Rules & Requirements for Virtual Classes

TREC-approved classroom courses provided via electronic streaming services

- When you join the Zoom CE session, you will be muted. Please remain on mute unless you are asking a question of the instructor. You will be able to use the Chat function in Zoom to ask a question.
- Login/check-in for class begins 20 minutes before the stated class start time and ends once the class begins. Students must be logged in and their identification verified by the proctor BEFORE the stated class start time. Enter full name and NRDS number.**
- Students must be visible on camera **AT ALL TIMES** to receive CE credit.
- Students may not take phone calls during class to receive CE credit. Instructors will provide time for breaks and lunch (if applicable). During designated break/lunch time, attendees may take care of personal calls, emails, etc. **NOTE:** Attendees should **NOT** log out at any time during the class.
- Students may not participate in computer-based work while attending class to receive CE credit.
- Students may not "step away" from the camera for any reason to receive CE credit. If an emergency arises, please use the Chat feature to privately notify the proctor of your situation.
- Students are also responsible for the performance of their own technology including audio volume, video clarity and reliable internet connection.
- Video, audio and internet access are all needed to successfully "attend."
- Your camera must remain stable and **UNMOVED** during the course broadcast. Excessive camera movement is distracting and may result in a student's removal from the class at the instructor's discretion.
- No sharing a room with other students unless permission has been granted in writing from the provider.
- If you have difficulty during the Virtual Convention, please email Tennessee REALTORS® staff at tech@tnrealtors.com.
- Each session is one hour in length.
- Each session is only available in real time. No recordings will be shared later.

To change your name on your **Zoom profile to **add your NRDS number** for attendance purposes, please visit your profile page (from the Zoom home page). Type in your NRDS number to the last-name section after your last name appears. Example: Jane Smith - 088#####.

Source: Tennessee Real Estate Commission (TREC)