

**Policies for Online Continuing Education Courses**

**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 and make sure your camera is working.
- You **MUST** be logged in and visible on camera by the start of the course to be eligible for continuing education credit. You may join without camera on, but will not receive CE Credit.
- **Those entering the course after the instructor begins his/her instruction will be allowed to stay for informational purposes but will NOT be issued CE credit per MA state law. There will be no exceptions. .**
- This course will run for 2 hours and you must complete the entire 2 hours, be visible on camera and answer any poll questions launched during the course to receive credit.
- No CE Credit will be issued to those who join via audio only.
- 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](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. It is required that you **have your camera on and be visible the entire course** to receive credit. You can join without camera, but you will NOT receive credit.
- 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 one week 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).