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*School Catalog*  
*(Distance Education)*  
*2017*

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**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](http://www.theceshop.com)

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*The CE Shop Catalog*

*Volume 7*

*Date of Publication: June 29, 2017*

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**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 7) published on June 29, 2017, to be true and correct as to content and policy.



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## School Information

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The CE Shop, Inc. Officers:

**Chief Executive Officer:** Michael McAllister

**President:** Kenneth Horner

### School Staff

Michael McAllister	CEO/School Co-Director/Instructor
Lucy Michaud	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.

### 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, 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.

#### 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.

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*Courses Offered*

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**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	
	<b>Total Hours</b>		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.**



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## Academic Policies

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### 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:

- You'll need to schedule an appointment with an online proctor in advance. You can find full details of the proctoring process [here](#). Upon passing the final course exam you and your proctor will be asked to sign an affidavit verifying your identity as the student who completed the course and the final course exam.
- 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 are prompted, within the course, to register with the proctor company (B Virtual).
2. Once the student has registered with the proctor company, they can schedule a time to take the final exam.

3. Students should log in promptly at the pre-scheduled time, ready to take the exam.
4. Student will login to their account with the proctoring company, the proctor will verify the student's identity, and give the student a brief orientation of how the online proctoring will work.
5. Once the student has been oriented, the proctor will access the final exam and the student can begin the exam.
6. Student completes the final exam.
7. Once the student completes the final exam with a passing score, they will be directed to complete the e-signature process.
8. The proctor will also sign and certify that all examination rules have been followed during the administration of the exam.
9. Once the student electronically signs the course, the certificate of completion will be issued.

What happens if the student doesn'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 the student doesn'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.
3. The process for completion and electronic signature is identical to the first course.

### 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.

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## *Student Policies*

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### 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

The school will permanently maintain on file student academic records

### 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).

### Program Costs

Course Price ..... Current Retail Price

Total Cost for Course (includes any sales tax) ..... Current Retail Price

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. 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 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. 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.
2. 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.
3. All refunds due will be paid within 60 days of the student's last day of attendance.

### 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.