



Welcome to ExceedCE

Your Online Provider for Real Estate Continuing Education

About Us

ExceedCE is an online continuing education school created **by** real estate professionals **for** real estate professionals. Our goal is to exceed expectations by not only meeting your obligation of license renewal, but also by helping you grow to your next goal by offering professional development courses in addition to your continuing education.

Contact Us

You can best reach us on our website at www.exceedce.com, where you will find the courses to help you fulfill the licensing renewal requirements for your State. If you need to contact us by phone or by mail we can be reached as follows:

Street Address

2443 Fillmore Street #451
San Francisco, CA 94115

Office Phone:

(415) 885-0307

School Administrator:

Patricia Lynn, CCIM, CDEI
plynn@exceedce.com

ExceedCE Cancellation and Refund Policies

Cancellations and Refunds

We will gladly grant a refund for any course under the following circumstances:

- You accidentally purchase an incorrect course or inappropriate course for your field of interest.
- You begin a course and decide you no longer want it.

Notification of refund request must be received by us within 30 days of purchase. If there has been any progress within the course package the refund must be in writing and sent to us through email, fax or mail. Once a refund has been issued, the course package cannot be reinstated. Any progress made within a course will automatically revert to zero progress.

We cannot grant a refund on courses that have been completed.

Grading Policy

In order to receive a final score, you must complete all sections, assignments and quizzes.

Technical Requirements

The technical requirements for this course are:

- Access to high speed Internet
- Access to a PC, Mac, iPad, or other tablet
- Ability to listen to audio
- Printer (if you want to print out exercises, note-taking guides, etc.)

This course is supported by all browsers (such as Edge, FireFox, Safari, and Chrome). If you experience any compatibility issues with your technology, please contact your instructor immediately so that we can troubleshoot promptly.

Note: If you are using the Google Chrome browser, please [visit this site](#) for advice on how to keep Shockwave Flash videos running smoothly in your browser.

Delivery Policy

ExceedCE's courses are delivered online

Integrity Policy

Please note that you as well as our school are subject to audits by ARELLO and your State Regulatory Body. You must complete ALL content, activities, quizzes, videos, and reading as assigned in this course. The instructor will monitor and record all dates and times that you access the course.

It is imperative that you behave with full integrity as you complete this course. Please know that your instructor is able to track your online access to see what documents you have opened, how long you spent watching each video clip, and other learning tasks. The courses have required minimum timing as stated by the regulatory bodies and you will not be allowed to proceed until the required time spent in each module has passed. There are no short cuts! Both you and your instructor must be able to show that you completed the entire course. In other words, you are required to complete all activities. In addition, you must answer all quiz and final exam questions without the assistance of another person(s).

If the instructor discovers that you have violated this integrity policy in order to pass this course, NO CERTIFICATE OF COMPLETION WILL BE ISSUED, AND YOU WILL NOT BE ENTITLED TO ANY REFUND.

Questions?

Please contact Patricia Lynn, School Administrator at plynn@exceedce.com or (415) 885-0307.