



LIVE STREAM/ZOOM ATTENDANCE POLICIES

Our Continuing Education (CE) classes are reviewed and approved by the Maryland Real Estate Commission (MREC). You will receive confirmation from Plan2Pass upon successful completion of CE class. A confirmation should arrive via email from MREC. Make sure MREC has a working email address for you.

CE SUCCESS NOTE: Please arrive early – if you aim to be on time, you risk arriving late. If you are late, AT ALL, you will NOT earn CE hours. We CANNOT make exceptions.

For LIVE STREAM/ZOOM attendance of Continuing Education (CE) classes: Please know that live stream/Zoom classes must have monitors who will be documenting any issues of noncompliance.

- Students must arrive before class starts and stay until class hours are completed. Last minute use of Zoom link to attend may cause issues and keep you from being let into the Zoom classroom once class starts.
- Plan2Pass staff will be busy at the start of classes to see emails/texts.
- You may be in the waiting room before class begins but this still allows us to begin taking attendance for those who arrived on time.
- Students must consent to be recorded since all live stream CE classes must be recorded per MREC.
- Students should make sure they have a working camera to attend the class. Students should make sure their camera is on and the name shown on their image is correct. Be stationary and fully visible during class.

- Students will have to be fully visible in front of camera. If the room is too dark or student is barely visible, may mean the attendance won't count.
- Students use CHAT feature to sign in at class start and sign out at end.
- Students provide their Maryland real estate license number in the CHAT.
- NO attending in any type of moving vehicle, even as a passenger.
- NO indoors or outdoors walking or moving about including doing errands or exercising that is not stationary.
- NO being involved in outside conversations or taking calls during class.
- No use of other devices or browsers during class.
- The monitor will send you CHAT messages if you are not in compliance. If non compliances continues after 3 messages (verbal or CHAT), the student will not earn CE hours and may be removed from the class.
- A 5-minute unscheduled restroom break can be taken once during class, not to exceed 5 minutes. Helpful if you type a "brb" into chat.
- Three options for providing proof of identity: (1) Education affidavit can be completed at time of enrollment. (2) Students must present a photo ID or business card with a photo upon request. May be shown to monitor or instructor before class, during break or following class by holding up to camera. It is recommended that personal information and address are not displayed – only name and photo. (3) ID or business card can be emailed to here2help@plan2pass.com the day of the class if not provided at the time of enrollment.
- Student to provide working email address (or mailing) to receive class confirmation.

Classroom conduct for ALL (CE) Continuing Education

A student will be given a warning by instructor or room monitor for not adhering to the classroom policies. An instructor can request that a student leave the class (or remove them if attending on Zoom) for repeated disruptions following an initial warning.

- No sleeping or laying down during class time.
- Loud, aggressive, inappropriate conduct or statements not allowed.
- Snacks/beverages during breaks. Mute self as needed.
- NO selling of products or services during class, including CHAT.

- Students should not use CHAT for recruitment purposes, antitrust issues, sharing of personal information or any disruptive statements.
- Students may not record class sessions or take photos.

FINAL NOTE: Instructors are sharing information, not recommending specific actions. Manager guidance is needed for specific issues experienced by agents. Big difference between a classroom conversation and manager guidance.

It can take up to 10 days to process/upload continuing education hours to MREC. To check CE hours – Visit <https://www.dllr.state.md.us/license/mrec/> Select >>Education >> Verify Credits Earned. Set up pin # and view hours for accuracy.