



The CE Shop LLC Catalog

Volume 6

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LICENSED BY THE KENTUCKY COMMISSION ON PROPRIETARY EDUCATION

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THE CE SHOP TEAM

| | |
|---------------------|---|
| Gary Weiss | Chief Executive Officer |
| Daniel Harris | President and Chief Revenue Officer |
| Mike Matoush | Senior Vice President of Education and Learner Experience |
| Rebecca Piltingsrud | Vice President of Compliance |
| Nichol Andler | Compliance Director |
| Jennifer Pingrey | Vice President of Marketing |
| Bobby DeSpain | Vice President of Sales |
| Diane Atkinson | Customer Success Director |

SCHOOL CALENDAR

Enrollment Dates

Enrollment for real estate education and real estate appraiser education is continuously open, subject to program availability.

Beginning and Ending Dates

The CE Shop's Real Estate Pre-Licensing courses expire one year 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. Real Estate Continuing Education and Post-Licensing courses must be completed within twelve (12) months from the time of purchase. If the course is not completed within that period, the student will be required to purchase a new course at fifty percent (50%) of the current retail price. This repurchase offer is only valid for thirty (30) days.

Real Estate Appraiser Continuing Education courses expire six (6) months after the date of purchase. Extensions cannot be granted beyond six (6) months from the purchase of the course.

Holidays

The CE Shop observes the following holidays: New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Black Friday, Christmas Eve, and Christmas Day.

INSTRUCTORS

Jill Malloy, Real Estate Instructor

Jill Malloy has earned the Gold Standard Instructor and Distinguished Real Estate Instructor designations from the National Real Estate Educators Association, as well as the Certified Distance Education Instructor designation from the International Distance Education Certification Center. She is certified to instruct several professional development courses, including ABR, SRS, SRES, and other courses from The National Association of REALTORS® and its affiliated Institutes.

Amy Adams, Real Estate Instructor

Amy Adams is a seasoned real estate professional with a diverse history in the industry. She is a broker, licensed since 2007, bringing over 17 years of experience to her clients and students. Amy's dedication to her craft is evident in her pursuit of continuous education and professional development. She holds a Certified Distance Education Instructor (CDEI) and a Gold Standard Instructor (GSI) certification, demonstrating her commitment to maintaining the highest standards in real estate education.

Rebecca Jones, Real Estate Appraiser Instructor

Rebecca Jones is an AQB Certified USPAP Instructor and Certified Residential Real Estate Appraiser licensed by the State of New York. She holds a Certified Distance Education Instructor (CDEI) and a Gold Standard Instructor (GSI) certification, demonstrating her commitment to maintaining the highest standards in real estate appraiser education.

Justin Merrill, Real Estate Appraiser Instructor

Justin Merrill is an AQB Certified USPAP Instructor and Certified Residential Real Estate Appraiser licensed by the State of Utah. He holds a Certified Distance Education Instructor (CDEI) certification, demonstrating his commitment to maintaining the highest standards in real estate appraiser education.

MISSION STATEMENT

The CE Shop's purpose is to ignite your full potential and continuously guide your career through innovative thinking, evolved technology, and valuable learning.

ADMISSION REQUIREMENTS

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. Prospective students must be at least 18 years of age; submit a signed Enrollment Agreement; 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; and pay tuition in full at the time of enrollment.

ENROLLMENT PROCEDURES

Enrollments are accepted through www.theceshop.com or by phone at 888.850.0889. Enrollment for real estate education and real estate appraiser education is continuously open, subject to program availability.

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.

JOB PLACEMENT AND ASSISTANCE

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 of employment.

CRIMINAL HISTORY

A criminal history may make you ineligible for the license you are seeking. Please contact the licensing agency in the state for which you are interested in becoming licensed.

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; and harassment of any kind including intimidation and discrimination.

Violation of any The CE Shop policies may result in permanent dismissal from the school. After review of all pertinent facts and information, The CE Shop will make the final determination in regard to dismissal and/or readmittance.

REFUND POLICY

Tuition must be paid in full upon enrollment. 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.

Live (synchronous) courses are refundable up to three (3) weeks (fifteen (15) business days) prior to the scheduled start date of class. No refunds will be issued if online training is more than fifty percent (50%) complete or if the live class has started. If the student is removed from the live online (synchronous) course for non-compliance with the course requirements, the student may receive a one-time 50% off coupon for a future live online course.

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. The CE Shop eTextbooks are not returnable. All sales are final.

FINANCIAL AID

Financial aid is not available for any courses.

RECORDS/TRANSCRIPT REQUEST

Student records are retained for the minimum time required by state regulations. 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.

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. 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.

GRADING SYSTEM

The CE Shop utilizes a pass/fail grading system.

EDUCATIONAL PROGRAMS

96-Hour Kentucky Real Estate Salesperson Pre-License

Course Description and Objectives

The course prepares learners for the Kentucky licensing exam and provides the practical business knowledge and foundation necessary to be a successful real estate salesperson in Kentucky. Topics include the real estate principles, real estate law, brokerage management, real estate finance, real estate marketing, property management, real estate investment, real estate appraisal, home inspection, real estate auction, construction and blueprints, land planning and zoning, commercial real estate, urban planning, and advanced appraisal topics.

Course Hours

96 hours

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 to receive credit hours for the course. Final exams must be passed with a minimum of 75%. Students will receive a completion certificate upon satisfactory completion of all course requirements including minimum grades, attendance, and any other requirements including, but not limited to, affidavit and course/instructor survey.

