The CE Shop LLC Catalog

Volume 2

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The CE Shop LLC

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www.TheCEShop.com

School Registration No. 2323

APPROVED AND REGULATED BY THE OHIO STATE BOARD OF CAREER COLLEGES AND SCHOOLS

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SCHOOL INFORMATION

Mission

To provide an educational experience that enhances the lives of our professionals and the communities they serve.

Purpose

Our best-in-class, comprehensive home inspection training, coupled with our marketing and technical support services, will set you up for success in your new home inspection career.

Administration

Gary Weiss	Chief Operating Officer
Mike Matoush	Senior Vice President of Education and Learner Experience
Rebecca Piltingsrud	VP of Compliance
Nichol Andler	Director of Compliance
Bobby Despain	VP of Sales
Jennifer Pingrey	VP Marketing
Amy Adams	Instructor

Facilities

The CE Shop corporate offices are located at 5670 Greenwood Plaza Blvd., Suite 340W, Greenwood Village, Colorado 80111. 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). Training facilities include technologically equipped classrooms. All live training courses are held in designated training areas on pre-scheduled dates.

Registration

Students may register via the website or by calling 888.827.0777. Certain states require a signed Enrollment Agreement and other disclosures to complete registration.

Holiday Calendar

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

Admission Requirements

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:

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

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 administrative support by email, phone, and online chat. Normal business hours are 7:00 AM to 8:00 PM CT Monday through Friday; 9:00 AM to 3:30 PM CT Saturday; Closed Sunday.

Disclosures

The CE Shop is not an accredited institution.

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 for employment or state licensure.

The CE Shop reserves the right to change courses, start dates, tuition, and to cancel courses. Any changes will be made in accordance with State Board rules and regulations. The information contained in this catalog is true and correct to the best of our knowledge.

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.

ADMINISTRATIVE POLICIES

Enrollment Procedure

Enrollments are accepted via our school website at www.theceshop.com or by phone at 1.888.827.0777. All course enrollment and completion times are recorded in Central Standard Time (CST).

Expiration and Course Extensions

Ohio Pre-Licensing courses expire six months after the date of purchase. Each student will be granted a one-month extension at no charge, to be applied immediately after the initial six-month term. For any reactivation or extension of the course after the seventh month, cost is 20% of the current retail price of the course for each 30-day extension or partial 30-day extension in the event that the course finally terminates before the end of the final 30-day extension. Students may also elect to re-enroll for 50% of the current retail price of the course, if the course has hit the year expiration or the student is at the 7 month mark and wants to repurchase and restart the course and enrollment. Extensions or reactivations cannot be granted beyond 12 months from the purchase of the course since, in all events, the course terminates 12 months after purchase.

If the course is not completed within twelve (12) months from the original date of purchase or other period as modified below, the student will be required to purchase a new course at fifty percent (50%) of the current retail price of the new course and fully complete the new course, including passing the final exam, if the student wishes to be granted credit for the new course. This repurchase offer is only valid for thirty (30) days.

Credit for Previous Training, Education, or Experience

Credits earned 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 a written agreement exists with another institution.

Records

Student files 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 Career Certified'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 prospective employers, family members, or other schools unless a written request has been made by the student.

If the student enrolls through an employer or affiliate partner of the school, the student agrees to allow the school to share course progress and completion details with the employer or affiliate partner.

Please view our FERPA policy for more information.

Job Placement

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 for employment.

Reasonable Accommodation Policy

The CE Shop provides reasonable accommodations for disabilities. Students must provide 10 to 14 business days notice in order for their accommodation to be properly processed.

Student 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

Tuition and Pricing Policy

Discounts do not apply to Ohio Pre-Licensing courses. Ohio discounts only apply to Pre-Licensing package features, Exam Prep Edge, Post-Licensing, and Continuing Education.

Students enrolled in the same program may pay different tuition based upon effective dates of promotions. Tuition at the time of enrollment is final. Students who modify a program or service in a manner which will reduce or increase tuition may also pay a different price than other students.

The CE Shop does not offer scholarships or loans. Financial aid is not available for any courses. Financing is available to qualified students. Students should contact a customer service representative for details.

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.

ACADEMIC POLICIES

Progress, Completion, and Attendance Requirements

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 100% of 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. There may be additional student identity verification requirements based on state rules.

SHARING OF USERNAME AND PASSWORDS

To avoid the potential of a breach of your personal data, The CE Shop requires all students to maintain the confidentiality of their student account login information and not provide that information to any third party for any reason.

Leave of Absence/Withdrawal

Students may request a leave of absence for extenuating circumstances. Arrangements may be made to re-enter the next available course or other upcoming classes. Students must complete courses within 12 months.

If students are unable to complete the course during the scheduled session or fail to meet The CE Shop standards for satisfactory progress or completion, re-enrollment is required. Please refer to the Expirations and Course Extensions section.

Grading

The CE Shop utilizes a pass/fail grading system for all courses.

