



Online CE Guidelines

Each online Continuing Education shall require at a minimum of, two hours of completion to receive Continuing Education Credit.

You must do the following to receive CE Credit:

1. Log into the platform 15 minutes early. If you are late, you **WILL NOT** receive CE Credit.
2. Must sign in with your legal name listed on your Real Estate License.
3. Video must be on throughout the class
4. Participation is **REQUIRED** multiple times throughout the class to acknowledge your presence via chat and/or by polls
5. At the beginning of the class, type in the chat: Full Name, Email, Office Name, RE License Number
6. At the end of class, type in the chat your full name.
7. Professional respect and attire during the Online CE Class

Please refrain from phone calls during the class. Please don't drive, exercise, bike, cook, etc. during the class. If at any point you need to step away from your device, please message me directly in case you miss a poll, chat, etc.

No credit will be given if you arrive later or leave the Online CE Class early.

If you are new to Zoom, please go to www.zoom.us and sign-up for a free account and watch the how-to tutorial.