Tuition

Kentucky Real Estate Salesperson Pre-License Course Only **\$505.00**

Kentucky 96-Hour Salesperson Pre-License Course

Kentucky Real Estate Salesperson Pre-License Standard Package **\$605.00**

Kentucky 96-Hour Salesperson Pre-License Course

Also included:

Exam Prep Edge - National & Kentucky

Kentucky Real Estate Salesperson Pre-License Value Package **\$679.00**

Kentucky 96-Hour Salesperson Pre-License Course

Also included:

Exam Prep Edge - National & Kentucky

Kickstarter Professional Development Program

Kentucky Real Estate Salesperson Pre-License Premium Package **\$945.00**

Kentucky 96-Hour Salesperson Pre-License Course

Also included:

Exam Prep Edge - National & Kentucky

Kickstarter Professional Development Program

48-Hr. Kentucky Post-Licensing Education Package

Real Estate Basics and Beyond eTextbook

48-Hour Kentucky Real Estate Salesperson Post-License

Course Description and Objectives

Sales associates are required to complete 48 hours of post-license education within the first two years of obtaining an active license. This package includes 48 hours of required post-licensing education: 32 hours of mandatory course topics and 16 hours of elective course topics.

Course Hours

48 hours, including 32 hours of mandatory course topics and 16 hours of elective course topics

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 to receive credit hours for the course. Final exams must be passed with a minimum of 75%. Students will receive a completion certificate upon satisfactory completion of all course requirements including minimum grades, attendance, and any other requirements including, but not limited to, affidavit and course/instructor survey.

Tuition

Kentucky Real Estate Salesperson Post-Licensing Course Package **\$315.00**

48 hours of Kentucky Salesperson Post-Licensing Courses

6-Hour Kentucky Real Estate Annual CE

Course Description and Objectives

Sales associates and brokers are required to complete 12 hours of continuing education for the biennial license period; 6 of the 12 hours shall be completed in the first year of the biennial license period. This package includes 6 hours of continuing education: 3 law hours and 3 elective hours.

Course Hours

6 hours, including 3 law hours and 3 elective hours

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 to receive credit hours for the course. Final exams must be passed with a minimum of 75%. Students will receive a completion certificate upon satisfactory completion of all course requirements including minimum grades,

attendance, and any other requirements including, but not limited to, affidavit and course/instructor survey.

Tuition

Kentucky Real Estate Annual CE Package **\$79.00**
6 hours of Kentucky Real Estate Continuing Education Courses

6-Hour Kentucky Real Estate Annual CE with Ethics

Course Description and Objectives

Sales associates and brokers are required to complete 12 hours of continuing education for the biennial license period; 6 of the 12 hours shall be completed in the first year of the biennial license period. This package includes 6 hours of continuing education: 3 law hours and 3 elective hours. The ethics course was designed by The CE Shop to meet the REALTOR® Code of Ethics Training Requirement. Please confirm that your local association, who administers the Code of Ethics training, will accept this course.

Course Hours

6 hours, including 3 law hours and 3 elective hours

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 to receive credit hours for the course. Final exams must be passed with a minimum of 75%. Students will receive a completion certificate upon satisfactory completion of all course requirements including minimum grades, attendance, and any other requirements including, but not limited to, affidavit and course/instructor survey.

Tuition

Kentucky Real Estate Annual CE Package with Ethics **\$79.00**
6 hours of Kentucky Real Estate Continuing Education Courses

14-Hour Kentucky Real Estate Appraiser CE

Course Description and Objectives

Licensed Appraisers are required to complete 14 hours of continuing education annually. This package includes 14 hours of continuing education.

Course Hours

14 hours

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 to receive credit hours for the course. Students will receive a completion certificate upon satisfactory completion of all course requirements including minimum grades, attendance, and any other requirements including, but not limited to, affidavit and course/instructor survey.

Tuition

Kentucky Real Estate Appraiser CE Package **\$239.00**
14 hours of Kentucky Real Estate Appraiser Continuing Education Courses

14-Hour Kentucky Real Estate Appraiser CE with USPAP

Course Description and Objectives

Licensed Appraisers are required to complete 14 hours of continuing education annually and must successfully complete the 7-hour USPAP course during each even-numbered year. This package includes 14 hours of continuing education, including the 7-hour USPAP course.

Course Hours

14 hours, including 7-hour USPAP 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 to receive credit hours for the course. Students will receive a completion certificate upon satisfactory completion of all course requirements including minimum grades, attendance, and any other requirements including, but not limited to, affidavit and course/instructor survey.

Tuition

Kentucky Real Estate Appraiser CE Package with USPAP **\$345.00**

14 hours of Kentucky Real Estate Appraiser Continuing Education Courses

STUDENT GRIEVANCE PROCEDURE

Students who have a grievance with the school may submit a complaint to:

The CE Shop

5670 Greenwood Plaza Blvd, Suite 340W

Greenwood Village, Colorado 80111

Phone: 888.850.0889

Attempting to resolve any issue with the School first is strongly encouraged. To file a complaint with the Kentucky Commission on Proprietary Education, submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to 500 Mero Street, Frankfort, Kentucky 40601. This form can be found on the website <https://kcpe.ky.gov/Documents/FormtoFileaComplaint.pdf>

STUDENT PROTECTION FUND

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website <https://kcpe.ky.gov/Pages/Student-Protection-Fund.aspx>