The CE Shop's core values underlie our strategies, projects and each and every interaction.

- We are customer focused
- We respect each other
- We do what we say
- We are committed to improving
- We have fun
- We give back

School Facility

The CE Shop, Inc.'s corporate offices are located at 5670 Greenwood Plaza Blvd, Suite 420, Greenwood Village, Colorado 80111. The CE Shop courses are delivered through a secure and proprietary Learning Management System (LMS). The LMS is accessible online through common internet browsers - Chrome, Firefox, Internet Explorer, and Safari. An internet connection is required (high speed is recommended but not required).

Course Schedule

Courses scheduling is continuous in nature (24/7/365). Students are able to enroll and complete the course at times most convenient for them.

Academic Calendar - Holidays

New Year's Day

Martin Luther King, Jr Birthday

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Thanksgiving Day

Day after Thanksgiving Day

Christmas Eve

Christmas Day

New Year's Eve

Vacation Periods

Vacation periods will have no effect on school. There are no vacation periods scheduled.

Inclement Weather Policy

Distance education courses are not typically affected by inclement weather.

Entrance Requirements

The CE Shop practices open enrollment. Students are notified through the company's terms and conditions (also see addendum), at the time of purchase, that there may be other/additional requirements students will need to meet in order to apply for licensure with the state.

Enrollment Process

After enrollment, a student will be accepted into the next available session. The CE Shop does not discriminate based on race, sex, religion, ethnic origin, or disability.

Students may enroll by the following methods:

1. Enroll directly from our website. Students will add each course they want to purchase to their cart and then check out through a standard e-commerce process. Students are required to read and accept The CE Shop terms and conditions before completing the transaction.
2. Enroll directly with one of our customer service representatives. Students will call our toll free number and a representative will walk them through the enrollment/purchase process.

Students may call with questions regarding enrollment. The CE Shop school administration office can be reached at [1-888-827-0777](tel:1-888-827-0777). Our office hours are 6:00 a.m. - 8:00 p.m. Monday – Friday MST. The CE Shop will accept payment in the form of Visa, MasterCard, American Express, or Discover card. All fees must be paid on or before the first class session.

Technical-System Requirements

The course is delivered through a proprietary Learning Management System (LMS). The LMS is accessible online through common internet browsers for both PCs and MACs (Chrome, Firefox, Internet Explorer, and Safari). Additionally, courses are compatible with iPad and Android tablets. An internet connection is required (high speed is recommended but not required).

LMS features and functionality highlights:

- Designed for self-pace asynchronous delivery
- Progress summary containing a course overview, progress, regulations, and other course details
- Left-hand navigation of course content
- Flow control requiring mastery to progress through course
- Slide-based text and interactive activities (e.g., true false, matching, sort, hot spots, formulas, text completion, multiple choice, flashcards, and learning path scenarios)
- Supports embedded video and audio
- Time controls to enforce mandatory seat time
- Pooled/randomized exam banks
- Notes and resources – allows students to store customized notes and course materials for future reference or printing
- Internal data and data recording capabilities

All online systems are hosted in a class-a secured data center with the following services designed to minimize the effect of any possible hardware or software failures:

- Nightly Backups – Backs up all student past and present student activity include progress in the course delivery system.

- Intrusion Detection – These services are running 24x7x365 to preclude from any outside entity accessing our online systems. This would include aggressive denial of service attacks or more innocent virus related issues.
- Domain and IP Traffic Monitoring – These additional services are implemented to allow our team to proactively manage potential hosting environment issues that could impact students.

Student Technical Support:

Students can contact our customer support team for technical and administrative support by email, phone, and online chat. Normal business hours are 6:00am to 8:00pm MST Monday through Friday. Weekend support is also available via email.

Prior Training Credit Policy

Credits from another institution cannot be combined with those earned through The CE Shop. The CE Shop does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. Presently, there are no such agreements in place.

Courses Offered

MD 60-Hour Principles and Practices of Real Estate for Salespersons Course

Course Length and Credits: 60 Hours

Course Description:

This course is designed to provide you with the 60 hours of instruction required to be eligible for a Maryland Salesperson license. This course prepares you for the Maryland state licensing exam as well as provides the practical business knowledge and foundation necessary to be a successful real estate salesperson in Maryland.

