



The CE Shop LLC
5670 Greenwood Plaza Blvd., Suite 420
Greenwood Village, CO 80111
Arizona Enrollment Agreement

Course Title: _____

ADRE Course Number: _____

Total Course Hours: _____

Student Name: _____

Student Email: _____

Student Address: _____

Telephone: _____

Cell Phone: _____

Course Schedule

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

Identity Verification

Students are required to authenticate their identity each time they access their course using biometric authentication software. The CE Shop will collect student typing behavior to meet the Arizona Department of Real Estate requirement for pre-licensing education.

Course Completion Requirements

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

1. Completion of all coursework;
2. Achieve a minimum passing score of 80% on the final examination; and
3. Satisfy all financial obligations to the school.

A student may retest a maximum of one time. Otherwise, students failing the end-of-course examination must repeat the course prior to being eligible to take the end-of-course examination again.

Final Exam/Final Exam Re-Take

All 90-hour pre-licensing final exams must be proctored and are proctored using our proctor partners. Additional proctoring information and a current list of proctors can be found on The CE Shop's website.

Job Placement and Assistance

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

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).

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*Describe laws that regulate the commissioner approval, advertising, and sale of timeshare transactions.

Minutes

Units

50	Developer Timeshare Requirements
150 minutes	Rules for Professional Conduct in Arizona

Section Learning Objectives

- *Identify the requirements of a licensee’s professional conduct toward transaction parties, the public, and other licensees.
- *Identify the requirements of a licensee’s professional conduct toward clients.
- *Identify the requirements of professional conduct in brokerage business.

Minutes

Units

50	Ethics and Professionalism in Arizona Real Estate
60	Professional Conduct with Clients in Arizona
40	Professionalism in Real Estate Business
50 minutes	Real Estate Advertising Rules in Arizona

Section Learning Objectives

*Describe the rules pertaining to real estate advertising in Arizona.

Minutes

Units

50	Real Estate Advertising Rules in Arizona
50 minutes	Compensation and Fees in Arizona

Section Learning Objectives

*Recall the rules related to licensee compensation and fees in Arizona.

Minutes

Units

50	Compensation and Fees in Arizona
50 minutes	Trust Accounts and Recordkeeping in Arizona

Section Learning Objectives

*Recall the trust fund handling process and recognize the value of properly handling moneys held in trust for clients.

Minutes

Units

35	Trust Account Management
15	Recordkeeping Basics



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100 minutes **Basic Agency Law**

Section Learning Objectives

- *Define key terms related to agency.
- *Recall how agency relationships are created and terminated.

Minutes	Units
40	Types of Agents and Agencies
25	Agency Creation and Termination
35	Responsibilities of Agents

200 minutes **Working with Buyers and Sellers in Arizona**

Section Learning Objectives

- *Identify Arizona requirements for real estate employment agreements, co-brokerage agreements, and cooperation agreements.
- *Recall the basics of seller agency, the duties of a listing agent, standard types of listing agreements and their common elements, and recall MLS benefits and usage guidelines.
- *Differentiate between full service and limited service MLS listings; identify the rules for using pocket listings, office exclusives, coming soon listings, and net listings; and outline the basics of seller negotiation.
- *Identify the importance of buyer agency, types of buyer-broker agreements, and basic buyer negotiation strategies.

Minutes	Units
25	Employment and Cooperation Agreements in Arizona
50	Working with Sellers
75	Listings, Advertising, and Seller Negotiation Strategies
50	Working with Buyers

100 minutes **Basic Contract Law**

Section Learning Objectives

- *Differentiate between express and implied, bilateral and unilateral, and executed and executory contracts.
- *Clarify the differences between valid, void, voidable, and unenforceable contracts.

Minutes	Units
40	Contract Types and Their Legal Effects
60	Performance of Contracts

150 minutes **Arizona Contracts**

Section Learning Objectives

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- *Identify the appropriate use of Arizona contract forms.
- *Recall how various contract elements and provisions impact real estate transactions.
- *Identify specific types of real estate interests.

