



The CE Shop LLC Catalog

Volume 8.1

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The CE Shop LLC
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www.TheCEShop.com

Mission Statement

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

This catalog contains all school policies and procedures relating to attending qualifying real estate courses via distance education. The CE Shop is licensed to operate by the Commission on Postsecondary Education.

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SCHOOL INFORMATION

The CE Shop Officers

Ownership:

The school is owned by Career Certified LLC. The officers of the school are:

Gary Weiss	Chief Executive Officer
Daniel Harris	President and Chief Revenue Officer

School Staff:

Mike Matoush	Senior Vice President of Education and Learner Experience
Rebecca Piltingsrud	Vice President of Compliance
Bobby DeSpain	Vice President of Sales
Nichol Andler	Director of Compliance
Diane Atkinson	Director of Customer Success
Jill Malloy	NV Pre-Licensing Instructor
Frank Nolan	NV Pre-Licensing Director/Substitute Instructor

The instructors are well versed in all subject matter in the Principles and Practices of Real Estate for Salespersons program and qualified to teach in any and all areas covered in the program.

Mission Statement

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

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, and The CE Shop Nevada School local office is located at 39 E Basic Road, Suite C. Henderson, NV 89015. 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 7:00am to 8:00pm CT Monday through Friday. Saturday support is also available 9:00 am to 3:30 pm CT. Closed Sunday.

Course Schedule

Course 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 periods scheduled.

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.

APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS

1. Be at least 18 years of age.
2. Submit any required forms (Enrollment Agreements, etc.) as required by state postsecondary regulations.

3. Have access to internet compatible devices.
4. Possess base-level computer skills including: ability to read text on screens, click through course material, and take exams online.
5. Pay appropriate fees.

Students may register via the website or by calling 888.850.0889. Certain states require a signed Enrollment Agreement and other disclosures to complete registration.

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](tel: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 the first-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.

LMS features and functionality highlights:

- Designed for self-paced asynchronous delivery
- Progress summary containing a course overview, progress, regulations, and other course details
- Left-hand navigation of course content
- Flow control requiring mastery to progress through course
- Slide-based text and interactive activities (e.g., true false, matching, sort, hotspots, formulas, text completion, multiple choice, flashcards, and learning path scenarios)
- Supports embedded video and audio
- Time controls to enforce mandatory seat time
- Pooled/randomized exam banks
- Notes and resources – allows students to store customized notes and course materials for future reference or printing
- Internal data and data recording capabilities

All online systems are hosted in a class-A secured data center with the following services designed to minimize the effect of any possible hardware or software failures:

- Nightly Backups – Backs up all student past and present student activity include progress in the course delivery system.
- Intrusion Detection – These services are running 24x7x365 to preclude from any outside

entity accessing our online systems. This would include aggressive denial of service attacks or more innocent virus-related issues.

- Domain and IP Traffic Monitoring – These additional services are implemented to allow our team to proactively manage potential hosting environment issues that could impact students.

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 7:00am to 8:00pm CT Monday through Friday, 9:00am to 3:30pm CT Saturday, closed 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

Nevada 90-Hour Salesperson Course

Course Length and Credits: 90 Hours

Course Description:

Brokerage and Law of Agency – 21 Hours

Valuation and Economics – 12 Hours

Finance – 12 Hours

Property Ownership, Transfer and Use – 25 Hours

State Laws – 18 Hours

APPLIED PRACTICE AND STATUTORY DISCLOSURES – 2 HOURS

Title of Unit	Number of instructional hours
1. Nevada 90-Hour Salesperson Pre-licensing Course Orientation	0 Clock Hours
2. Real Estate Agency Basics	5.5 Clock Hours
3. Broker Responsibilities	1 Clock Hour
4. Real Estate Brokerage	4 Clock Hours
5. Working with Sellers in Nevada	3 Clock Hours
6. Working with Buyers in Nevada	3 Clock Hours
7. Property Management Agreements	1.5 Clock Hours
8. Federal Fair Housing and Real Estate Lending Laws	3 Clock Hours

9. Property Value and Appraisal	3 Clock Hours
10. Three Approaches to Valuation	6 Clock Hours
11. Property Valuation Calculations	3 Clock Hours
12. Assessed Value and Tax Implications	2.5 Clock Hours
13. The Basics of Real Estate Financing	4 Clock Hours
14. Real Estate Math	3.5 Clock Hours
15. Investment Calculations	1 Clock Hour
16. Property Management Calculations	1 Clock Hour
17. Land, Real Property, and Real Estate	6 Clock Hours
18. Public and Private Land Use Controls and Encumbrances	4 Clock Hours
19. Transfer and Recording of Title	4 Clock Hours
20. Disclosure of Property Conditions	4 Clock Hours
21. Contract Law Basics	2 Clock Hours
22. Real Estate Contracts	5 Clock Hours
23. Applied Practice and Statutory Disclosures in Nevada	2 Clock Hours
24. The Nevada Real Estate Commission	1 Clock Hour
25. Licensing Requirements in Nevada	2.5 Clock Hours
26. Nevada Agency Law	4 Clock Hours
27. Real Estate Practice in Nevada	2.5 Clock Hours
28. Earnest Money Deposits in Nevada	2 Clock Hours
29. Real Estate Contracts in Nevada	3.5 Clock Hours
30. Real Estate Record Keeping in Nevada	1.5 Clock Hours
31. Special Topics in Nevada Real Estate	1 Clock Hour
32. Nevada 90-Hour Salesperson Course Wrap-Up	0 Clock Hours

Vocational Objective

Successful completion of this course satisfies the minimum educational requirements for eligibility to take the Nevada Real Estate Salesperson Examination. The course objectives are to satisfy the basic requirements of the Nevada Real Estate Division for a licensee to sell real estate.

