



**State of Georgia Continuing Education
Notice to Students:**

The CE Shop has been approved as a RE CE School (#4551) by the State of Georgia Real Estate Commission as of April 7, 2006 and is approved to offer the pre-licensing and continuing education courses listed in our Georgia course catalog on our website, www.theceshop.com and must renew its approval on a routine basis.

The courses offered and number of credit hours for which they are approved are included in online versions of the course catalog. Within these materials are the details of what the specific requirements are for pre-licensing and continuing education and how each course fits those requirements. The courses are available in self-study formats only. These formats include online courses. There are NO live training courses or seminars for CE credit provided by The CE Shop. The course content for these approved courses was developed by The CE Shop, Inc. Author biographical information is included in the materials. Course content questions will be handled by staff and qualified instructional personnel of The CE Shop.

Processes & Procedures: Online Courses: Access to the course content is provided to the online system through the student's account and email communication. These interactive systems walk the student through lessons and chapters with quizzes along the way to ensure mastery of the material. The course quizzes and final exams are automatically graded and saved to the student's course record. Once completed and passing scores are determined, a certificate of completion is automatically generated and emailed to the student and saved to the student's account in the documents section of the corresponding course for a minimum of 5 years. A copy can be downloaded and printed if so desired by the student or other authorized party. Each course completion is reported to the Georgia Real Estate Commission.

Proctoring Final Exams: The state requires that all pre-licensing and post-licensing final course exams be proctored. You'll need to schedule an appointment with an online proctor in advance. You can find full details of the proctoring process [here](#). Upon passing the final course exam you and your proctor will be asked to sign an affidavit verifying your identity as the student who completed the course and the final course exam.

Completions: Students MUST personally and successfully complete all sections of their coursework required to demonstrate mastery of the material before receiving credit for the course and must sign a certification statement. Students will complete an electronic signature process online at the completion of each course which will be stored in the student's record for a minimum of 5 years. Students must complete each course prior to a certificate of completion being issued. Certificates will be issued immediately following course completion and electronic signature and will be posted in the student's online account for printing when required/desired. Students may not receive duplicate credit for any continuing education course that he or she has taken within the previous calendar year.

Contact Information: The CE Shop is here to support our students through their educational experience. The instructor for each course is listed in the course introduction and may be contacted for content related questions via the contact information outlined in the introduction. Email communication to support@theceshop.com can be initiated 24/7/365 and available personnel will respond as soon as possible, please be specific in your requests/questions. Please use our toll-free number 1-888-827-0777 for any course procedure and course content questions you may have.

USPS correspondence should include your name, address and courses being referenced and be directed to the address below:

**The CE Shop
5670 Greenwood Plaza Blvd., Suite 420
Greenwood Village, CO 80111**

No recruiting for employment opportunities for any real estate brokerage firm is allowed in The CE Shop courses or on the school premises. Report promptly any effort to recruit on behalf of a brokerage firm by anyone including a fellow student to the school coordinator/director, Michael McAllister at 1-888-827-0777 or 5670 Greenwood Plaza Blvd., Suite 420, Greenwood Village, CO 80111 or the Georgia Real Estate Commission {see Rule 520-2-02(10)}.