Minutes	Units
30	Arizona Real Estate Contracts
20	Arizona Purchase Contracts
30	Arizona Contract Interests
20	Arizona Offers and Counter-Offers
50	Earnest Money and Closings
150 minutes	Real Property Interests, Estates, and Tenancies

Section Learning Objectives

- *Identify the bundle of rights associated with property ownership, define an appurtenance, and learn how to distinguish real property from personal property.
- *Identify common forms of ownership, including freehold, leasehold, fee simple, conventional, and legal life estates.
- *Recall the various ways title to real property can be held, and how the way in which a property is titled affects its use and transfer.

Minutes	Units
25	Rights of Property Ownership
40	Estates in Land and Forms of Ownership
65	How Title May Be Held
20	Other Ways to Hold Title
50 minutes	Shared Ownership

Section Learning Objectives

- *Identify cooperatives, condominiums, and PUDs as types of shared ownership.

Minutes	Units
50	Types of Shared Ownership
150 minutes	Public and Private Land Use Controls

Section Learning Objectives

- *Identify private land use controls and enforcement measures.
- *Identify the government's role in public land use controls.
- *Identify the land use planning and enforcement that occur at the local level.

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Minutes	Units
30	Private Land Use Controls
40	Public Land Use Controls
50	Public Land Use Controls and Zoning
30	Local Land Use Planning and Zoning
150 minutes	Encumbrances in Arizona

Section Learning Objectives

- *Identify types of non-monetary encumbrances, including easements, encroachments, and license; and recall Arizona exemptions to encumbrances.
- *Identify liens as a type of monetary encumbrance, types of liens, and how they're prioritized upon foreclosure.
- *Recall Arizona rules for judgment liens, the basics of mechanics' liens, how encumbrances create a cloud on the title, and ways in which title clouds can be removed.

Minutes	Units
75	Non-Monetary Encumbrances
75	Monetary Encumbrances: Liens and Judgments
50 minutes	Arizona Property Taxes

Section Learning Objectives

- *Recall property tax-related information in Arizona.

Minutes	Units
35	Arizona Property Taxes
15	Property Tax Liens and Liens in Arizona
50 minutes	Income Tax Aspects of Real Estate

Section Learning Objectives

- *Identify income tax issues related to ownership of real estate.

Minutes	Units
30	Homeowners and Income Taxes
20	Investors and Income Taxes
100 minutes	Arizona Water Law

Section Learning Objectives

- *Recognize how Arizona manages its water rights.
- *Recall the major outcomes of the Arizona Groundwater Act of 1980.

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Minutes	Units
40	Water Law in Arizona
60	Water Management in Arizona
200 minutes	Environmental Law in Arizona

Section Learning Objectives

- *Describe the purpose and impact of the EPA, environmental assessments, CERCLA, and the SARA.
- *Describe the purpose and impact of legislation designed to protect or restore clean air, water, wetlands, and floodplains, protect consumers from lead-based paint, and clean up brownfields.
- *Recall the major sources of outdoor hazards and their disclosure requirements.
- *Recall the major sources of indoor hazards and their disclosure requirements.

Minutes	Units
50	Environmental Regulators and Regulations in Arizona
100	Common Hazardous Substances
50	Other Environmental Issues
100 minutes	Real Property Characteristics in Arizona

Section Learning Objectives

- *Differentiate between personal property, real property, and fixtures.
- *Recall land characteristics and legal descriptions.

Minutes	Units
50	Real Property
50	This Land Is Your Land, This Land Is My Land
150 minutes	Land Development and Zoning in Arizona

Section Learning Objectives

- *Identify zoning terms, zoning basics, the Interstate Land Sales Act, and planned community terms and regulations.
- *Recognize definition of and rules for the sale of subdivided land.
- *Recognize the definition of and rules for the sale of unsubdivided land.

Minutes	Units
60	Zoning
60	Selling Subdivided Land in Arizona
60	Selling Unsubdivided Land
150 minutes	Deed Types and Title Transfer

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Section Learning Objectives

- *Identify the purpose, types, and essential elements of a deed.
- *Recognize the importance of title recording and delivery and acceptance of a deed.
- *Recall the value of title insurance in the property transaction process.

