

---

# *School Catalog*

## *(Distance Education)*

### *2021*

---

#### **Mission Statement**

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

The CE Shop LLC  
5670 Greenwood Plaza Blvd, Suite 420,  
Greenwood Village, Colorado 80111  
Telephone: 888-827-0777  
[www.theceshop.com](http://www.theceshop.com)

---

The CE Shop Catalog

Volume 4

Date of Publication: March 16, 2021

---

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

I, Kenneth J. Horner, Jr., President and CEO, certify this catalog (Volume 4) published on March 16, 2021, to be true and correct as to content and policy.

The CE Shop LLC is a wholly owned entity of The CE Shop Holdings LLC.

## Table of Contents

The CE Shop Catalog .....	2
This catalog contains all school policies and procedures relating to attending qualifying real estate courses via distance education. ....	2
School Information .....	3
Courses Offered.....	8
Course Description:.....	8
Please Note: a criminal conviction may affect a student’s ability to be licensed.....	8
Inquiry Descriptions .....	10
Student Policies.....	12
Cancellation and Refund Policy .....	13

---

## School Information

---

### The CE Shop Officers:

**President and Chief Executive Officer:** Kenneth Horner

**Chief Operating Officer:** Daniel Harris

### School Staff

Mike Matoush	Director of Education and Curriculum
David Aranda	Director of Information Technology
Rebecca Piltingsrud	Director of Compliance
Cindy Tannatt	Director of Customer Service
Wynter Johnson	Director of Marketing
Travis Wendt	Director of Sales
Yvonne Aileen	Instructor
Susan (Jill) Malloy	Instructor

The instructors are 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.

### 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

Licensed and Regulated by the following entities:

<b>State</b>	<b>Entity</b>
ARELLO	The Association of Real Estate License Law Officials
Alabama	Alabama Real Estate Commission
Alaska	Alaska Real Estate Commission
Arizona	Arizona Department of Real Estate - Professional Education Division
Arkansas	Arkansas Real Estate Commission
California	California Department of Real Estate
Colorado	Colorado Department of Regulatory Agencies and The Colorado Commission on Higher Education - Division of Private Occupational Schools
Connecticut	Department of Consumer Protection
Delaware	State of Delaware-Department of State-Division of Professional Regulation
Florida	Florida Department of Business & Professional Real Estate Regulation-Division of Real Estate
Georgia	Georgia Real Estate Commission
Hawaii	Professional & Vocational Licensing Division Department of Commerce & Consumer Affairs-Real Estate Branch
Idaho	Idaho Real Estate Commission
Illinois	Illinois Department of Financial & Regulation-Division of Professional Regulation
Indiana	Indiana Real Estate Commission
Iowa	Iowa Professional Licensing Bureau-Real Estate Commission
Kansas	Kansas Real Estate Commission
Kentucky	Kentucky Commission on Proprietary Education and The Kentucky Real Estate Commission
Louisiana	Louisiana Real Estate Commission
Maine	Maine Real Estate Commission
Maryland	Division of Occupational & Professional Licensing-Maryland Real Estate Commission
Massachusetts	Massachusetts Division of Professional Licensure-Board of Registration of Real Estate
Michigan	State of Michigan-Department of Licensing & Regulatory Affairs
Minnesota	Minnesota Department of Commerce
Mississippi	Mississippi Real Estate Commission
Missouri	Missouri Division of Professional Regulation-Real Estate Commission
Montana	Montana Board of Realty Regulation
Nebraska	Nebraska Real Estate Commission
Nevada	Nevada Real Estate Division

New Hampshire	New Hampshire Real Estate Commission
New Jersey	New Jersey Real Estate Commission
New Mexico	New Mexico Real Estate Commission
New York	New York Department of State (DOS)-Bureau of Educational Standards
North Carolina	North Carolina Real Estate Commission-Education & Licensing
North Dakota	North Dakota Real Estate Commission
Ohio	Ohio Department of Commerce-Division of Real Estate & Professional Licensing
Oklahoma	Oklahoma Real Estate Commission
Oregon	Oregon Real Estate Agency
Pennsylvania	Pennsylvania State Real Estate Commission
Rhode Island	Department of Business Regulation
South Carolina	South Carolina Real Estate Commission & Appraisers Board
South Dakota	South Dakota Real Estate Commission
Tennessee	Tennessee Real Estate Commission (TREC)
Texas	Texas Real Estate Commission (TREC)
Utah	Utah Division of Real Estate
Vermont	Vermont Real Estate Commission
Virginia	Virginia Department of Professional & Occupational Regulation
Washington	Washington State Department of Licensing
Washington, DC	Washington DC Occupational & Professional Licensing Division- Department of Consumer & Regulatory Affairs
West Virginia	State of West Virginia Real Estate Commission
Wisconsin	State of Wisconsin-Department of Regulation and Licensing- Bureau of Direct Licensing & Real Estate
Wyoming	Wyoming Real Estate Commission

