



## Utah – Statement to Students

**Course Schedule (day/time of week class meets):** Course scheduling is continuous in nature (24/7/365). Students are able to enroll and complete the course at times most convenient for them.

**Course Details:** There will be 120 quizzes, a practice exam, and then a final exam. Students have 2 attempts to pass the final exam.

**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 70% on the final examination
3. Satisfy all financial obligations to the school
4. Students may earn no more than eight (8) credit hours per day.

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.

**Expiration Date of Course:** The CE Shop's Pre-Licensing course expires 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.

**Instructor/Student/Technical Support:** Students are provided Instructor/Student/Technical support contact information on our website and within each course. Toll free telephone support (1-888-827-0777) and Live Chat is provided M-F 7:00 A.M. – 9:00 P.M. (CST), and 9:00 A.M. – 6:00 P.M. (CST) Saturday and Sunday. Email support is available 7 days a week. All inquiries are answered within 24 hours or sooner. Our support email is: [support@theceshop.com](mailto:support@theceshop.com), and our Instructor email is [instructor@theceshop.com](mailto:instructor@theceshop.com).

**Application for Licensure Process:** You must complete the following steps and provide the appropriate documentation to apply for licensure with the State of Utah Division of Real Estate:

- Proof of completion of 120 hour Pre-License Education.
- You must have a high school diploma or equivalent.
- Complete and pass the real estate examination.
- Completed and signed application form issued at the testing center.
- You must complete a Qualifying Questionnaire (issued at the testing center) and supporting documentation to any "YES" answers.
- You must provide two fingerprint cards (Blue FD-258) or receipt of electronic fingerprint submission and a signed Fingerprint Waiver (issued at the testing center).
- You must complete and submit the certification of legal presence form.



- Fees: examination and license fees.

NOTE: If you are licensed in another state you may obtain a Utah license either through reciprocity or by qualifying for an education waiver. Please see the [Utah Division of Real Estate](#) website for more information. You are required to have an education waiver from the Division of Real Estate prior to enrolling for the 120-hour Pre-Licensing course or you will be disqualified from receiving an education waiver and will be required to complete the full 120-hour requirement.

**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. Unless the course was purchased via The CE Shop's payment plan, all courses must be paid in full on or before the first day of class.

### **Criminal History Disclosure**

Per the Utah Administrative Code, we are required to present the following disclosure:

Upon application with the division, the applicant will be required to:

- Accurately disclose your criminal history according to the licensing questionnaire provided by the division;
- Submit fingerprint cards to the division and consent to a criminal background check; and
- Provide to the division complete court documentation relative to any criminal proceeding that you are required to disclose.

### **Acknowledgments**

I understand that that a criminal history may make me ineligible for the license I am seeking.

I acknowledge that I have not obtained an education waiver from the Division.

Student's acceptance of the terms and conditions of this agreement is electronic by: A) student checking the box next to the "Check this box to accept our terms and conditions" and B) clicking "Submit Order" on the course check out page.