



## Plan2Pass Attendance Policies for Designations & Certifications

If you are attending a course that also qualifies for MD CE hours, there is a full set of CE class policies on the CE page. A brief list is included below.

- In person attendance will receive a printed manual at the start of class. Live stream/virtual attendance will receive an email with a student manual attachment to print for at home use.
- To earn a designation or certification, attendance of the complete course will be required. If you miss no more than 15 minutes each day, you could still qualify for complete attendance but will not earn any MD CE hours if applicable.
- Missing a portion of the scheduled class does not qualify for a refund.
- If you miss more than 15 minutes daily from the course, whether you can make up hours in another future offering of that course will be decided by the NAR, REBAC or REBI education policies. Additional payment may be needed to attend a make-up class if allowed.
- If an exam is administered during the class, passing the exam will not be a requirement for earning the designation or certification.

In person attendance to earn designation/certification and applicable CE hours include:

*-be present in class except during break time - signing in and out of class - showing ID upon request  
-no multi-tasking of outside tasks during class - not acting disruptive during class time  
-no use of phones or any other electronics - no repetitive side conversations*

Virtual attendance to earn designation/certification and applicable CE hours include:

*-be visible, facing camera and stationary during the class - cannot attend inside any type of vehicle  
-no interior/exterior walking or continuous movement - no repetitive side conversations  
-no lying down/reclining - no disruptive activity during class including pets - be mindful to mute  
-responses required within CHAT or upon verbal request from instructor of class monitor  
-if instructor or monitor verbally or within CHAT provides 3 or more message about noncompliance,  
the attending agent will no longer received credit for that days' attendance and may be removed  
from online platform - no use of phones or other electronics during class time.*