### School Facility

The CE Shop'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	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

### 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, 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

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, unless student is on a payment plan.

### 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.

#### Identity Verification

Verification of the student's identity takes place at multiple levels in their interaction with The CE Shop.

1. At the time of account activation, the licensee is asked for their state issued license number and asked to create a unique log in including their email address and a secure password.
2. At the conclusion of the course, students perform an electronic signature. This process requires students to verify their identities by entering in their account passwords. The completed electronic signature form is retained in our electronic records and can be made available in paper format at any time. Once this process is complete, the certificate of completion is issued and the course completion is reported to the appropriate organization, as needed.

#### 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. This policy does not impact the refund policy.

## **150 Hour Principles and Practices of Real Estate Course**

**Course Length and Credits:** 150 Hours

Real Estate Law – 30 Hours  
Oregon Real Estate Practice – 30 Hours  
Real Estate Finance – 30 Hours  
Contracts – 15 Hours  
Agency Law – 15 Hours  
Property Management – 10 Hours  
Real Estate Brokerage – 20 Hours

### **Course Description:**

This course is designed to provide you with the 150 hours of instruction required to be eligible for an Oregon real estate broker's license. This course prepares you for the Oregon state licensing exam as well as provides the practical business knowledge and foundation necessary to be a successful real estate salesperson in Oregon.

This course is comprised of 63 course lessons and requires a minimum score of 75% to pass the final exam.

The CE Shop's pre-licensing courses in Oregon will expire one year after the date of purchase.

### Vocational Objective

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

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



### 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 75% 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. Courses are developed and offered in a linear fashion, meaning that students are not able to progress to the next page until they have successfully completed all activities and/or quizzes.

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.

Students are able to view their course progress at any time within our learning management system.

## 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.

### 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 structure to provide an estimated time for completion
2. Achieve a minimum 75% 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 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. The following behaviors are not in harmony with the educational goals of the school:

1. Academic dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college.
2. Forgery, alteration, misuse, or mutilation of college documents, records, identifications, educational materials, or college property.
3. Interfering with the learning process of other students or online session of the school.
4. Physical or verbal abuse of, or threats toward, any person, including harassment or stalking, or conduct which threatens or endangers health or safety of individuals or the school community at large.

Violation of any of the above may subject the student to any of the following:

- Reprimand
- Specific restrictions
- Disciplinary probation
- Temporary suspension
- Permanent suspension

Any further infraction of the policies and rules will necessitate permanent suspension. Students are entitled to be treated with respect by staff and other students.

### 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

The school will permanently maintain on file student academic records.

### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their educational records. The CE Shop complies with FERPA. Students have the right to inspect and review their educational records within 45 days of the day the college receives a request for access.

### Discrimination

The CE Shop does not discriminate based on race, sex, religion, ethnic origin, or disability. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

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, 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. After the school receives a written internal grievance from the student, the school will respond to the student's individual grievance(s) within 15 days of submittal. 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 aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact: Higher Education Coordinating Commission, Private Career Schools, 775 Court Street, Salem, Oregon 97301.

Program Costs

Course Price .....Retail prices as listed on the website

Total Cost for Course (includes any sales tax).....Retail prices as listed on the website

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

Cancellation and 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. Regarding 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](mailto:support@theceshop.com) for refund or credit hour requests. Partial credit is not given for any course.

The school will provide a full refund if education service is discontinued by the school, except if the school ceases operation.

The course must be paid in full prior to commencement of the course.

Expiration Date of Course

The CE Shop's pre-licensing courses in Oregon will 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 course will have an expiration date listed in the student's account.

### Course Completions/Transcripts

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

### Postponement Clause

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. whether the postponement is for the convenience of the school or the student;  
and,
- b. the deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and rules.