



Family Educational Rights and Privacy Act (FERPA) Policy

Version 3.0

Date: November 20, 2024

Author: Career Certified

Project: FERPA Policy

Revision History

| VERSION | DATE | COMMENTS |
|---------|-------------------|--------------------|
| 1.0 | November 4, 2020 | Document creation. |
| 2.0 | June 29, 2022 | Updates |
| 3.0 | November 20, 2024 | Updates |
| | | |

Introduction

The Career Certified, LLC family of organizations includes The CE Shop LLC (also doing business as Stringham Schools), Mbition LLC (doing business as American Home Inspectors Training), A.D. Banker & Company, LLC, and Ermann Associates, LLC (doing business as Amber Book). Our organization provides education in the real estate, mortgage, appraisal, home inspection, insurance, and architecture industries. As we may contract with various entities that receive funds from the U.S. Department of Education, we agree to maintain our students' education records in accordance with the provisions of the Family Educational Rights and Privacy Act ("FERPA"), to the best of our ability.

Scope and Purpose

This policy applies to all students enrolled in programs or courses through a Career Certified brand and their parents/guardians, as applicable, in accordance with the Family Educational Rights and Privacy Act (FERPA). FERPA grants students specific rights over their education records, including the right to access, amend, and control the disclosure of their records.

Student Rights Under FERPA

Students have the following rights concerning their education records:

1. Access: Students may view their education records maintained by the school by submitting a request to the school via email to compliance@theceshop.com.
2. Amendment: Students may request corrections to records they believe are inaccurate or misleading.
3. Consent for Disclosure: The school cannot release non-directory information to third parties without the student's written consent.
4. Filing Complaints: Students may file complaints regarding FERPA violations with the U.S. Department of Education at:
 - Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202

Directory Information

The school has designated certain information as Directory Information, which may be disclosed without prior consent unless the student opts out in writing. Directory Information includes:

- Name
- Address
- Telephone number
- Email address
- Date and place of birth

- Course/program of study
- Enrollment status (e.g., full-time, part-time)
- Dates of enrollment
- Degree or diploma received (including dates)
- Attendance records

Non-Directory Information

The following information is considered non-directory and requires written consent from the student for disclosure:

- Grades
- Ethnicity
- Social Security Number (if collected)
- School ID number

Written consent must specify the information to be disclosed, the purpose of disclosure, and the recipient. Each disclosure requires a new consent form.

When Consent is Not Required for Disclosure

The school may release education records without consent in the following circumstances:

- To school officials with legitimate educational interests.
- To other schools where the student is enrolled, transferring or enrolling.
- To authorized representatives of federal, state, or local education authorities.
- In connection with financial aid.
- To comply with legal orders or subpoenas.
- In cases of health and safety emergencies.

Review and Amendment of Records

Students may request to inspect, review, or correct their records by submitting a written request to the compliance team. Corrections will be made within 45 days if the school agrees. If denied, the student may request a formal hearing.

Annual Notifications

The school will notify students annually, via updated terms and conditions published on the website, of their FERPA rights, including procedures for inspecting and amending records, opting out of Directory Information disclosures, and filing complaints.

Complaints

We are committed to ensuring that all students are informed about the process for raising concerns, grievances, or complaints. Our goal is to address and resolve all matters promptly

and effectively. If you have any complaints or feedback, please share them with us via email to compliance@theceshop.com.

This policy will be monitored annually to review its effectiveness and will be updated in accordance with any necessary changes.

©2024 Career Certified LLC