



### State of Georgia Notice to Students:

The CE Shop has been approved as a Real Estate School (#4551) by the State of Georgia Real Estate Commission (expiration 12/31/2026), and an Appraisal School (#8169) by the State of Georgia Real Estate Appraisers Board (expiration 12/31/2025). The CE Shop is approved to offer the pre-licensing, qualifying education, post-licensing, and continuing education courses listed in our Georgia course catalog on our website, [www.theceshop.com](http://www.theceshop.com).

The courses offered and number of credit hours for which they are approved are included in online versions of the course catalog. Within these materials are the details of the specific requirements for pre-licensing, qualifying education, post-licensing, and continuing education and how each course fits those requirements. Real Estate courses are available in self-study formats only. There are NO live training courses or seminars provided by The CE Shop for Real Estate. The CE Shop is approved for synchronous, virtual USPAP courses with other courses being approved for self-study formats only for Appraisal. The course content for these approved courses was developed by The CE Shop or The CE Shop has obtained authorization to use the course material from the original developer. Author biographical information is included in the materials. Course content questions will be handled by staff and qualified instructional personnel of The CE Shop.

**Processes & Procedures:** Access to the course content via the online learning management system is available through the student's account. These interactive systems guide the student through lessons with quizzes to ensure mastery of the material. The course quizzes and final exams are automatically graded and saved to the student's course record. Once completed and passing scores are determined, a certificate of completion is automatically generated, emailed to the student, and saved to the student's account with the corresponding course for a minimum of 5 years. A copy can be downloaded and printed by the student at any time. Each course completion is reported to the Georgia Real Estate Commission or the Georgia Real Estate Appraisal Board.

**Proctoring Final Exams:** The state requires that all pre-licensing, qualifying education, and post-licensing final course exams be proctored. You will need to schedule an appointment with an online proctor in advance. You can find full details of the proctoring process for Real Estate [here](#) and Appraisal [here](#). Upon passing the final course exam you will be asked to sign an affidavit verifying your identity as the student who completed the course and the final course exam.

**Completions:** Students MUST personally and successfully complete all sections of their coursework required to demonstrate mastery of the material before receiving credit for the course and must sign a certification statement. Students will complete an electronic signature process online at the completion of each course which will be stored in the student's record for a minimum of 5 years. Students must complete each course prior to a certificate of completion being issued. Certificates will be issued immediately following course completion. Students may not receive duplicate credit for any continuing education course taken within the previous calendar year.

**Contact Information:** The CE Shop is here to support our students through their educational experience. The instructor for each course is listed in the course introduction and may be contacted for content-related questions via the contact information outlined in the introduction. For additional assistance, please use our toll-free number 1-888-827-0777 or live chat via our website [www.theceshop.com](http://www.theceshop.com).

No recruiting for employment opportunities for any real estate brokerage firm is allowed in The CE Shop courses or on the school premises. Report promptly any effort to recruit on behalf of a brokerage firm by anyone including a fellow student to the school coordinator/director, at 1-888-827-0777 or 5670 Greenwood Plaza Blvd., Suite 340W, Greenwood Village, CO 80111, the Georgia Real Estate Commission or the Georgia Real Estate Appraisers Board {see Rule 520-2-02(10)}.

The Commission may deny a license to an applicant who has a prior criminal conviction(s) or a disciplinary action(s) imposed by any occupational licensing body. An applicant for licensure is a person who has met all experience, education, and examination requirements for the license sought. Because of the time and expense involved in becoming an applicant for licensure, the Commission affords an individual who has not yet become an applicant the opportunity to request that the Commission make a preliminary decision on the conviction(s) or the prior disciplinary action(s) before the individual takes the required education and examination for license. The purpose of a preliminary decision is merely to provide advisory guidance. Preliminary decisions are not binding. However, the Commission may elect to allow a favorable preliminary decision to become its final decision without further investigation or hearing when the individual becomes an applicant for licensure {see Rule 520-1-04(11)}.