TREC Livestream Guidelines for CE classes

· Students are responsible for the performance of their own technology including audio volume, video clarity and reliable internet connection. We use the Zoom platform. For more information about Zoom, please check their website at www.zoom.us. Video, audio, and internet access are all needed to successfully "attend" class.

· Please note all courses are recorded. By registering for a Zoom format course, you agree to be recorded and agree to adhere to all class policies, as listed in this document.

· Login/check-in for class begins 20 minutes before the stated class start time and ends once the class begins. Students must be logged in and their identification verified by the proctor BEFORE the state class start time.

· Students must ALWAYS be visible on camera to receive CE credit.

· Students may not take phone calls during class to receive CE credit. Instructors will provide time for breaks and lunch (if applicable). During designated break/lunch time, attendees may take care of personal calls, emails, etc. NOTE: Attendees should NOT log out at any time during the class.

· Students may not participate in computer-based work while attending class to receive CE credit.

· Students may not "Step away" from the camera for any reason to receive CE credit. If an emergency arises, please use the "chat" feature to privately notify the proctor of your situation.

· Your camera must remain stable and UNMOVED during the course broadcast. Excessive camera movement is distracting and may result in a student's removal from the class at the instructor's discretion.

· No sharing a room with other students unless permission has been granted in writing by the Williamson County Association of REALTORS®.

· Students receive course meeting information and materials 48 hours prior to the scheduled course.