PLEASE NOTE: A CRIMINAL CONVICTION MAY AFFECT A STUDENT'S ABILITY TO BE LICENSED.

ACADEMIC POLICIES

Attendance Policy

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.

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.

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.

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 75% 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.

Inquiry Descriptions

Inquiry Type	Description
Branching	Interaction with multiple decision points; useful for covering a process or relationship that requires multiple choices be made over the course of the scenario
Complete the Story	Fill-in-the-blank style question where learners drag words or phrases to complete sentences or paragraphs.
Drag and Drop Sort	Asks learners to sort up to six items into two or three categories
Formula	Math-style interaction that allows learners to enter numbers into cells resulting in a calculation
Image Hotspot	Interaction where learner clicks areas on an image to identify correct responses (such as identify items that are personal property)
Matching Drag and Drop	Requires learners to match a choice with a description (such as matching a term to its definition)
Multiple Choice	Question with text answer choices in which at least one response is correct
Poll	Interaction in which learners choose an opinion or option that is then compiled with other learners' responses and displayed in graph form for learners to review
True/False	Question that includes statements learners must identify as true or false; categories may change depending on the question (such as yes/no, legal/illegal, required/not required)

Resource Descriptions

Resource Type	Description
Audio	Course content in audio format, often used to model conversations for licensees (such as how to explain agency or disclosure forms)
eMagazine	Course content placed in interactive magazine format allowing the student to flip through pages
Flashcards	Quizzes, generally on vocabulary terms, in flashcard format
Handout-checklist, chart	A table containing at least two columns, usually in label and description format

Handout-text	A written explanation or narrative illustrating course content.
Handout-third-party	A .pdf of third-party content for take-away purposes (e.g., articles, charts, maps, forms)
Infographics	Tables, photos, illustrations to provide visual cues for retaining course content; may be static or interactive
Key points	Summary of key points within each lesson
Mind map	A diagram used to visually organize information
Story-text	Scenario-based prose to illustrate course content
Videos	Short animated videos that show characters role-playing the course content or live action videos explaining topics such as fair housing and finance
Videoscribe	White-board illustrations of course content (used frequently with charts, math and financial equations)

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 time for completion
2. Achieve a minimum 75% 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.

The CE Shop – Approval

The CE Shop is approved by the Nevada Commission on Postsecondary Education and the Nevada Real Estate Division.

Program Costs

Nevada 90-Hour Salesperson Pre -licensing Course Price \$315

Total Cost for Course (includes any sales tax) \$315

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. Per Nevada CPE rules, refunds will be made according to the below schedule. Please contact our office at 1-888-827-0777 or support@theceshop.com for refund or credit hour requests. Partial credit is not given for any course. Unless students are utilizing The CE Shop payment plan, the course must be paid in full prior to commencement of the course.

Refund Amount & Schedule:

1. Prior to the start of the program, student is entitled to a refund of the amount paid minus 10% or \$150, whichever is less.
2. After the start of the program but before 60% completion of the program, the student is entitled to a refund of the pro rata amount of tuition minus 10% or \$150, whichever is less.
3. After 60% completion of the program, the student is not entitled to any refund.
4. Students are requested to notify the Director or designated school official if they are withdrawing from the school. Students are encouraged but not required, to request withdrawal in writing.
5. Refunds are based on the last date of attendance. The date of withdrawal or termination is the last date of attendance by the student. A

refund due a student shall be based on the date of withdrawal or termination and paid within 15 days from the date of withdrawal or termination.

6. All refunds due will be paid within 15 days of the student's last day of attendance.
7. If a student is not accepted by the school, a full refund will be issued.
8. The school will provide a full refund if education service is discontinued by the school, except if the school ceases operation.

Expiration Date of Course

The CE Shop's pre-licensing course in Nevada will expire 6 (six) months after the date of purchase. If the student has not completed the course within 6 (six) months of enrollment, the student will be granted one 30-day extension at no charge. The CE Shop will charge the student 20% of the current retail price of the course per month for additional extensions. Students will be able to extend their course 5 times before they reach the 12-month limit. If the student has not completed the course within 12-months of enrollment, The CE Shop will allow students to purchase a new course at a 50% discount of the current retail price of the new course. There is no continued progress if a student re-purchases a course. Each individual course will have an expiration date listed in the student's account.

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 must set 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 set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and rules.

Student Indemnification

The Nevada Commission on Postsecondary Education has an account for student indemnification established under NRS 394.553. This account may be used to indemnify a student or enrollee who has suffered damage as a result of an institution's violation of any provisions of NRS 394.383 – NRS 394.560.