

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 | |
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| 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 | |
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| 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. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| Attendees will be required to maintain an active video feed throughout the course to receive credit. | <input type="checkbox"/> |
| Attendees will be required to register in their licensed name to receive credit. | <input type="checkbox"/> |
| Students will be informed in advance and understand attendance requirements and any methods of course support. | <input type="checkbox"/> |
| Course material for current offerings is accurate and up to date. | <input type="checkbox"/> |
| The course includes method(s) for students to interact with the instructor(s). | <input type="checkbox"/> |
| Course materials comply with copyright laws. | <input type="checkbox"/> |
| The online platform will provide analytics that can track actual student time in the course. | <input type="checkbox"/> |
| Platform attendance analytics will be reviewed for compliance before awarding CE completion certificates. | <input type="checkbox"/> |
| Attendance report(s) and course materials will be retained for a period of four (4) years from class date. | <input type="checkbox"/> |

| Section 4: Attestation |
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| <p>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.</p> <p>Signature: _____ Date: _____</p> <p>Printed Name: _____</p> |