



IN-PERSON 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.

Please know that in addition to the instructor, there may be class monitors who will be documenting any issues of noncompliance. To receive CE hours, please adhere to these basic CE enrollment and attendance policies:

- Student must arrive before class starts and stay until class hours are completed.
- Student must present photo ID or business card with photo upon request.
- Student must provide 2 signatures to class roster – signing in and signing out.
- Student to legibly provide their Maryland real estate license number either during enrollment or on sign in sheet.
- Students may not record class sessions or take photos.
- Students may NOT use electronics or utilize reading materials, personal/ business tasks during class. Unauthorized electronics (phone, watch, tablet, laptop) must be turned off and out of sight. Use during class will lead to loss of CE hours. Student may use electronics, take calls or text during the instructor-provided breaks.
- A 5-minute unscheduled restroom break can be taken once during class at student's discretion but cannot exceed 5 minutes.

Student to provide working email address (or mailing) to receive class confirmation.

- Enrollment must be completed prior to or as a walk-in if space is available.
- Complete payment if applicable.

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 for repeated disruptions following an initial warning.

- Students cannot bring guests or children to attend an in-person class or stay on class premises without prior school consent.
- Students may not sleep or lay down during class time or on class premises.
- Loud, aggressive, inappropriate conduct or disruptive statements are not allowed.
- Students may only have snacks or beverages during breaks. Students are responsible for their own clean-ups.
- NO selling of products or services on school premises.
- NO recruiting during class time.

FINAL NOTE: Instructors are sharing information, not recommending specific actions. Manager guidance is what is needed for specific issues being 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.