The CE Shop LLC Catalog

Volume 9

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The CE Shop LLC
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Mission Statement

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

Contents

SCHOOL INFORMATION 3
The CE Shop Officers 3
Mission Statement 3
Core Values 3
School Facility 4
Student Technical Support: 4
Course Schedule 4
Academic Calendar - Holidays 4
Vacation Periods 4
Inclement Weather Policy 5
Entrance Requirements 5
Enrollment Process 5
Technical-System Requirements 5
Student Technical Support 5
Prior Training Credit Policy 6
Courses Offered 6
ACADEMIC POLICIES 6
Attendance Policy 6
Standards of Progress and Mastery of Content 7
Grading System 8
Course Completion Requirements 8
STUDENT POLICIES 8
Job Placement and Assistance 8
Student Conduct Policy 8
Course Completions/Transcripts 9
Course Access and Exam Results 9
School Records 9
Student Grievance Procedure 10
Program Costs 10
Cancellation and Refund Policy 10
Postponement Clause 11
Hawaii Students Disclaimer 11

SCHOOL INFORMATION

The CE Shop Officers

Ownership:

The school is owned by The CE Shop LLC. The officers of the school are:

Gary Weiss	CEO
Daniel Harris	President

School Staff

Mike Matoush	Vice President of Education and Learner Experience
Rebecca Piltingsrud	Vice President of Compliance
Bobby DeSpain	Vice President of Sales
Nichol Andler	Direct of Compliance
Diane Atkinson	Customer Success Manager
Everett Kaneshige	Instructor

Mission Statement

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

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

The CE Shop is open to all persons who meet the entrance requirements, regardless of age, race, color, religion, national origin, disability, sex, sexual orientation, or gender identity or expression.

School Facility

The CE Shop's corporate offices are located at 5670 Greenwood Plaza Blvd, Suite 340W, 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, Microsoft Edge, and Safari. An internet connection is required (high speed is recommended but not required).

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. Saturday support is also available 8:00 am to 4:30 pm MST and Sunday support is available 8:00 am to 12:00 pm MST.

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

Juneteenth

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving Day

Christmas Eve

Christmas Day

Vacation Periods

Vacation periods will have no effect on school. There are no vacation periodsscheduled.

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. 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 thefirst-class session, unless student is on a payment plan.

Technical-System Requirements

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 for a full list of requirements.

Student Technical Support

Students can contact our customer support team for technical and administrativesupport by email, phone, and online chat. Normal business hours are 6:00am to 7:00pm MT Monday through Friday, 8:00am to 4:30pm MT Saturday, and 8:00am to 12:00pm MT Sunday.

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.

Courses Offered

Hawaii 60-Hour Salesperson's Pre-licensing Course

Course Length and Credits: 60 Hours

This course provides 60 hours of instruction in essential real estate topics required of all applicants for a salesperson license in Hawaii. The course prepares learners for the Hawaii licensing exam and provides the practical business knowledge and foundation necessary to be a successful real estate salesperson in Hawaii. Topics include real estate licensing laws and regulations, ethical standards, basic principles of real estate, real estate agency and contracts, Hawaii standard forms, real estate financing principles and practices, real estate valuation, real estate taxes and calculations used in real estate.

Hawaii 80-Hour Broker Pre-Licensing Course

Course Length and Credits: 80 Hours

By completing this course, you will have a thorough understanding of key real estate principles covering fundamental topics like real estate law, financing principles, property management, contracts, & more. In addition to these key principles, there is a large focus on the relationship and responsibilities of a broker, including, but not limited to the formulation of a brokerage, ethics, financial records, & advertising. The course also features incremental questions (formative questions) after each lesson that are designed to provide a practical knowledge of brokerage for real estate professionals.

ACADEMIC POLICIES

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.

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 timefor 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.

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

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

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 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: 888-827-0777. A 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.

Program Costs

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

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. In addition, if you choose to set-up a payment plan, sales tax will be added to each monthly payment plan total. For questions, please contact The CE Shop at 1.888.827.0777 or Support@TheCEShop.com.

Cancellation and 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.

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.

LIVE CLASSROOM AND LIVE ONLINE COURSE POLICIES

By enrolling in a live classroom or live online course, you agree to attend all scheduled sessions in full.

Refunds are only available if requested within 30 days of purchase. Refunds will only be issued if the course is not more than 50% complete.

Rescheduling a course is permitted up to 15 calendar days prior to the course scheduled date. One course reschedule is permitted at no cost. Additional course reschedules will be charged 50% of the current retail price.

You must participate in all required activities (quizzes, polls, discussions, etc.), verify your identity, and use an approved device (desktop, laptop, or mobile device with a stable internet connection and camera). Disruptive behavior or non-compliance may result in removal from the course without refund. Cell phones are not an acceptable device for mortgage courses.

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 mustset 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 setforth in the agreement, the student will be entitled to an appropriate refund of prepaidtuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and rules.

Hawaii Students Disclaimer

Within the last 20 years, if you have one or more felonies or one or more misdemeanors in your history, outstanding tax obligations with no payment plan in place, and/or any judgments, please contact the Real Estate Branch, 808.586.2643, and determine whether or not you should file the Preliminary Decision Application prior to completing a Pre-Licensing course. The Preliminary Decision Application will allow the Hawaii Real Estate Commission to review your history and

make a determination of either MOST LIKELY APPROVE or MOST LIKELY DENY your license application when submitted. The decision of the Commission is non-binding, and a license candidate may submit his or her license application no matter what the Commission's decision is for the Preliminary Decision Application. The Preliminary Decision gives the license candidate a window of probability as to the acceptance or denial of a license application, so that the license candidate does not waste time and money on a Pre-Licensing course, if the likelihood of denial is evident.