

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 courses 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 platform Zoom.
 - 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 (functioning webcam), audio, and internet access are all required to successfully “attend” the class.
 - Registrants will be notified of the platform connection instructions 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 while in the waiting room prior to class.
- 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.
 - Late arrivals will not be reported for CE credit.
- Students will be placed on mute as they enter the meeting and should remain on mute unless instructed by the presenter.
 - Questions may be submitted through chat or during a designated question and answer session.
 - Instructors will present to the class in real time and, therefore, will be available to answer questions directly with participants.
 - Students who do not maintain volume control may be removed from the class.
- The GCAAR Education Associate will take attendance at the start and end of the class and will monitor attendance and student engagement throughout the class.
 - Attendance is taken by screenshotting pictures of attendees; therefore, attendees must log in with the name indicated on their real estate license(s).
 - The student must remain logged in and be visible for the duration of the course.

- Students who register and attend a virtual (live-streamed) continuing education class consent to being on camera, visible, and engaged throughout the class and that GCAAR reserves the right to decline to issue credit if the student is not in an environment conducive to learning.
- The District of Columbia, Maryland and Virginia real estate commissions require virtual attendees to be engaged in the class at all times. Students are not allowed to be driving, walking around, on phone calls nor partake in any other distractions.
- Students will be contacted via the chat feature in Zoom and via email if they are not in compliance with regulations. Failure to maintain compliance with regulations will result in a revocation of the student's continuing education credit.
 - Students who are not able to meet the attendance and engagement requirements, and thus do not receive credit for the course, will also not be eligible to transfer to another session of the course nor will they receive a refund.
- 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.
- After the class
 - Students will be sent an email with a link to an electronic course evaluation form.
- Additional requirements to receive CE credit
 - All jurisdictions
 - Prior to the class beginning, the participant must send the following to the Education team at id@gcaar.com:
 - A photo or scan of the student's state-issued photo identification that clearly shows both the student's name and face.
 - The real estate license number for each jurisdiction in which the individual is licensed and for which credit is applicable.
 - District of Columbia
 - Once CE credit is reported, the Education team will issue the CE Certificate of Completion.
 - The Education team will send the student a PDF copy of the document via email.