



Policies for Online National Code of Ethics Day Course

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

- Fifteen minutes prior to the course start time, log into the Zoom link provided to troubleshoot any issues that may arise..
- 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. **There will be no exceptions.**
- This course will run for **3 hours**, and you must complete the entire 3 hours to receive 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. Credit will not be issued if you are not visible on camera.**
- 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 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.

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.
- A certificate of completion will be emailed to you within one week of course completion. This class does not offer MA continuing education credit. It does fulfill the ethics training credit for the required three-year cycle (January 1, 2022 to December 31, 2024) with the National Association of Realtors®.