Minutes	Units
35	Title and Deed Basics
30	Title Insurance
65	Conveyance of Title
20	Deed Recording
100 minutes	Escrow and Settlement

Section Learning Objectives

- *Define and understand real estate escrow, double escrow, participants and their tasks and responsibilities, RESPA, and the closing process requirements.
- *Identify and describe the closing statement's significant elements, FIRPTA, and commissions disbursement.

Minutes	Units
50	Escrow and Settlement Basics
50	Settlement
100 minutes	Following Federal Fair Housing Laws

Section Learning Objectives

- *Identify fair housing laws, protected classes, covered transactions, specific practices to avoid, and types and consequences of violations.
- *Apply knowledge of fair housing law to specific situations.

Minutes	Units
40	Fair Housing Laws and Consequences for Non-Compliance
40	Practical Application of Fair Housing Laws
20	Compliance and Fair Housing Case Studies
200 minutes	Leases in Arizona

Section Learning Objectives

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- *Recognize the types of residential leases, lease provisions, and lease requirements in Arizona.
- *Identify the types of commercial leases and the clauses found in commercial leases in Arizona.
- *Define the common lease-related terminology.
- *Describe how foreclosure affects a leasehold interest.

Minutes	Units
80	Residential Leases in Arizona
70	Commercial Leases in Arizona
50	More About Arizona Leases
150 Minutes	Arizona Landlord and Tenant Act

Section Learning Objectives

- *Recognize rental agreement restrictions, such as maintaining the property and accessing occupied units, and security deposit rules.
- *Recall tenant maintenance responsibilities and the duty to comply with property rules.
- *Identify landlord and tenant remedies, as well as required notices.

Minutes	Units
30	Overview and General Information
60	Landlord Obligations
30	Tenant Obligations
60	Remedies
200 minutes	Property Management in Arizona

Section Learning Objectives

- *Identify licensing and certification requirements for property managers in Arizona.
- *Recall duties and responsibilities of Arizona property managers.
- *Identify commonly used property manager documents, including the property management agreement.
- *Discuss why property managers have high professional liability exposure and how they can protect themselves.

Minutes	Units
30	Licensing Requirements for Arizona Property Managers
60	Property Management Documents
65	Duties of Property Managers in Arizona
45	Property Manager Risk Management

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50 minutes

Property Insurance and Warranties

Section Learning Objectives

*Identify the different types of insurance options related to real estate, the purpose of flood insurance, the difference between insurance and warranties, and describe and explain a claims history report.

Minutes

Units

50	Property Insurance and Home Warranties
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150 minutes

Appraisal

Section Learning Objectives

- *Describe the purpose of an appraisal and the three approaches appraisers may use to value a property.
- *Recognize factors that influence a property's appraisal value.
- *Calculate price or value using formulas.

Minutes

Units

55	Appraisal Basics
50	Appraisal Approaches to Value
30	Appraisal Math and Calculations
15	Requirements for Appraisers

150 minutes

Sources of Financing

Section Learning Objectives

- *Describe the primary and secondary sources of mortgage funding.
- *Identify and explain the function of key participants in the secondary mortgage market.
- *Identify some of the alternative sources of financing available to borrowers.

Minutes

Units

50	The Primary Mortgage Market and Players
60	The Secondary Mortgage Market: Contributions to the Primary Market
40	Alternative Sources of Financing

150 minutes

Residential and Commercial Financing

Section Learning Objectives



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*Recall different home loan types, terminology, and sources.

*Identify and describe parties to the lending process.

*Identify programs designed to assist homebuyers in affording home loans, and understand federal legislation enacted to protect consumers of credit and illegal practices related to mortgage lending.

Minutes	Units
55	Getting to Know Financing
25	Qualifying the Borrower
40	Government Loan Programs and Regulations
30	Mortgage Loan Clauses
100 minutes	Financing Instruments

Section Learning Objectives

*Distinguish between the note with mortgage, note with deed of trust, and contract for sale.

*Identify financing principles used throughout the financing process.

Minutes	Units
20	Real Estate Financing Instruments: Theory
80	Using Financing Instruments
150 minutes	Deed of Trust Foreclosure in Arizona

Section Learning Objectives

*Distinguish between judicial and non-judicial foreclosures and describe the process, timelines, and rights of the parties in each according to Arizona law.

*Recall related foreclosure concepts, including foreclosure alternatives, forfeiture with an agreement for sale, reinstatement, and deficiency judgments.

