



Remote Learning Policies & Guidelines

Please remember this is not a webinar, it is remote classroom learning for CE credit. If you wouldn't do it in the physical classroom, it is not acceptable for a remote class either. **PLEASE SIGN ON at least 10 minutes before class and ensure you don't have any technological issues.** You are responsible for having proper equipment necessary for remote learning, including a working camera and microphone. YOU WILL NOT BE ADMITTED INTO THE VIRTUAL CLASS AFTER IT HAS BEGUN. Here are other guidelines that Pen-Mar REALTORS® requires:

- **If you need to cancel, you must do so at least 48 hours in advance. You will be charged a \$25 no show fee if you don't!**
- Must designate a distraction free area to attend the class. Needs to be free from background noise, other people, or other things that will distract the student's attention from the class. NO VIRTUAL Backgrounds.
- Must test equipment and technology prior to the class session. If you aren't ready by the time class begins, you will be removed from the classroom and charged \$25.
- NO CELL PHONE use during class. Unless during a break in the class, use of cell phones is prohibited during the class.
- Must attend 100% of the course. No arriving late or leaving early.
- Must not be visibly engaged in any other activities including phone calls, texting, **driving** or work of any kind other than note taking or participating in the class.
- Must keep microphone muted when not speaking unless responding to or asking a question.
- Must only take breaks when scheduled by the instructor. May only turn off or pause video feed (or assign an avatar) during scheduled breaks.
- Must follow along with the class outline and any other required materials during the classroom instruction.
- Must respond to every engagement prompt during the class session. Just as in a physical classroom, the instructor may call on you for comment or put you into discussion groups.
- Must have face in full, clear view of the camera at all times. Must keep a continuous video feed during all classroom instruction.
- Must maintain a professional demeanor and only engage in professional behavior.
- Must interact with other individuals in a way that promotes and enhances learning for all.

Violation of virtual classroom policies will result in being removed from class and charged a \$25 fee.

Only one warning will be issued during a class. Warnings will be sent through Zoom chat. YOU ARE RESPONSIBLE FOR READING CHAT MESSAGES. Anyone removed from a class for violation of policies shall not receive CE credit and will be charged a \$25 fine. If you require special accommodations for remote learning classes, please notify us at least 72 hours prior to the class date. Your timely communication allows us to ensure that all necessary arrangements are in place to support your learning experience effectively. Thank you for your cooperation and understanding.