MAAR Education Foundation
Guidelines for Attending Livestream CE Classes

(Revised August 2021)

- Login/check-in for class begins 20 minutes before the stated class start time and ends once the class begins. Students must be logged in and their identification verified by the proctor <u>before</u> the stated class start time.
- Students must be visible on camera <u>**at all times**</u> to receive CE credit.
- Students may not take phone calls during class to receive CE credit.
  - o Instructors will provide time for breaks and lunch, if applicable. During designated break/lunch time, attendees may take care of personal calls, emails, etc.
  - o **NOTE:** Attendees should <u>not</u> log out at any time during the class.
- Students may not participate in computer-based work while attending class.
- Students may not step away from the camera for any reason to receive CE credit.
  - o If an emergency arises, please use the chat feature to privately notify the proctor of your situation.
- Students are also responsible for the performance of their own technology, including audio volume, video clarity and reliable internet connection.
  - o MAAR uses the Zoom platform. For more information about Zoom, please check their website at www.zoom.us. Video, audio and internet access are all needed to access are all needed to successfully attend class.

- Your camera must remain stable and unmoved during the course broadcast, and **you may <u>not</u> drive during class**. Excessive camera movement is distracting and may result in a student's removal from the class at the instructor's discretion.
- No sharing a room with other students unless permission has been granted in writing by the Memphis Area Association of REALTORS® Education Foundation.
- Students will be responsible for completing an evaluation and CE certificate within 24 hours. The CE certificate and evaluation form will be emailed to all attendees upon conclusion of the class.