The CE Shop LLC
5670 Greenwood Plaza Blvd, Suite 340W
Greenwood Village, Colorado 80111
Phone: 888.850.0889
www.TheCEShop.com

STATEMENT TO UTAH REAL ESTATE APPRAISAL STUDENTS

ENROLLMENT SCHEDULE

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

ADMISSION POLICY

Enrollments are accepted online via http://www.TheCEShop.com/ or by phone at 888.850.0889. Admission is open to any person meeting the below qualifications. No qualified person may be excluded from enrollment on the basis of race, color, religion, gender, gender identity and/or expression, national origin, disability, marital status, sexual orientation, or military status.

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 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; and
5. Pay appropriate fees.

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 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.

PROGRESS POLICY

The CE Shop utilizes a pass/fail grading system for all courses. 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. Quiz and exam results are available immediately after submission, within the course, and all results are accessible at any time through the course navigation feature of the course.

EDUCATIONAL PROGRAMS

15-Hour National USPAP Course

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 meeting) delivery.

Basic Appraisal Principles

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.

Basic Appraisal Procedures

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.

Valuation Bias and Fair Housing Laws and Regulations

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.

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 30 days of purchase and if the initial assessment has not been completed. The CE Shop eTextbooks are not returnable. All sales are final. The CE Shop does not offer price adjustments on previously purchased items.

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.

NOTICE OF QUALIFYING QUESTIONNAIRE PURSUANT TO U.A.C. R162-2G-307B

Upon application with the Utah Division of Real Estate, licensure candidates are required to submit original, signed, and dated responses to the Qualifying Questionnaire issued at the Pearson VUE testing center, and all supporting documentation requested for any "Yes" answers. The sample questions listed below are representative of the questions that may be contained in the Qualifying Questionnaire.

1. Are you at least 18 years of age?
2. Do you attest that you have a high school diploma or GED?
3. Have you EVER had a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) denied, revoked, or suspended?

4. Have you EVER had a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) sanctioned? Sanctions include, but are not limited to, having a credential restricted, limited, placed on probation, being required to pay a fine or penalty, take education, or comply with any other condition?
5. Have you EVER been sanctioned or banned from engaging in any activity by Freddie Mac, Fannie Mae, FHA (HUD), VA, or similar organization for any period of time or for any reason?
6. Have you EVER been ordered to cease and desist from any conduct related to a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity)?
7. Have you EVER allowed a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) to expire or lapse while you were under investigation by a regulatory or licensing body, or while a regulatory action was pending against you?
8. Do you have knowledge of any complaint, investigation, or disciplinary action CURRENTLY ongoing or pending against you by a regulatory or licensing body?
9. Have you EVER been convicted of, or pled guilty or nolo contendere to a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. Where this is the case disclosure is required.
10. Have you EVER resolved a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense through a plea in abeyance, diversion agreement, withheld judgment, or other method whereby a charge was held in suspense during a period of time in which you were on probation or were obligated to comply with conditions outlined by a court? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. Where this is the case disclosure is required.
11. Currently, are you aware of any investigation(s), indictment(s), or criminal charge(s) for any crime in any jurisdiction which are pending against you?
12. Have you EVER been courts martial or discharged other than honorably from any branch of the armed services?
13. Have you EVER been required to register as a sex offender?
14. Have you EVER had a judgment entered against you in a civil court or in a bankruptcy court on the basis of fraud, misrepresentation, or deceit, or in any matter related to the purchase, sale, management, finance, loan origination, or valuation of real estate?
15. Have you EVER been found in contempt of court?

CRIMINAL HISTORY DISCLOSURE STATEMENT PURSUANT TO U.A.C. R162-2G-307B

UPON APPLICATION WITH THE UTAH DIVISION OF REAL ESTATE, LICENSURE CANDIDATES WILL BE REQUIRED TO:

1. ACCURATELY DISCLOSE CRIMINAL HISTORY ACCORDING TO THE LICENSING QUESTIONNAIRE PROVIDED BY THE DIVISION;
2. SUBMIT FINGERPRINT CARDS TO THE DIVISION AND CONSENT TO A CRIMINAL BACKGROUND CHECK; AND
3. PROVIDE TO THE DIVISION COMPLETE COURT DOCUMENTATION RELATIVE TO ANY CRIMINAL PROCEEDING THAT THE APPLICANT

IS REQUIRED TO DISCLOSE.

THE UTAH DIVISION OF REAL ESTATE WILL CONSIDER THE APPLICANT'S CRIMINAL HISTORY IN MAKING A DECISION ON THE APPLICATION.

ACKNOWLEDGMENTS

I have read and understood the Criminal History Disclosure Statement.

I understand that a criminal history may make me ineligible for the license I am seeking.

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