

Policies for Online Continuing Education Courses

You MUST fulfill ALL requirements below to receive credit for this course:

- Fifteen minutes prior to the course (or just before the course starts if you are familiar with virtual classes), log into the Zoom link provided to sign in and ensure you are ready to go. We recommend logging in early to troubleshoot any issues. You will be required to sign into this course and sign out of the course via a poll question.
- You must be signed in by the start of the course to receive credit. The course will close after the instructor begins his/her instruction and you will not be able to login once the course has closed.
- This course will run for 2 hours and you must complete the entire 2 hours to receive credit.
- You will be required to complete **ALL** polls launched during the course to receive continuing education credit.
- You cannot join with audio only. While it is possible to join via your phone for audio, you must also be logged into a device that allows you to view the presentation and complete all poll questions.
- If you are logged out of the course due to technical issues, you will need to immediately log back in. You will be placed in the waiting room upon logging back in and the Association will authorize you to reenter the course. Failure to log back in will prevent you from receiving CE credit for the course.
- If you are in need of accommodations, please email info@southshorerealtors.com.

Guidelines and Orientation for completing this course:

- Prior to class date, visit <https://zoom.us/> to download zoom and test that you can access Zoom on the computer/device you will be using for this course. Tech support is available via Zoom if needed for set up.
- Ensure your computer/device camera and audio are working so you can fully participate in the course. It is recommended that you have your camera on during the course if possible.
- You will receive a reminder email before the course date with handouts (if being utilized) for this course. Please ensure you print any handouts ahead of time and have them ready to reference upon logging into the course.
- You will be able to interact with the Instructor during the course via the chat feature.
- Continuing education credit will be entered in your South Shore Realtors[®] account within two business days of completing the course. You will be able to access your certificate by logging into your account at <https://southshorerealtors.com/> Your Username is your NRDS# (use this link if you do not know it <https://login.connect.realtor/#!/forgotmember>) and your password is your last name with an initial capital letter (e.g. Smith) unless you've changed it).