



# The CE Shop<sup>TM</sup>

**The CE Shop LLC Catalog**

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LICENSED BY THE MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY,

PROPRIETARY POSTSECONDARY SCHOOLS

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## THE CE SHOP TEAM

Gary Weiss	Chief Executive Officer
Daniel Harris	President and Chief Revenue Officer
Mike Matoush	Senior Vice President of Education and Learner Experience
Rebecca Piltingsrud	Vice President of Compliance
Nichol Andler	Compliance Director
Jennifer Pingrey	Vice President of Marketing
Bobby DeSpain	Vice President of Sales
Diane Atkinson	Director of Customer Success
Jill Malloy	Real Estate Instructor
Amy Adams	Real Estate Instructor
Rebecca Jones	Real Estate Appraisal Instructor
Justin Merrill	Real Estate Appraisal Instructor

## MISSION STATEMENT

To ignite your full potential and continuously guide your career through innovative thinking, evolved technology, and valuable learning.

## ENROLLMENT SCHEDULE

Course scheduling for asynchronous courses is continuous in nature. Available sessions for synchronous courses are presented to students during the enrollment process.

## HOLIDAY CALENDAR

New Year's Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Thanksgiving Day  
Black Friday  
Christmas Eve  
Christmas Day

## FACILITIES AND EQUIPMENT

The CE Shop courses are delivered through a secure and proprietary Learning Management System (LMS). An internet connection is required (high speed is recommended, but not required). Please refer to our FAQ page at <https://www.theceshop.com/faq> for a full list of requirements.

## 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.

## **ADMISSION POLICY**

Enrollments are accepted online via <http://www.TheCEShop.com/> or by phone at 888.850.0889. Admission is open to any person meeting the below qualifications. No qualified person may be excluded from enrollment on the basis of race, color, religion, gender, gender identity and/or expression, national origin, disability, marital status, sexual orientation, or military status.

### **Applicants Must Meet the Following Requirements**

1. Be at least 18 years of age;
2. Submit any required forms (Enrollment Agreements, etc.) as required by state regulations;
3. Have access to internet-compatible devices;
4. Possess base-level computer skills, including ability to read text on screens, click through course material, and take exams online; and
5. Pay appropriate fees.

## **FINANCIAL AID**

Financial aid is not available for any courses.

## **JOB PLACEMENT AND ASSISTANCE**

The CE Shop does not offer job placement services. The CE Shop makes no representations except as expressly set forth in this catalog, and under no circumstances does The CE Shop make any claim, promise, or guarantee of employment.

## **CRIMINAL HISTORY**

A criminal history may make you ineligible for the license you are seeking. For questions or information, please contact the licensing agency in the state for which you are interested in becoming licensed.

## **ATTENDANCE POLICY**

Students must complete 100% of the learning material presented in a course and demonstrate understanding of the material by passing all quizzes and the final exam (where required by the regulatory entity) to receive credit hours for the course. Students who do not complete the material will not be issued a certificate of completion and will not receive credit hours for the course. For courses that require monitored seat time, our online course delivery system manages this requirement. All course enrollment and completion times are recorded in Central Standard Time (CST). The CE Shop does not have a probation policy in place for courses.

### **Student Identity Verification**

In addition to utilizing a unique username and password to access student profiles and course materials, each student is required to complete a digital signature at the end of the course attesting to his/her identity. Student accounts cannot be shared.

## PROGRESS POLICY

The CE Shop utilizes a pass/fail grading system for all courses. 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. Quiz and exam results are available immediately after submission, within the course, and all results are accessible at any time through the course navigation feature of the course.

## EDUCATIONAL PROGRAMS

## 40-Hr. MI Fundamentals of Real Estate for Salespersons Course

This course provides you with the 40 hours of instruction required to be eligible for a Michigan Real Estate Salesperson license. The course prepares you for the Michigan state licensing exam and provides the practical business knowledge and foundation necessary to be a successful real estate salesperson in Michigan.