Course Outline:

Level	Section	Hours	Total Level Hours	Associated COMAR Topic
1	Licensing Regulations in Maryland	1.5		Maryland Real Estate License Law
	Property Ownership in Maryland	6.5		Principles of Real Property
	Agency Creation, Disclosure, and Termination in Maryland	2		Rules of Agency and Listings
			10	
2	Valuation and Market Analysis in Maryland	4.2		Fundamentals of Appraising
	Agent Supervision in Maryland	1.8		Maryland Real Estate License Law
	Land Use Controls and Regulations in Maryland	2.4		Principles of Real Property
	Federal Fair Housing Laws	1.8		Laws and Practices Covering Human Rights and Community Relations
			10.2	
3	Contract Law and Maryland Statutes	1.8		
	Types of Agents and Agency Relationships in Maryland	3		Rules of Agency and Listings
	Financing in Maryland	5.5		Real Estate Finance
	Maryland Fair Housing Laws and Regulations	1		Laws and Practices Covering Human Rights and Community Relations

			11.3	
4	Leases and Option Contracts in Maryland	3.5		Real Estate Contracts; Landlord-Tenant Relationship
	Seller and Buyer Representation Agreements in Maryland	2		Real Estate Contracts
	Property Condition and Disclosures in Maryland	4		Property Condition Disclosures
			9.5	
5	Trust/Escrow Accounts	1		Rules of Agency and Listings
	Deeds and Transfer of Title in Maryland	3		Transfer of Title to Real Property; Title Insurance and Settlements
	Calculations Used in Real Estate	3.5		Basic Mathematics Pertaining to the Real Estate Industry
			7.5	
6	Advertising and Technology in Maryland	2.5		Rules of Agency and Listings
	Environmental Issues and Regulations in Maryland	2		Laws and Regulations Covering Hazardous Substances
	The Closing Process in Maryland	2.4		Title Insurance and Settlements
	Specialty Areas	1		Principles of Real Property
			7.9	
7	Ethics in Maryland	2.4		Details of the Code of Ethics
	Duties and Powers of the Real Estate Commission	1.2		Regulations of the Real Estate Commission
	Maryland Course Wrap-Up and Final Review			
			3.6	
	Total Hours		60	

*A minimum score of 70% is required to pass the final exam and the exam must be proctored.

Vocational Objective

Successful completion of this course satisfies the minimum educational requirements for eligibility to take the Maryland Real Estate Salesperson Examination. The course objectives are to satisfy the basic requirements of the Maryland Real Estate Commission for a salesperson licensee to sell real estate.

Please Note: a criminal conviction may affect a student's ability to be licensed.

Academic Policies

Attendance Policy

Students must complete 100% of the learning material of a course and demonstrate mastery of the learning material to receive credit for the course. Students not completing the material will not be issued certificates of completion to receive credit hours for a course. The CE Shop does not have a probation policy in place for courses. Students must complete all lessons of the program to graduate. All distance education courses are developed using standard principles to ensure student participation and interactivity.

Course Time-Out – Students must be actively engaged and moving through the course in order for the elapsed time to continue being counted. After 20 minutes of inactivity, the timer will stop and a pop up window appears asking the student if they wish to continue or not. If they choose to continue, the timer continues and if not, they are logged out. When the student returns, they will be brought back to the same place and elapsed time as when they last logged out.

Students progress at their own pace through each online course. Therefore, there are no policies or penalties surrounding tardiness, leaving early, make-up work, leave of absence or other attendance-related rules.

Standards of Progress and Mastery of Content

To successfully complete a course, a student must satisfy the curriculum requirements and achieve a minimum score of 70% on the final examination. Exam scores will be maintained on the student's permanent record with the school.

The CE Shop pre-licensing courses are delivered in an online format, using an inquiry based approach to ensure student participation and interactivity. See the timed outline for a detailed breakdown.

Courses do not rely on or require a textbook or text-based slide content. Instead, learners are presented with questions and problems throughout the course (see descriptions below). Learners are provided with various resources (see descriptions below) which relate to the inquiries. These resources may be attached to multiple inquiries where applicable and can be saved and/or printed.

The amount of time required for the learner to complete each inquiry will vary depending on prior knowledge, ability to retain information, and the complexity of each inquiry. While some inquiries will take less or more time than others, based on beta testing and actual results from other courses using this same methodology, we estimate the average time of completion to be a minimum of 2.5 minutes per inquiry.

