

### **Policies for Virtual Designation Course**

**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), click on the Zoom link provided to sign in and ensure you are ready to go. We recommend logging on early to troubleshoot any possible issues as you will not be allowed to join after the course begins. You will be required to sign in and 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 enter the course.
- You are required to have your camera on, and you must remain on video for the entire course.
- You will be required to complete **ALL** polls launched during the course to receive continuing education credit.
- You must be logged into a device that allows you to complete 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 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 that takes place in the virtual space 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 are required to have your camera on and remain on video for the entire course.
- You will receive a reminder email before the course date with handouts (if being utilized) for this course. It is recommended that 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.
- 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).