**Course Only Package** **\$209.00**  
**40-Hr. MI Fundamentals of Real Estate for Salespersons Course**

**Standard Package \$309.00**  
40-Hr. MI Fundamentals of Real Estate for Salespersons Course

MI Exam Prep Edge\*

\*not approved by the Department of Labor and Economic Opportunity for credit toward licensure

Value Package	\$385.00
40-Hr. MI Fundamentals of Real Estate for Salespersons Course	
MI Exam Prep Edge*	

## Build Your 30/60/90 Day Plan\* Build Your Core Lead Network\*

## Build Your Negotiation Skills\*

- MI Exam Prep Edge\*
- Build Your 30/60/90 Day Plan\*
- Build Your Core Lead Network\*

## Build Your Core Lead Network

18-hour first renewal package with 6 law books

Real Estate Basics and Beyond eTextbook\*

## 90-Hr. MI Broker Pre-Licensing Program

### MICHIGAN BROKER PREP

This real estate online course satisfies 30 hours of mandatory real estate broker preparation education required in Michigan. In addition, this online course includes the mandatory 9 hours of Civil Rights Law and Equal Opportunity requirement by the state of Michigan to qualify for the state licensing exam to become a broker. Other highlighted topics include: Liens, Land Use, Titles and Title Transfers, Leasing and Property Management and Community and Property Ownership.

### COMMERCIAL REAL ESTATE BROKERAGE

Become a better and more effective broker by gaining further insight into commercial real estate. This real estate pre-license course fulfills 30 of the 90 hours of education required in Michigan to qualify to take the state broker licensing exam. Highlights include: Commercial Leases, Environmental Regulations, Interstate Land Sales Full Disclosure Act (ILSFDA), Commercial Real Estate Principles and the Brownfield Economic Redevelopment Initiative. Please note that no hours of Civil Rights Law and Equal Opportunity in Housing are included in this online course.

### VALUATION OF RESIDENTIAL PROPERTIES

It is integral to understand the appraisal process for residential real estate. Learn the three approaches to valuation. This real estate pre-license course fulfills 30 of the 90 hours of education required in Michigan to take the licensing exam to become a real estate broker. Highlights include: Real Estate Appraisal Principles and Practices, Markets for Residential Real Estate, Data Analysis in Regards to Appraisal, and Site Description and Analysis. Please note that Michigan Valuation of Residential Properties does not have any hours that qualify for Civil Rights Law and Equal Opportunity in Housing.

Courses Only Package \$699.00

Michigan Broker Prep

Commercial Real Estate Brokerage

Valuation of Residential Properties

Premium Package \$765.00

Michigan Broker Prep

Commercial Real Estate Brokerage

Valuation of Residential Properties

14-Hr. CE Package for continuing education\*

\*not approved by the Department of Labor and Economic Opportunity for credit toward licensure

## 75-Hr. Real Estate Appraiser Qualifying Education Program

### BASIC APPRAISAL PRINCIPLES

This course provides 30 hours of instruction in basic appraisal principles, which satisfies a portion of the Appraisal Qualifications Board (AQB) qualifying education for aspiring professionals. Topics include an

introduction to the appraisal profession, real estate concepts and property characteristics, ownership, interests, and rights, title and transferring real estate, and an introduction to contracts and leases appraisers may find in real estate. The course also dives into types of and approaches to value, influences on real estate, economic principles, and real estate markets. The course closes on the ethics in theory and practice of appraisal along with valuation bias, fair housing, and equal opportunity that will be top of mind in an appraisal practice. This course is offered via asynchronous online delivery.

#### **BASIC APPRAISAL PROCEDURES**

This course provides 30 hours of instruction in basic appraisal procedures, which satisfies a portion of the Appraisal Qualifications Board (AQB) qualifying education for aspiring professionals. Topics include an overview of the appraisal process and approaches, math and statistics used in appraisals, and valuation procedures. This course will also dive into location and neighborhood characteristics, architectural styles and construction types, as well as land and site characteristics. Additionally, this course will answer questions about the cost, income, and sales comparison approach alongside special and emerging appraisal techniques. This course is offered via asynchronous online delivery.

#### **15-HOUR NATIONAL USPAP COURSE**

The 15-Hour National USPAP Course focuses on the requirements for ethical behavior and competent performance by appraisers that are set forth in the Uniform Standards of Professional Appraisal Practice (USPAP). The primary objective of this course is to have participants become familiar with the USPAP document. The course material emphasizes the role of the appraiser and the impartiality associated with this role. Special responsibilities of the appraiser with regard to impartiality are explored in detail. All required manuals from The Appraisal Foundation are included in your course. This course is offered via live online (synchronous meeting) delivery.

