



The CE Shop LLC
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APPROVED AND REGULATED BY THE OREGON HIGHER EDUCATION
COORDINATING COMMISSION

The CE Shop LLC Enrollment Agreement

Program Name:

Credit Hours:

Total Cost:

Start Date:

End Date:

Student Name:

Student Address:

Student Email:

Student Phone:

*The CE Shop reserves the right to adjust the course cost at any time. Course discounts are typically available. All discounts are listed on our website and all students/courses are eligible for the discount listed on the website at the time of purchase.

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. For questions, please contact The CE Shop at 1.888.827.0777 or Support@TheCEShop.com.

Course Schedule (day/time of week class meets):

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

COURSE COMPLETION 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.

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.

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 30 days of purchase, prior to course expiration, and the course is not more than 50% completed.

Regarding Pre-Licensing packages with Exam Prep Edge, The CE Shop guarantees that you will pass the state licensing exam or you are entitled to your money back for the licensing exam. To be eligible for a refund, you must demonstrate mastery in your Exam Prep Edge course and meet all requirements within the affidavit. Please contact The CE Shop at 888.827.0777 for refund or credit hour requests. Partial credit is not given for any course. This guarantee is subject to a maximum refund of \$99. Due to specific regulations prohibiting this refund policy, this refund policy does not apply to Alabama, Connecticut, Florida, Georgia, Hawaii, Kansas, Louisiana, Michigan, Mississippi, Missouri, New Jersey, North Carolina, North Dakota, Pennsylvania, South Carolina, and Tennessee.

EXPIRATION DATE OF COURSE

The CE Shop's real estate pre-licensing courses in Oregon will expire one year after the date of purchase. The CE Shop's appraisal qualifying education courses in Oregon will expire 6 months after the date of purchase. 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.

DISCRIMINATION

The CE Shop does not discriminate based on race, sex, religion, ethnic origin, or disability. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

ACKNOWLEDGMENTS:

I have received a current copy of the CE Shop catalog. I have read the requirements and policies stated in the catalog. I have also read, received and agree to this Enrollment Agreement. As a condition of acceptance, I agree to adhere to and abide by these requirements and policies with the knowledge that The CE Shop has the right to withdraw me from the program if I do not meet course requirements, standards of academic progress, or abide by the student conduct policy.

Student is advised to print and keep copies of the following: A) this Enrollment Agreement; B) the pre-licensing catalog; and C) the financial terms and conditions of purchasing this course.

This agreement is not valid until acceptance by the student. Student's acceptance of the terms and conditions of this agreement is electronic by: A) student checking the box next to the "Check this box to accept our terms and conditions"; and B) clicking "Submit Order" on the course check out page.

The CE Shop is considered to have signed this Enrollment Agreement upon the student's acceptance of the terms and conditions of this agreement. This contract is legally binding between the school and student and may only be changed with the written consent of both the Student and an Authorized School Official.

I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, and are in direct violation of an Oregon Revised Statute (ORS) or an Oregon Administrative Rule (OAR) may be filed with the Higher Education Coordinating Commission, Private Career Schools Unit, 3225 25th Street SE, Salem, Oregon 97302. All student complaints must be submitted in writing.

My signature below signifies that I have read and understand all aspects of this agreement and recognize my legal responsibilities in regard to this contract and that the enrollment agreement constitutes a binding contract.

Student Signature (electronically signed) **Date**

Signature of Authorized School Official **Date**

Program Fact Page

PROGRAM COSTS

150 Hour Principles and Practices of Real Estate Course: \$399 - \$829

15-Hour National USPAP Course: \$399

Basic Appraisal Principles: \$435

Basic Appraisal Procedures: \$435

REGULATING ENTITIES:

Oregon Real Estate Agency

Oregon Appraiser Certification and Licensure Board

Oregon Higher Education Coordinating Commission

The Association of Real Estate License Law Officials

International Distance Education Certification Center

Appraiser Qualifications Board

TRANSFER OF CREDIT

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.

PROGRAM LENGTH & AVERAGE DURATION:

	Course Hours	Average Student Completion Time (1/1/2025-12/10/2025)	Graduation Rate (1/1/2025-12/10/2025)
150 Hour Principles and Practices of Real Estate Course	150 hours	12,241 minutes	19.3%
15-Hour National USPAP Course	15 hours	N/A	N/A
Basic Appraisal Principles	30 hours	3,859 minutes	25%
Basic Appraisal Procedures	30 hours	10,857 minutes	21%

MEDIAN FEDERAL/PRIVATE LOANS & LOAN DEFAULT RATES

The CE Shop does not offer federal/private loans and does not track loan default rates.

JOB PLACEMENT, GRADUATE SALARIES, AND GAINFUL EMPLOYMENT

The CE Shop does not assist students with job placement and does not guarantee job placement, gainful employment, or salary amounts upon completion of this program.