*Identify considerations for investors and licensees when working with distressed properties, including short sales, REOs, and foreclosures.

Minutes	Units
60	Foreclosures in Arizona
60	Other Foreclosure Concepts
60	Distressed Property Transactions
200 minutes	Property Condition and Disclosures and Consumer Protection in Arizona

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Section Learning Objectives

- *Identify the consumer privacy laws that apply to real estate transactions in Arizona.
- *Identify the mandatory disclosures required by Arizona statute or the commissioner’s rules.
- *Identify who needs a contractor license in Arizona, and who can work under the handyman exemption.
- *Identify the situations in which licensed contractors must be used to make improvements to a property slated for re-sale or lease.

Minutes	Units
40	Consumer Protection and Privacy Laws
30	Property Disclosures in Arizona
50	The Arizona Registrar of Contractors
30	Special Projects
200 minutes	Real Estate Math Calculations

Section Learning Objectives

- *Identify math skills needed for a career in real estate, and how to calculate percentages and commissions.
- *Identify how to calculate acreage, area, volume, and property taxes.
- *Recall the calculations required for performing a CMA, establishing a listing price, and determining net operating income, capitalization rate, and profit and loss.
- *Recall how to calculate interest, loan-to-value ratios, equity, loan discount points, loan origination fees, amortization, and closing prorations.

Minutes	Units
30	Common Calculations You’ll Use Often
50	Measurements and Property Tax Calculations
50	Valuation Calculations
70	Financing and Closing Calculations
100 minutes	More Real Estate Math

Section Learning Objectives

- *Calculate appreciation and depreciation.
- *Identify how to calculate prorations of taxes, HOA fees, and other costs.

Minutes	Units
20	Calculating Value



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80

Calculating Closing Costs and Taxes

50 minutes

Duties Owed to Third Parties in Arizona

Section Learning Objectives

*Identify the value of third parties in the real estate industry, the legal limitations of third-party relationships, and the role affiliated service providers play for both the public and licensees.

Minutes

Units

30

Recognizing Third-Party Relationships

20

Circle of Professional Service Providers

0 minutes

Arizona 90-hour Salesperson Course Wrap-Up

Section Learning Objectives

*Study and pass your exam with flying colors.

Minutes

Units

x

Arizona 90-Hour Salesperson Course Wrap-Up

0 minutes

Course Study Tools

Section Learning Objectives

*Study topics on the national and state portion of the state pre-licensing exam.



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<u>Arizona 6-Hour Contract Writing Course</u>	
0 minutes	Your Arizona 6-Hour Contract Writing Course
Section Learning Objectives	
Recognize legally compliant and competent practices for writing real estate contracts.	
Minutes	Units
0	Course Orientation
50 minutes	Introduction to Arizona Contracts
Section Learning Objectives	
Recall what types of contracts are often used in Arizona real estate practice.	
Minutes	Units
50	Introduction Arizona Contracts
100 minutes	Employment Agreements and Disclosures in Arizona
Section Learning Objectives	
Recall the common types of Arizona real estate employment agreements. Identify the various disclosure forms that are used in Arizona real estate transactions.	
Minutes	Units
45	Employment Agreements in Arizona
35	Additional Forms Used with Sellers
150 minutes	The Arizona Purchase Contract
Section Learning Objectives	
Identify the purpose of the Arizona purchase contract. Identify information provided in its sections and subsections. Recall what buyers and sellers must provide in order for a contract to be valid.	
Minutes	Units
40	Getting Started with the Arizona Purchase Contract
45	Arizona Purchase Contract Disclosures and Due Diligence
30	Financing the Purchase Contract
0 minutes	Arizona 6-Hour Contract Writing Course Wrap-up
Section Learning Objectives	
Finish up.	
Minutes	Units
0	Arizona 6-Hour Contract Writing Course Wrap-up and Final Exam

Course Cost

Arizona 90-Hour Salesperson Pre-Licensing Course Tuition Price*\$
 Arizona 6-Hour Contract Writing Course Tuition Price*\$

*The CE Shop reserves the right to adjust the course cost at any time prior to purchase.