Standard Package	\$1055.00
Basic Appraisal Procedures	
Basic Appraisal Principles	
15-Hour National USPAP Course	
Supervisory Appraiser/Trainee Appraiser Course*	
Required USPAP digital manuals	
Proctored exam	

\*not approved by the Department of Labor and Economic Opportunity for credit toward licensure

Basic Appraisal Principles Course Only	\$435.00
Basic Appraisal Procedures Course Only	\$435.00
15-Hour National USPAP Course Only	\$399.00

#### **DISCRIMINATION AND CONDUCT POLICY**

The CE Shop does not discriminate on the basis of race, color, religion, gender, gender identity and/or expression, national origin, disability, marital status, sexual orientation, or military status in the establishment of fees, entrance qualifications, or standards for successful completion of any course.

It is expected that students will conduct themselves in a professional manner and demonstrate respect for their instructors and fellow classmates. The school reserves the right to terminate a student on any of the grounds listed below. Termination notice will be in writing citing the reasons for termination. Tuition will be refunded according to the applicable refund policy.

Possible reasons for termination can include but are not limited to:

- Failure to comply with school rules, policies, and regulations
- Unprofessional conduct
- Unsatisfactory academic progress
- Excessive absence or lateness
- Failure to pay fees when due
- Cheating or falsifying records
- Breach of enrollment agreement
- Entering school site while under the influence or effects of alcohol, drugs, or narcotics of any kind
- Carrying a concealed or potentially dangerous weapon
- Sexual harassment
- Harassment of any kind including intimidation and discrimination

### **Sexual Harassment and Hazing Policy**

The CE Shop takes the issue of sexual harassment very seriously. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and staff. Sexual harassment or harassment because of age, race, color, religion, national origin, sexual orientation, or disability, will not be tolerated. This includes any kind of intimidation or discrimination. Investigation into such concerns will be undertaken promptly and handled confidentially. Behavior that denigrates the integrity of another student (hazing) will not be tolerated. If a student or employee feels that he or she has suffered a form of discrimination or harassment, the individual should immediately contact a supervisor or school director. Students or staff involved may be subject to dismissal or termination.

### **Dismissal**

Violation of any The CE Shop policies may result in permanent dismissal from the school. After review of all pertinent facts and information, the President of The CE Shop will make the final determination in regard to dismissal and/or re-admittance.

### **REFUND POLICY**

The CE Shop is committed to student satisfaction. If you are unsatisfied for any reason, The CE Shop will refund the purchase price of any course if the refund request is submitted within thirty (30) days of purchase, prior to course expiration, and the course is not more than fifty percent (50%) complete.

Live (synchronous) courses are refundable up to three (3) weeks (fifteen (15) business days) prior to the scheduled start date of class. No refunds will be issued if online training is more than fifty percent (50%)

complete or if the live class has started.

Regarding Exam Prep Edge, The CE Shop will refund the purchase price of any Exam Prep Edge product if the refund request is submitted within thirty (30) days of purchase and if the initial assessment has not been completed.

The CE Shop does not offer price adjustments on previously purchased items.

## **RECORDS**

Student records are retained for the minimum time required by state regulations. Online student files are maintained online in our cloud-based servers, and paper files are held at The CE Shop's corporate offices. Student records may be requested in writing by the student at any time. Student records are confidential. No records will be made available to employers, prospective employers, family members, or other schools unless a written request has been made by the student. Please visit our website to view our FERPA policy.

## **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 340W, Greenwood Village, Colorado 80111, Telephone: 888-850-0889. A student may be dismissed for any violation of the school rules, policies, and/or regulations 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.

Attempting to resolve any issue with the School first is strongly encouraged. To file a complaint with the Michigan Post-Secondary Schools unit (PSS) within the Department of Labor and Economic Opportunity, Office of Employment and Training, submit a completed "Statement of Complaint" by mail to:

State of Michigan  
Department of Labor and Economic Opportunity  
Employment & Training, Post-Secondary Schools  
P.O. Box 30726  
Lansing, MI 48907

The "Statement of Complaint" form can be found on the website:

<https://www.michigan.gov/leo/bureaus-agencies/wd/pss>