



**The CE Shop LLC Catalog**

**Volume 4**

**Date of Publication: January 1, 2026**

The CE Shop LLC

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[www.TheCEShop.com](http://www.TheCEShop.com)

REGISTERED WITH THE CONNECTICUT OFFICE OF HIGHER EDUCATION AS AN  
OUT-OF-STATE PRIVATE POSTSECONDARY OCCUPATIONAL SCHOOL

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## **MISSION STATEMENT**

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

## **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
Rebecca Jones	Real Estate Appraiser Instructor
Justin Merrill	Real Estate Appraiser Instructor

## **SCHOOL CALENDAR**

### **Enrollment Dates**

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

### **Beginning and Ending Dates**

The CE Shop's Real Estate Appraiser Qualifying Education courses expire 6 months after the date of purchase. Each student will be granted a 1-month extension at no charge. For any reactivation or extension of the course after the 7th month, The CE Shop will charge the student 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. If the course is not completed within 12 months from the original date of purchase, the student will be required to purchase a new course at 50% of the current retail price.

### **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.

## **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](http://www.theceshop.com) or by phone at 888.850.0889. Enrollment for real estate appraiser education is continuously open, subject to program availability.

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

The CE Shop does not offer price adjustments on previously purchased items. The CE Shop eTextbooks are not returnable. All sales are final.

## **LIVE CLASSROOM AND LIVE ONLINE COURSE POLICIES**

By enrolling in a live classroom or live online course, you agree to attend all scheduled sessions in full.

Refunds are only available if requested within 30 days of purchase. Refunds will only be issued if the course is not more than 50% complete.

Rescheduling a course is permitted up to 15 calendar days prior to the course scheduled date. One course reschedule is permitted at no cost. Additional course reschedules will be charged 50% of the current retail price.

You must participate in all required activities (quizzes, polls, discussions, etc.), verify your identity, and use an approved device (desktop, laptop, or mobile device with a stable internet connection and camera). Disruptive behavior or non-compliance may result in removal from the course without refund. Cell phones are not an acceptable device for mortgage courses.

## **EDUCATIONAL PROGRAMS**

### **15-Hour National USPAP Course**

#### **Course Description and Objectives**

The 15-Hour National USPAP Course focuses on the requirements for ethical behavior and competent performance by appraisers that are set forth in the Uniform Standards of Professional Appraisal Practice (USPAP). The primary objective of this course is to have participants become familiar with the USPAP document. The course material emphasizes the role of the appraiser and the impartiality associated with this role. Special responsibilities of the appraiser with regard to impartiality are explored in detail. All required manuals from The Appraisal Foundation are included in your course. This course is offered via live online (synchronous) delivery.

#### **Course Hours**

15 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**

Course Only \$399.00

## Basic Appraisal Principles

### Course Description and Objectives

This course provides 30 hours of instruction in basic appraisal principles, which satisfies a portion of the Appraisal Qualifications Board (AQB) qualifying education for aspiring professionals. Topics include an introduction to the appraisal profession, real estate concepts and property characteristics, ownership, interests, and rights, title and transferring real estate, and an introduction to contracts and leases appraisers may find in real estate. The course also dives into types of and approaches to value, influences on real estate, economic principles, and real estate markets. The course closes on the ethics in theory and practice of appraisal along with valuation bias, fair housing, and equal opportunity that will be top of mind in an appraisal practice. This course is offered via asynchronous online delivery.

### Course Hours

30 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**

Course Only \$435.00

## Basic Appraisal Procedures

### Course Description and Objectives

This course provides 30 hours of instruction in basic appraisal procedures, which satisfies a portion of the Appraisal Qualifications Board (AQB) qualifying education for aspiring professionals. Topics include an overview of the appraisal process and approaches, math and statistics used in appraisals, and valuation procedures. This course will also dive into location and neighborhood characteristics, architectural styles and construction types, as well as land and site characteristics. Additionally, this course will answer questions about the cost, income, and sales comparison approach alongside special and emerging appraisal techniques. This course is offered via asynchronous online delivery.

### Course Hours

30 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**

Course Only \$435.00

## Valuation Bias and Fair Housing Laws and Regulations

### Course Description and Objectives

This eight-hour qualifying education course for aspiring appraisal professionals provides a thorough introduction to valuation bias and its significance in the real estate industry. You'll examine the historical and contemporary factors that contribute to bias, explore key federal fair housing laws and regulations, and develop strategies to identify and avoid bias in property valuation. By understanding these critical concepts, you'll gain insight into how ethical and unbiased appraisals contribute to fairness and equity in the housing market.

Through detailed case studies, engaging inquiries, and practical applications, this course lays the groundwork for aligning your future practice with professional standards and legal requirements. Whether you're preparing for certification or building a strong foundation for your appraisal career, this course will help you develop the knowledge and skills essential for success in the field. This course is offered via asynchronous online delivery.

### Course Hours

8 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**

Course Only \$199.00

## 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.

### **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 formal complaint with the Connecticut Office of Higher Education, submit a Student Complaint Form via <https://www.ohe.ct.gov/StudentComplaints.shtml>

Connecticut Office of Higher Education

450 Columbus Boulevard, Suite 707

Hartford, CT 06103-1841

860-947-1800