Inquiry Descriptions

Inquiry Type	Description
Branching	Interaction with multiple decision points; useful for covering a process or relationship that requires multiple choices be made over the course of the scenario
Complete the Story	Fill-in-the-blank style question where learners drag words or phrases to complete sentences or paragraphs.
Drag and Drop Sort	Asks learners to sort up to six items into two or three categories
Formula	Math-style interaction that allows learners to enter numbers into cells resulting in a calculation
Image Hotspot	Interaction where learner clicks areas on an image to identify correct responses (such as identify items that are personal property)
Matching Drag and Drop	Requires learners to match a choice with a description (such as matching a term to its definition)
Multiple Choice	Question with text answer choices in which at least one response is correct
Poll	Interaction in which learners choose an opinion or option that is then compiled with other learners' responses and displayed in graph form for learners to review
True/False	Question that includes statements learners must identify as true or false; categories may change depending on the question (such as yes/no, legal/illegal, required/not required)

Resource Descriptions

Resource Type	Description
Audio	Course content in audio format, often used to model conversations for licensees (such as how to explain agency or disclosure forms)
eMagazine	Course content placed in interactive magazine format allowing the student to flip through pages
Flashcards	Quizzes, generally on vocabulary terms, in flashcard format
Handout-checklist, chart	A table containing at least two columns, usually in label and

	description format
Handout-text	A written explanation or narrative illustrating course content.
Handout-third-party	A .pdf of third-party content for take-away purposes (e.g., articles, charts, maps, forms)
Infographics	Tables, photos, illustrations to provide visual cues for retaining course content; may be static or interactive
Key points	Summary of key points within each lesson
Mind map	A diagram used to visually organize information
Story-text	Scenario-based prose to illustrate course content
Videos	Short animated videos that show characters role-playing the course content or live action videos explaining topics such as fair housing and finance
Videoscribe	White-board illustrations of course content (used frequently with charts, math and financial equations)

Grading System

The CE Shop utilizes a pass/fail grading system for all courses.

Final Exam Policy

A minimum score of 70% is required to pass the final exam.

Final Exam Details:

- Requires a proctor to oversee students taking the course
- Each student has two attempts at the final exam
- A calculator and scratch paper is allowed for the exam

General Proctoring Information:

- There is a proctor list available for students to select a proctor that best fits their location and schedule. You may access a similar link here <http://www.theceshop.com/ProctoringInstructionsPA>
- It is the student's responsibility to contact the proctor and set up a mutually agreed upon exam time
- It is the student's responsibility to pay any associated proctoring fees

How it Works:

1. Once the student is close to completing the course material, they will be prompted to review the proctor list.
2. Select the location where they would like to take the exam.
3. Contact the proctor location and set up a time to take the final exam.
4. Arrive promptly at the proctor location ready to take the exam.

5. Student will login to their account and access the final exam.
6. The proctor will enter in the proctor login information so the student can begin the exam.
7. Student completes the final exam.
8. Once the student passes the final exam with a 70% or greater, they will be directed to the electronic proctor form.
9. The student and the proctor will electronically sign and the certificate of completion will be issued.

What happens if you don't pass the first time?

1. If the student does not pass the final exam, they will have one more attempt to take it.
2. Student should set up a new time with the proctor to re-take the exam.
3. The process for completion and electronic signature is identical to the first exam attempt.

What happens if you don't pass the second time?

1. If the student does not pass the second time, they will be required to re-purchase and re-take the entire course.
2. Once the student has completed the course, they will have two more attempts at the final exam. They should follow the instructions provided in the 'How it Works' section (within the course) for the proctoring process.

Course Completion Requirements

A certificate of completion for the course is awarded upon successful completion of the program pending the following graduation requirements are met:

1. Students must complete all course content in order to be eligible to take the final course exam and receive a certificate of completion. Attendance is tied to successful completion of course content in sequence versus actual time in course. The timed outline uses a 50 minutes per hour (per Real Estate Commission rules) structure to provide an estimated time for completion
2. Achieve a minimum 70% on the final examination
3. Satisfy all financial obligations to the school

A certificate of completion will be emailed to the student upon successful course completion. Certificates of completion are also available for download from the student's CE Shop account.

