The CE Shop LLC

5670 Greenwood Plaza Blvd, Suite 340W

Greenwood Village, Colorado 80111

Phone: 888.850.0889

www.TheCEShop.com

The CE Shop LLC Enrollment Agreement

Program Name:

Credit Hours:

Total Cost:

Start Date:

Student Name:

Student Address:

Student Email:

**The CE Shop reserves the right to adjust the course cost at any time prior to purchase. Taxes and additional products purchased are included in actual cost.*

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.

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.

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.

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.

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.

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.

COMPLAINTS

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.

OTHER TERMS AND CONDITIONS

1. Business and marketing skills are included in some course curriculum to enable graduates to become self-employed, however the school does not guarantee job placement to graduates upon program/course completion or upon graduation.
2. Nichol Andler, Director, Compliance, may be contacted with any questions or concerns with regard to the terms of this Enrollment Agreement.
3. The CE Shop is licensed as a private career school with the Ohio Post-Secondary State Board of Career Colleges and Schools; Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.
4. I want to enroll at The CE Shop. I have been provided with, and read and received, an Academic Catalog and Enrollment Agreement, and understand the programs and terms. I am 18 years or older or have written consent from my parent or guardian. My acknowledgement below signifies that I have read the terms and conditions contained in this Enrollment Agreement and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.
5. 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.

ACKNOWLEDGMENTS

I have received a current copy of The CE Shop Catalog (Volume 2, dated July 1, 2026) and Enrollment Agreement. I have read the requirements and policies stated in the Catalog for entrance, grading, attendance, conduct, leave of absence, withdrawal and completion. 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 CE Shop LLC 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".

This contract may only be changed with the written consent of both the Student and an Authorized School Official.

_____	_____
Student Signature (digitally signed) Date	Signature of Authorized School Official Date