Distance Education Policy

While most continuing education courses offered by the Greater Capital Area Association of REALTORS® (GCAAR) occur in a classroom setting, where the instructor provides face-to-face instruction to members, there are times when continuing education course may be delivered through an online format. This policy establishes the requirements and procedures for courses delivered through an online or distance format.

- Classes that are not held in-person in a classroom will be offered through live streaming.
  - GCAAR uses the live streaming platforms Zoom and GoToMeeting.
  - Live streaming classes will be held for the same duration as the classroom course, meeting the same continuing education (CE) clock hour requirement.
    - For example, a classroom course that would be scheduled for 3.0 hours will meet remotely for 3.0 hours.
- Students are responsible for the performance of their own technology, including audio volume, video clarity, and reliable internet connection.
  - Video, audio, and internet access are all required to successfully "attend" the class.
  - Registrants will be notified of the class platform prior to the start of the class and are encouraged to check their systems and the platform's website for helpful connection tips in advance of the class start.
- Each meeting session will be monitored by a GCAAR Education Associate, who will open the session 15 minutes prior to the scheduled start of the course.
  - Participants are encouraged to log in early to class, allowing time to confirm connectivity or troubleshoot technical issues.
- As a requirement to receive credit for the course, students must be logged in to the platform with video enabled at the scheduled class start time.
  - The student must remain logged in and be visible for the duration of the course.
  - Late arrivals will not be reported for CE credit.
- The GCAAR Education Associate will take attendance at the start and end of the class and will monitor attendance throughout.
  - Attendance is taken by screenshotting pictures of attendees; therefore, attendees must log in with the name indicated on their member record.
  - Students who are not able to meet the attendance requirement will not receive credit for the course and will not be eligible to transfer to another session of the course.
- Students will be placed on mute as they enter the meeting and should remain on mute unless instructed by the presenter.
  - Students who do not maintain volume control may be removed from the class.
- Instructors will present to the class in real time, and therefore will be available to answer questions directly with participants.
  - Questions may be submitted through chat or during a designated question and answer session.

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- At the end of the class
  - Student will be sent a link to complete a 5-10 question assessment related to the class subject matter. Students must complete the exam within 24 hours and earn a score of at least 70% to receive CE credit in Maryland.
  - Students will be sent an email with a link to an electronic course evaluation form.
- Courses held through a live-distance platform will be recorded by the GCAAR Education Associate and kept on the Association's server for agency auditing purposes.
  - Students who register and attend a virtual (live-streamed) continuing education class consent to being recorded
- Additional requirements to receive CE credit
  - District of Columbia
    - The participant must send a copy of photo identification to the Education team at education@gcaar.com within 24 hours of the class completion.
      - The ID must clearly show the student's name and face
    - Once the ID is collected, the Education team will issue the CE Certificate of Completion
    - GCAAR will send the student a PDF copy of the document and a paper copy will be sent via USPS.
  - Maryland
    - Students who register and attend a virtual (live-streamed) continuing education class consent to being recorded
    - Students must complete the end of class assessment with a score of at least 70%