COLORADO REAL ESTATE COMMISSION LIVE ONLINE VIRTUAL CLASSROOM CHECKLIST

A live online virtual classroom course consists of a real-time, interactive program delivered by electronic devices that permit participation and communication between the presenters and students.

For new course approval requests: This checklist is submitted in conjunction with a Continuing Education Course Application form and other required documents, as set forth on the application form or as requested by the Commission.

For an existing Commission-approved course: This checklist is to be submitted and approval must be granted prior to offering a course for continuing education credit.

Applications must be submitted at least thirty (30) days prior to the initial course offering. Incomplete checklists will be returned for completion which may cause delays with processing.

SECTION 1: Provider, Course and Platform Information

Course Name:

Responsible Party:

> The Provider or Contact Person listed is the Responsible Party on the course application.

Course Approval #: -> If live online authorization is being sought for an already-approved course.

Live Online Platform: -> Platform must provide visibility of attendees along with analytics that can track time of attendance.

Hybrid Delivery: Yes -> Some or all course offerings will have in-person and remote attendees simultaneously. See additional requirements in Section 4.

Methods for Student Interaction:

> Class discussions, online chat, polls, etc. If seeking hybrid delivery approval, explain how methods will be implemented to include both in-person and remote students.

SECTION 2: Platform and Administration Requirements

At least one (1) attendance monitor for every thirty (30) students will monitor the live video feed of every student throughout the course to ensure students are in view of their webcam as active participants for the duration of the course.

Student attendance and participation, including start and end times, break periods, and any observable inattentiveness, will be monitored and recorded throughout the duration of the course to ensure that students are present and engaged for the entirety of the instructional time.

Downloaded platform analytics and monitor notes will be reviewed for student compliance prior to awarding completion certificates.

Downloaded platform attendance analytics report, monitor notes on student attendance, records indicating which students received credit, course materials, approval notices, and other course-related documents and records will be retained for four (4) years from the class date.

SECTION 3: Live Online Attendance Requirements

Students will be required to register under their licensed name.

Students' licensed name will be visible on camera.

Students will be required to maintain an active video feed throughout the course.

Students must attend the entire course, other than designated group break time, as an active and attentive participant. Driving, talking on the phone, being out of camera view, or other multitasking activities are to be noted and counted as absent time.

Students will be informed by the provider in advance or at the beginning of the course of attendance requirements and any methods of course support.

Students that do not meet these requirements shall not be given full or partial credit for completing the course.

SECTION 4: Hybrid Attendance Requirements

This section is **only** to be completed when there will be both in-person and live online attendees (hybrid delivery).

For live online attendees, students must have a clear camera view of the instructor which will be maintained throughout the course.

All presentation materials will be visible to both in-person and remote students.

A dedicated microphone will be used to ensure that both the instructor's voice and in-person student questions are clearly audible to remote students.

Sufficient audio equipment will be utilized to ensure that any questions asked by remote students will be presented or audible to in-person attendees.

All technology (camera, audio, screen sharing) will be tested prior to any scheduled course.

The classroom environment will support hybrid learning and ensure equitable access to education for all students.

SECTION 5: Responsible Party Attestation

As the designated Responsible Party, I certify that I have read and will comply with the requirements stated above for live online course delivery. I understand that I am responsible for ensuring that all instructors comply with these requirements as well.

Signature:

Printed Name: **Date:**