Student Policies

Job Placement and Assistance

The CE Shop, Inc. does not assist students with job placement and does not guarantee job placement or salary amounts upon completion of this program.

Student Conduct Policy

All students are expected to act maturely and are required to respect other students, faculty members, and employees of The CE Shop. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on The CE Shop property. Any violation of school policies may result in permanent dismissal from the school. Students are entitled to be treated with respect by staff and other students.

Course Completions/Transcripts

Students are entitled to receive a copy of their course completion certificate (school transcript) if requested.

Course Access and Exam Results

Quiz and exam results display immediately after submission, within the course and all results are accessible at any time through the course navigation feature of the course.

School Records

Every other program session, the school will update student school records. The school will permanently maintain on file student record forms which will include evidence of compliance with admission requirements, dates of admission, payment records, start dates, withdrawal or completion dates, reason for withdrawals when applicable, daily attendance, seat time, student transcripts, and exam scores.

Student Grievance Procedure

Students who have a grievance with the school are encouraged to resolve the matter with their instructor. If still unsatisfied, the grievance may be addressed to the School Director or President of The CE Shop at The CE Shop, Inc., 5670 Greenwood Plaza Blvd, Suite 420, Greenwood Village, Colorado 80111, telephone: 888-827-0777. Any student may be dismissed for violations of rules and regulations of the school, as set forth herein. The President of The CE Shop, after consultation with all parties involved, makes the final decision. Where appropriate, the President of The CE Shop will review each case and decide whether to grant re-admittance. Students may submit a written complaint to the Maryland Real Estate Commission, 500 N. Calvert St., Baltimore, MD, 21202 (410-230-6230). A student may also submit a written complaint to the Secretary of Higher Education at the Maryland Higher Education Commission at 6 N. Liberty St., Baltimore, MD 21201 or the Maryland Office of the Attorney General, Consumer Affairs, 200 St. Paul Place, Baltimore, MD, 21202 (888-743-0023/410-528-8662).

Program Performance

Students and prospective students may obtain information regarding the school's program performance from the Maryland Higher Education Commission at 6 N. Liberty Street Baltimore, MD 21201, telephone: 410-767-3301, website: www.mhec.state.md.us. This information includes, but is not limited to, enrollment, completion rate, placement rate and licensure exam pass rate of graduates.

Program Costs

Course Price\$315
 Total Cost for Course (includes any sales tax).....\$315

The CE Shop will accept payment in the form of Visa, MasterCard, American Express, or Discover card.

Cancellation Policy

The CE Shop is committed to student satisfaction. If for any reason you are unsatisfied, The CE Shop will refund the purchase of any course(s), as long as the request for the refund is submitted before the course expires, within 30 days of purchase, and the course(s) is not more than 50% completed. Please contact our office at 1-888-827-0777 or support@theceshop.com for refund or credit hour requests. Partial credit is not given for any course.

Refund Policy

Unless students are utilizing The CE Shop payment plan, the course must be paid in full prior to commencement of the course. After the published cancellation period, refunds will be made according to the following schedule:

Proportion of Total Course or Program Taught by Date of Withdrawal	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

1. If the school closes, cancels or discontinues a course or program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees.

2. Students are requested to notify the Director or designated school official if they are withdrawing from the school. Students are encouraged but not required, to request withdrawal in writing.
3. Refunds are based on the last date of attendance. The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
4. All refunds due will be paid within 60 days of the student's last day of attendance.

CE Shop Payment Plan

First Payment:	Due Today	\$114.99
Second Payment:	Due 30 days from first payment	\$114.99
Third Payment:	Due 30 days from second payment	\$114.99
	Total:	\$344.97

The following terms and conditions apply to payment plans. The customer agrees:

- A) That The CE Shop is authorized to charge my credit card for the payments due on my account as the payments become due (in 30 day intervals);
- B) That The CE Shop is entitled to suspend my course in the event that I miss a payment for any reason and that the account will stay suspended until any past due payment(s) are received;
- C) That I am not entitled to receive my Certificate of Completion for the course until The CE Shop has been paid in full for the course; and
- D) That The CE Shop is entitled to charge my credit card an **Administrative Fee** of \$9.99 per payment made under the Payment Plan. Under no circumstances am I entitled to a refund of any Administrative Fees paid.

