

**Policies for Online Code of Ethics Course**

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

- Log into the Zoom link provided fifteen minutes prior to the course start time to troubleshoot any issues that may arise. You must be ready to fully participate when the course begins, and 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 be eligible for continuing education credit. The course will close after the instructor begins his/her instruction and no one will be admitted once the course has closed per MA state law. **There will be no exceptions.**
- This course will run for 2.5 hours and you must complete the entire 2.5 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.
- 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 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.
- Audio and/or video recording of any content in the virtual space is strictly prohibited.
- Participants may not copy, save to device, record, or take screen shots of slides, Q&A, or any chat room activity without consent from the presenter and Association Staff.
- Participants may not copy, save to device, record, or take screen shots of captions and/or transcripts.
- If you are in need of accommodations, please email [info@southshorerealtors.com](mailto: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.
- 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<sup>®</sup> 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).