

SKYLINE

School of Real Estate

LLC

DISTANCE LEARNING AGREEMENT

SECTION 1: TECHNOLOGY AND EQUIPMENT

REQUIRED

- A device that can connect to ZOOM (Tablet, Phone, Computer, etc.)
- Broadband internet access (preferably wired)
 - Broadband means minimum speeds equivalent to DSL, satellite, or cable connections of at least 8 mbps. Note: wifi connections are typically significantly slower than wired connections.
- Keyboard
- A strong, consistent internet connection to stream audio and video
- Speakers or Headphones

RECOMMENDED

- A backup internet source (such as a phone hotspot) in case your primary internet source becomes disconnected
- Installing the ZOOM App on the device you intend to use to connect to the webinar. (<https://zoom.us/download>)
- A Microphone to ask questions and interact with the class

SECTION 2: ENGAGEMENT AND ATTENDANCE

- **Continuing Education Courses: 90%** attendance policy requirement; **no course credit** awarded if **90%** is not met, **even due to internet connectivity or power issues.**
 - This means you can only miss 24 minutes of the course and still receive credit for it.
- **Post-Licensing Courses: 90%** attendance policy requirement; **no course credit** awarded if **90%** is not met, **even due to internet connectivity or power issues.**
 - This means you can only miss 3 hours of the course and still receive credit for it.
- **Pre-Licensing Courses: 80%** attendance policy requirement; **no course credit** awarded if **80%** is not met, **even due to internet connectivity or power issues.**
 - This means that you can only miss 15 hours of the course and still receive credit for it.
- Attendance and attention will be **MONITORED** using ZOOM Software

- Logging in to the webinar late, signing out early, or signing out at any time during the Webinar, will result in you not being counted as “present” for the time that you are not signed in.
 - You **MUST** login in to ZOOM on your computer, tablet, or phone and be able to see and hear the presentation to get credit. You can call in for better audio, but calling in **WITHOUT ALSO** having the ZOOM Webinar open on your computer, tablet, or phone will result in **NO CREDIT for the course**.
- Breaks and Lunch Break
 - **Regular Breaks (10 minutes every hour) and Lunch Breaks:** Please **do not** disconnect from the webinar during regular breaks or lunch breaks. It is best to leave the webinar open during the break so that you do not have to restart the webinar after each break. If you do need to restart the webinar, find your confirmation email and click your unique link to restart the webinar.
- You **MUST** reply to any chat check in questions and quizzes/polls given during the session to receive credit.

SECTION 3: IDENTITY VERIFICATION

In order to receive credit for the course you **MUST** upload a picture/copy of your NC Real Estate License or pocket card to our website for Post/CE Classes or provide the last 4 digits of your SSN for Pre Classes.

SECTION 4: TECHNICAL SUPPORT

If there is a sudden disconnection of the webinar, students are asked to find their confirmation email and click their unique link to restart the webinar and wait up to 5 minutes for the Instructor to restart the webinar before contacting the school. Students experiencing technical difficulties during the webinar must visit

<https://support.zoom.us/hc/en-us> for technical support.