Expiration Date of Course

The CE Shop's pre-licensing course in Maryland will expire 6 months after the date of purchase. The student will be granted one 30-day extension at no charge. The CE Shop will charge the student 20% of the current retail price of the course per month for additional extensions. Students will be able to extend their course 5 times before they reach the 12-month limit. If the student has not completed within the 12-months of enrollment, The CE Shop will allow students to purchase a new course at a 50% discount of the current retail price of the new course. Each individual course will have an expiration date listed in the student's account.

The CE Shop Catalog Addendum

Volume 4

Date of Publication: January 5, 2016

The CE Shop Terms and Conditions

Welcome to The CE Shop, Inc. ("The CE Shop"). By using the website www.theceshop.com or a similar web site managed by The CE Shop for our various co-brand partners ("Website"), you consent, without limitation or qualification, to the following terms and conditions of use. Please read these terms and conditions carefully before using or purchasing from the Website. The CE Shop may, at any time, revise these Terms and Conditions by updating this posting. Because you are bound by any revisions to these Terms and Conditions, you should periodically revisit this page to review the then current Terms and Conditions by which you are bound.

CE Hours or Not for Credit Hours

Where a course (or courses) is approved for state CE credit, the hours of approval will be reflected under the "Elective" or "Mandatory/Core" column headings in the respective catalog it was ordered from. If there are hours listed ONLY in the "Total" column, the course does NOT carry any CE credit.

Address

The CE Shop, Inc., 5670 Greenwood Plaza Blvd, Suite 420, Greenwood Village, Colorado 80111.

The CE Shop Guarantee (General Refund Policy)

The CE Shop is committed to student satisfaction. If for any reason you are unsatisfied, The CE Shop will refund the purchase of any course(s), as long as the request for the refund is submitted before the course expires, within 30 days of purchase, and the course(s) is not more than 50% completed. Please contact our office at 1-888-827-0777 or support@theceshop.com for refund or credit hour requests. Partial credit is not given for any course.

Promotional codes

Promotional codes must be applied at checkout. No refund for a promotional code/discount will be granted after checkout. To obtain your discount, you must enter the promotional code in the box under your total at checkout and click the "**Apply Discount**" button, which will then subtract your discount from the total amount due. Promotional codes are not eligible for use in conjunction with payment plans.

Course Expiration:

Continuing Education and Post Licensing Education:

Except as modified for North Carolina, Oklahoma, Washington, D.C., and Iowa as provided below, Continuing Education and Post Licensing course(s) must be

completed within 12 months from the time of purchase. If the course is not completed within that 12 month period or other period as provided below for North Carolina, Oklahoma, Washington, D.C., and Iowa, the student will be required to re-purchase the course at 50% of the current retail price and fully complete the course, including the final exam, if the student wants credit for the course; Regarding North Carolina, Oklahoma, Washington, D.C., and Iowa, please see the following:

NORTH CAROLINA provides that a student shall not register for any course between June 11 and June 30, inclusive, of any approval period. Further, a student shall **complete the course within 30 days of the date of registration** for the course **but in no event later than June 10 of that approval period**. In other words, if you purchase a North Carolina course, it will expire 30 days from time of registration or by June 10 of that approval period, whichever occurs first.

OKLAHOMA provides that a course must be completed **within 6 months** from the time of enrollment.

WASHINGTON, D.C. provides that a course must be completed **within 3 months** from the time of enrollment.

IOWA provides that a course must be completed **within 6 months** from the time of enrollment.

Pre-licensing Education:

Except as modified for Washington, D.C. as provided below, the following applies: Pre-licensing courses expire 6 months after the date of purchase. The student will be granted a one month extension at no charge, said one month free extension to be applied immediately after the initial 6 month term. For any reactivation or extension of the course after the 7th month, The CE Shop will charge the student 20% of the current retail price of the course for each 30 day extension or partial 30 day extension in the event that the course finally terminates before the end of the final 30 day extension. Extensions or reactivations cannot be granted beyond 12 months from the purchase of the course since, in all events, the course terminates 12 months after purchase. If the course is not completed within 12 months after the date of purchase or other period as provided, the student will be required to re-purchase the course at 50% of the current retail price and fully complete the course, including the final exam, if the student wants credit for the course;

WASHINGTON, D.C. provides that a course must be completed **within 3 months** from the time of enrollment.

