

Policies for the Morning Session of the Online New Agent Training Program

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

- Fifteen minutes prior to 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. 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 training and be present for the entire presentation in addition to the Afternoon session of the New Agent Training to receive credit for this program.
- 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 phone for audio, you must also be logged into a device that allows you to view the presentation and complete all poll questions.
- It is required that you have your camera on, and we must be able to see you on screen the entire class.
- If you are logged out of the training 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 training 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.
- You will receive a reminder email before the training date with the New Agent Training handouts and agenda. It is recommended that you print these handouts ahead of time and have them ready to reference upon logging into the course.
- You will be able to interact with the presenters during the training via the chat feature.