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Due to the tax law which mandates that online businesses must collect sales tax in certain states, if your state requires sales tax to be collected, it will automatically be added to the total amount due at checkout minus any donation made to The CE Shop Foundation.

Payment Plans

First Payment:	Due Today	33.33%
Second Payment:	Due 30 days from first payment	33.33%
Third Payment:	Due 30 days from second payment	33.34%
	Total:	100%

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

1. Due to the tax law which mandates that online businesses must collect sales tax in certain states, if your state requires sales tax to be collected, it will automatically be added to each monthly payment plan total.
2. That the school is authorized to charge my credit card for the payments due on my account as the payments become due (in 30-day intervals); and
3. That the school 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; and
4. That I am not entitled to receive my certificate of completion for the course until the school has been paid in full for the course;
5. That the school 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; and
6. In the event that any payment is not made per the above terms, the amount of the total unpaid balance shall be due and forthwith payable and the school shall be entitled to collect the full remaining unpaid balance. In the event that the school incurs any costs and/or fees (including reasonable attorney fees) in the collecting of any unpaid balance, the student agrees to pay said costs and/or fees and said costs and/or fees will be added to any unpaid balance.

The CE Shop’s 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), if the following conditions are met:

1. The request for the refund is submitted before the course expires; and
2. The request for the refund is within 30 days of purchase; and
3. The course(s) is not more than 50% completed.

Pre-Licensing Courses: The CE Shop guarantees that you will pass the state licensing exam or you are entitled to your money back. To obtain a refund of the purchase price of the Pre-Licensing course in the event that you do not pass your state licensing exam, you will be required to agree to the terms of and submit the [Affidavit](#). 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.

Expiration Date of Course: The CE Shop’s Pre-Licensing courses expire one year after the date of purchase. 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.



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If the course is not completed within 12 months of the date of purchase or other period as defined in the Terms and Conditions, the student will be required to purchase a new course at 50% of the current retail price of the new course. The student must fully complete the new course, including passing of the final exam, if the student wants credit for the new course.

Acknowledgments

I have read the requirements and policies stated in the Terms and Conditions for entrance, biometric authentication, grading, attendance, conduct, leave of absence, withdrawal and completion. I have also read and agree to this Enrollment Agreement. As a condition of acceptance, I agree to adhere to, and abide by these requirements and policies with the knowledge that The CE Shop has the right to withdraw me from the program if I do not meet course requirements, standards of academic progress, or abide by the student conduct policy.

I understand that a criminal history may make me ineligible for the license I am seeking and that I may request a criminal history evaluation from the licensing authority.

Student is advised to print and keep copies of the following:

1. This Enrollment Agreement; and
2. The financial terms and conditions of purchasing this course.

Fingerprint Clearance Card: Fingerprint Clearance Card is issued by Arizona Department of Public Safety. The application packet of information may be obtained from DPS or the real estate schools. The process for obtaining the Fingerprint Clearance Card may take as long as eight – ten weeks.

Disciplinary Actions Disclosure Form (LI-214/244): Information and documentation relating to the applicant's background must be provided upon application for licensure. Date of birth and Social Security Number are required. Criminal convictions and background disclosure on the [Disciplinary Actions Disclosure Form \(LI-214/244\)](#) must be completed by all applicants, and depending on disclosures made, additional documents and information may be required. The Department CANNOT issue a license to a person convicted of a felony who is incarcerated, paroled or under community supervision or on probation. The Department may not issue a license to a person who has been convicted of a felony, or convicted of a misdemeanor offense, such as (but not limited to) theft, forgery, extortion, conspiracy to defraud, violence against another person, or crimes of moral turpitude. A Fingerprint Clearance Card issued by DPS is required by all applicants at time of application.

Disclosure Document Checklist (LI-400): When applying for an original license and disclosing a criminal conviction, adverse civil judgment, or denial of or discipline against a professional or occupational license on the [Disclosure Document Checklist Form \(LI-400\)](#), additional documents and information identified on must be provided.

This Enrollment Agreement is not valid until acceptance by the student. Student's acceptance of the Terms and Conditions of this agreement is electronic and accomplished by:

1. Student checking the box next to the "Check this box to accept our Terms and Conditions"; and
2. Clicking "Submit Order" on the course check out page.

