

Sussex County Association of REALTORS®

STUDENT GUIDELINES FOR LIVE, VIRTUAL CE CLASSES

SCAOR is now holding live, virtual CE classes on the Zoom platform. The following are the guidelines for you to review to assure that you can fulfill the requirements for this type of class.

- You are required to have a computer or tablet with reliable Internet access, video camera and speakers. You are responsible for the performance of your own technology, including audio volume, video clarity and internet connection. We are unable to troubleshoot any connection, audio or video problems that occur.
- Be sure you have a Zoom account set up. There is a free Zoom account available if you do not have one already. For more information about Zoom, please go to www.zoom.us.
- You will receive an email with information to log in to the Zoom class the day prior to the class.
- Log in for a 9 am class begins at 8:40 am. Log in for a 1 pm class will begin at 12:40 pm. Please log in at least 10 minutes prior to the start of the class.
 - Participants will be placed into a “waiting room” upon log in and admitted into the class one at a time.
 - Once admitted, you will be required to show your driver’s license, passport or appropriate picture ID via your camera.
 - All attendees must be logged in and their identification verified BEFORE the class begins.
- You may not participate in any non-class related computer-based work during class. Phones, tablets and any computer other than the one being used for class must be turned off during class. As with an in-person CE class, calls, emails and texting are not permitted.
- All computer programs other than Zoom must be closed. Instructors will provide time for a break during the session so that you can return / make calls and check email.
- You should not log off the Zoom class at any time during the session. This could result in removal from the class.
- You must be visible on camera at all times during the class to receive credit for the session. Do not “step away” from the camera for any reason during the CE class. If you need to leave, please use the “Chat” feature to notify the Instructor / Monitor of your situation and return as quickly as possible. Extended time off screen may result in dismissal from the class.
- Your camera must remain still during the class. Excessive camera movement is distracting and may result in removal from class at the Instructor’s discretion.
- Choose a location that provides privacy and a non-distracting atmosphere both for yourself and others viewing via video.
- Dress in appropriate attire. Remember, you will always be on camera.

Please direct any questions about these guidelines to
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