Course Completion

Once all required coursework has been completed, students must certify that they were the student/licensee who completed the coursework. This is accomplished at the end of each course, within our LMS. A course and instructor evaluation is also presented at this time to the student. Once certification has taken place, the student's certificate of completion is sent to the student via an automated email and is also stored in the student's online account for a minimum of five (5) years unless otherwise stated. Any exceptions to these rules will be provided to the student in the

requirement details via the webpage, email instructions, and/or course orientation and completion slides.

EDUCATIONAL PROGRAMS

100-Hour Ohio Salesperson Pre-Licensing

Real Estate Principles and Practices Course - 40 Hours $369.00

In this 40-hour course, you'll explore the practical steps needed to succeed in Ohio real estate. Topics include working effectively with buyers and sellers, managing listings, and negotiating contracts and offers. You'll also learn about ethical guidelines, marketing strategies, and the essentials of closing transactions. By focusing on proven tactics and professional standards, this course helps you handle real-world challenges with confidence. After completing the program, you'll be better prepared to serve your clients and advance your real estate career in Ohio.

Real Estate Law Course - 40 Hours $369.00

In this 40-hour course, you'll explore key aspects of Ohio's real estate laws and gain a clear understanding of your rights and responsibilities as an industry professional. We'll cover important topics such as licensing rules, fair housing regulations, and legal guidelines for disclosures, contracts, and property transactions. You'll also learn about ethical practices, consumer protection, and how to avoid common legal pitfalls. By the end, you'll be prepared to confidently handle real estate transactions while staying compliant with Ohio's legal requirements.

Real Estate Finance Course - 10 Hours $215.00

In this 10-hour course, you'll gain a solid understanding of real estate finance in Ohio. We'll examine how government policies shape the housing market, review important mortgage regulations, and explore different loan types—such as conventional, FHA, and VA. You'll also learn how lenders evaluate loans, verify property ownership, and handle the closing process. By the end, you'll be well-prepared to navigate real estate finance in Ohio with confidence and professionalism.

Real Estate Appraisal Course - 10 Hours $215.00

In this 10-hour course, you'll learn how appraisers value real estate in Ohio. We'll cover the three main appraisal methods—sales comparison, cost, and income—and show you how appraisers choose and adjust comparable properties. You'll also explore how appraisers estimate costs, measure different types of depreciation, and calculate property values based on income. Finally, you'll learn how appraisers reconcile all the data and prepare a professional appraisal report.

Package Pricing & Descriptions

Tax - 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.

100-Hr. OH Salesperson Pre-Licensing Basic Package $1099.00

- OH 40-Hour Real Estate Principles and Practices Course
- OH 40-Hour Real Estate Law Course
- OH 10-Hour Real Estate Finance Course
- OH 10-Hour Real Estate Appraisal Course

100-Hr. OH Salesperson Pre-Licensing Standard Package $1299.00

- OH 40-Hour Real Estate Principles and Practices Course
- OH 40-Hour Real Estate Law Course
- OH 10-Hour Real Estate Finance Course
- OH 10-Hour Real Estate Appraisal Course
- Exam Prep Edge - National & Ohio

100-Hr. OH Salesperson Pre-Licensing Value Package $1499.00

- OH 40-Hour Real Estate Principles and Practices Course
- OH 40-Hour Real Estate Law Course
- OH 10-Hour Real Estate Finance Course
- OH 10-Hour Real Estate Appraisal Course
- Exam Prep Edge - National & Ohio
- Pass Guarantee
- Kickstarter Professional Development Program
    - Build Your 30/60/90 Day Plan
    - Build Your Core Lead Network
    - Build Your Negotiation Skills

100-Hr. OH Salesperson Pre-Licensing Premium Package $1799.00

- OH 40-Hour Real Estate Principles and Practices Course
- OH 40-Hour Real Estate Law Course
- OH 10-Hour Real Estate Finance Course
- OH 10-Hour Real Estate Appraisal Course
- Exam Prep Edge - National & Ohio
- Pass Guarantee
- Kickstarter Professional Development Program
    - Build Your 30/60/90 Day Plan
    - Build Your Core Lead Network
    - Build Your Negotiation Skills
- Career Companion: Essential Guide to Real Estate (eTextbook)
- 20-Hour Ohio Post-Licensing Salesperson Course

Grievance Policy

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 CEO of The CE Shop, after consultation with all parties involved, makes the final decision. Where appropriate, the CEO of The CE Shop will review each case and decide whether to grant re-admittance.

Ohio Unresolved Disputes:
A review of the complaint will be documented in the student file and in the Complaint Log and an attempt at a satisfactory resolution put in place. The results of the meeting will also be documented. Should the student believe the problem(s) was still not satisfactorily resolved, and then he/she may contact the Ohio State Board of Career Colleges and Schools. 30 East Broad Street, Suite 2481, Columbus, OH 43215. 877-275-4219.