COLORADO
Department of
Regulatory Agencies
Division of Real Estate

REAL ESTATE BROKER LIVE ONLINE VIRTUAL CLASSROOM CHECKLIST

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

For new course approval requests, this Live Online Virtual Classroom Checklist form is to be submitted in conjunction with a Continuing Education Course Application form and other required documents as set forth on the application form and/or as requested by the Commission.

For an existing and currently approved course currently approved for in-person classroom delivery, this Live Online Virtual Classroom Checklist form is to be submitted and approved prior to offering a course online.

Applications must be submitted at least thirty (30) days prior to the initial proposed course date(s).

Section 1: Provider, Course, and Platform Information	
Course Provider Name:	
Course Approval Number (if applicable):	
Course Name:	
Live Online Platform To Be Used:	
Method(s) Used for Student and Instructor Interaction (Ex. class discussions, chat feature, polling questions, and other digital activities)	

Section 2: Live Online Virtual Classroom Requirements

- Providers must indicate compliance with all live online requirements by checking all compliance attestation boxes.
- Students must be 100% compliant with attendance requirements to be awarded a CE completion certificate.
- Classes are audited to verify compliance. Failure to comply may result in suspension or revocation of course approval.

Section 3: Live Online Classroom Checklist

LIVE ONLINE CLASSROOM COURSE REQUIREMENTS	I ATTEST
Zoom, WebEx, or equivalent live online platform that provides visibility of students and instructor(s) will be utilized.	☐
For a class with fifty (50) students or less, at least one (1) administrator (may be the presenter) will monitor the live active video feed of every student throughout the course to assure students are in view of their webcam as active participants throughout the duration of the course.	☐
For a class with more than fifty (50) students, at least two (2) administrators will monitor the live active video feed of every student throughout the course to assure students are in view of their webcam as active participants throughout the duration of the course.	☐
Attendees will be required to maintain an active video feed throughout the course to receive credit.	☐
Attendees will be required to register in their licensed name to receive credit.	☐
Students will be informed in advance and understand attendance requirements and any methods of course support.	☐
Course material for current offerings is accurate and up to date.	☐
The course includes method(s) for students to interact with the instructor(s).	☐
Course materials comply with copyright laws.	☐
The online platform will provide analytics that can track actual student time in the course.	☐
Platform attendance analytics will be reviewed for compliance before awarding CE completion certificates.	☐
Attendance report(s) and course materials will be retained for a period of four (4) years from class date.	☐

Section 4: Attestation

I certify that I have read and will comply with the requirements stated above for live online course delivery. I am responsible for this course, designated assignees, and the instructors, as well as for retaining course materials and attendance records for four (4) years from class date. I will furnish said records to the commission upon request.

Signature: _____   Date: _____

Printed Name: _____