Technical System Requirements

The CE Shop courses are delivered through a secure and proprietary Learning Management System (LMS). The LMS is accessible online through common internet browsers - Chrome, Firefox, Internet Explorer, and Safari. An internet connection is required (high speed is recommended but not required).

Enrollment

Enrollments are accepted via our school website at <http://www.theceshop.com/> or by phone at 1-888-827-0777. The CE Shop does not discriminate based on race, sex, religion, ethnic origin, or disability.

Completion Requirements

Students shall spend any state required seat time in the course material. In states that

require monitored seat time, the system will display the time the student is required to spend in the course prior to receiving credit for the course.

In addition to the above, the below provided states have specific completion requirements:

ALASKA real estate licensees are only allowed to complete a total of 10 course hours in a 24 hour period.

ARIZONA real estate licensees are only allowed to complete a total of 9 course hours in a day.

CALIFORNIA real estate licensees are limited to completion of final examinations for a maximum of fifteen (15) credit hours during any one 24 hour period. A maximum of eight (8) hours reading/study time per day shall be used in calculating the number of days that must lapse from the time the participant has had access to the course material until the examination can be accessed (e.g., if 8 credit hours have already been started and the final exam completed in a 24 hour period, the final exam for an additional course will not be available until the next 24 hour period). Students must spend the requisite number of hours navigating through the content and completing the incremental assessments prior to being granted access to the final examination (e.g., for a 3 credit course, a minimum of 3 hours must elapse and all unit quizzes must be complete before the final exam can be accessed).

COLORADO, NEVADA, NORTH DAKOTA, and UTAH real estate licensees are only allowed to complete a total of 8 course hours in a 24 hour period.

MINNESOTA: Minnesota real estate licensees are only allowed to complete a total of 8 course hours (classroom, distance or internet) in a 24 hour day.

TEXAS real estate licensees are only allowed to complete a total of 10 course hours in a day. The CE Shop will not award the student credit for the course earlier than 24 hours after the student starts the course and after the student completes the course requirements for credit.

Examinations

Except or as modified in those states provided below, the follow set of terms apply to exams:

- 1) Exams are presented at the conclusion of each unit, with a varying number of questions depending on the amount of content contained in each unit. Unit exams can be retaken as many times as necessary.
- 2) Exams are presented at the conclusion of each course, with a varying number of questions depending on the amount of content contained in the course. Except as provided in the states below, students may take the examination as many times as necessary to achieve a passing score and demonstrate mastery of the material.
- 3) Students must achieve a minimum score as specified in the exam instructions to receive credit for the unit and course.
- 4) Students will not be able to proceed with reading materials in the next units until previous exams are successfully completed and passed.
- 5) In cases where a minimum passing score is regulated and the student fails, The CE Shop will allow students to reenroll in a course to start over at no additional charge. Reenrollment requests can be made by contacting Customer Support at 888-827-0777.

The following states have rules that are different than, or have modified, the above:

NEVADA CE FINAL EXAM POLICY: Students have a maximum of 60 seconds per true/false question and 1.5 minutes per multiple choice question to answer the question.

CALIFORNIA CE FINAL EXAM POLICY: Students have a maximum of 60 seconds per

multiple choice question to answer the question. Two attempts are allowed to pass the final exam. If the student does not pass in the second attempt, the student will be required to re-enroll (at no cost) and re-take the course if the student desires credit for the course.

ILLINOIS CE FINAL EXAM POLICY: Students must take their final exam for a course in the presence of an approved proctor. Two attempts are allowed to pass the final exam. If the student does not pass in the second attempt, the student will be required to re-enroll (at no cost) and re-take the course if the student desires credit for the course.

KENTUCKY CE FINAL EXAM POLICY: Students are allowed two attempts to pass the final exam. If the student does not pass in the second attempt, the student will be required to re-enroll (at no cost) and re-take the course if the student desires credit for the course.

IDAHO CE FINAL EXAM POLICY: Students are allowed two attempts to pass the final exam. If the student does not pass in the second attempt, the student will be required to re-enroll (at no cost) and re-take the course if the student desires credit for the course.

