

## REAL ESTATE BROKER ON-DEMAND CLASSROOM CHECKLIST

An On-Demand classroom course consists of a non-synchronous program delivered by electronic devices.

**For new course approval requests**, this On-Demand 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 On-Demand Classroom Checklist form is to be submitted and approved prior to offering a course on-demand.

**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:	
On-Demand Platform To Be Used:	
URL Used To Access On-Demand Course:	
Username:	
Password:	

### Section 2: On-Demand Classroom Requirements

- Providers must indicate compliance with all on-demand 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: On-Demand Classroom Checklist	
On-Demand Classroom Course Requirements	I attest
All learning units state objectives to be learned in the unit.	<input type="checkbox"/>
Course tracks actual student hours in the course.	<input type="checkbox"/>
Course provides a method for access to material after completion. (Minimum of 6 months after course completion)	<input type="checkbox"/>
All material complies with copyright laws.	<input type="checkbox"/>
Method of control is in place to protect the integrity of the course/exam.	<input type="checkbox"/>
Affidavit presented for student to attest to student's identity.	<input type="checkbox"/>
Course includes methods for student to interact with material.	<input type="checkbox"/>
Course material has instructor support.	<input type="checkbox"/>
Instructors are qualified to teach the material.	<input type="checkbox"/>
Course material for current offerings is accurate and up to date.	<input type="checkbox"/>
Students are offered materials to help understand methods of school support.	<input type="checkbox"/>
There is technical support available in addition to instructional support.	<input type="checkbox"/>
Each unit contains an assessment.	<input type="checkbox"/>
Unit assessments cover the information stated in unit objectives.	<input type="checkbox"/>
Assessments are reasonably linear.	<input type="checkbox"/>
There is a final exam that covers all major topics covered in the course.	<input type="checkbox"/>
Exam bank contains twice the number of questions presented.	<input type="checkbox"/>

**Section 4: Attestation**

I certify that I have read and will comply with the requirements stated above for on-demand 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: \_\_\_\_\_