WEST VIRGINIA CE FINAL EXAM POLICY: Students must take their final exam in a paper format (not online). Two attempts are allowed to pass the final exam. If the student does not pass in the second attempt, the student will be required to re-enroll (at no cost) and re-take the course if the student desires credit for the course.

FLORIDA CE FINAL EXAM POLICY: Students are allowed one attempt to pass the final exam with a passing score of 80%. If the student does not pass in the first attempt, the student will be required to re-enroll (at no cost) and re-take the course if the student desires credit for the course.

FLORIDA Post-Licensing FINAL EXAM POLICY: Students are allowed two attempts to pass the final exam with a passing score of 75%. Licensees must wait at least 30 days and no more than 1 year after failing the final exam before making a second attempt. If the student does not pass in the second attempt, the student will be required to re-purchase and re-take the course if the student desires credit for the course.

GEORGIA Post-Licensing FINAL EXAM POLICY: Students must take their post-licensing final exam in a in the presence of an approved proctor. Two attempts are allowed to pass the final exam. If the student does not pass in the second attempt, the student will be required to re-enroll (at no cost) and re-take the course if the student desires credit for the course.

PRE-LICENSING FINAL EXAM POLICY: Two attempts are allowed to pass the final exam. If the student does not pass in the second attempt, the student will be required to reenroll (at no cost) and re-take the course if the student desires credit for the course. Students must take their pre-licensing final exam in a in the presence of an approved proctor, where required by state rules.

Attendance and Progress Policy

Students must complete 100% of the learning material of a course and demonstrate mastery of the learning material to receive credit hours for the course. Students not completing 100% of the material will not be issued certificates of completion to receive credit hours for a course. Students must spend a minimum of 50 minutes (60 minutes in some states)/per hour of approved credit in the learning management system.

Example: for a six (6) credit hour course, a student must be actively engaged in the course for 300 minutes (6 X 50 minutes). The CE Shop does not grant extensions for courses and does not have a probation policy in place for courses.

Conduct Policy

All students are expected to act maturely and are required to respect other students, faculty members, and employees of The CE Shop. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on The CE Shop property. Any violation of school policies may result in permanent dismissal from the school.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth herein. The President of The CE Shop, after consultation with all parties involved, makes the final decision. Where appropriate, the President of The CE Shop will review each case and decide whether to grant re-admittance.

Previous Credits

For all The CE Shop courses, credits from another institution cannot be combined with those earned through The CE Shop. It is the responsibility of the student to determine if courses taken through other institutions are acceptable for credit. The CE Shop does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. Presently, there are no such agreements in place.

Pennsylvania CE Shop Students

Should you have a complaint, please call the PA Bureau toll-free telephone number, (800) 822-2113 to obtain information about filing a complaint against the real estate education provider.

Post CE Course Completion

Except as modified by the states provided below, once courses are completed, students must "certify" that they were the student/licensee who completed the coursework. This is accomplished by entering the username and password that the student created at the time of enrollment. A mandated course and instructor evaluation is also presented at this time to the student. Once certification has taken place, the student's certificate of completion is sent to the customer via an automated email and is also stored in the student's online account for a minimum of five years unless otherwise stated. Any exceptions to these rules will be provided to you in the state requirement details, email instructions, and/or course orientation and completion slides.

WEST VIRGINIA requires a notarized signature instead of the electronic signature The CE Shop has in place for most states. The system will provide you with a form providing a place for a notarized signature each time you complete a course. It is your responsibility to return the original completed form and completed final exam to The CE Shop in a timely manner. Please mail to The CE Shop, Inc, 5670 Greenwood Plaza Blvd, Suite 420, Greenwood Village, Colorado 80111. The CE Shop is not able to issue your certificate of completion for a course until it receives the original form, the final exam for grading, and you have passed the exam.

ARKANSAS requires the last 4 digits of every student's social security number in the event that the Arkansas State Board of Private Career Education requests student transcripts.

License Information

It is the responsibility of the student to provide The CE Shop with the student's correct and complete real estate license number and correct and complete first and last

name as is currently on record with the entity that issued the student's license. The CE Shop will not be responsible or liable for any disciplinary action by any regulatory entity including, but not limited to, late/ reinstatement fees or changes in license status to the licensee as a result of incorrect license information provided by the student.

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