



## Canopy Synchronous (Zoom) Continuing Education Course Requirements

This course is being offered via ZOOM. Please make sure you have ZOOM downloaded to your computer/tablet BEFORE class. You can download the latest version of ZOOM (Client for Meetings), by clicking [HERE](#). We recommend testing your camera/audio before class. You can test your camera/audio by doing a ZOOM Meeting test [HERE](#). Canopy Real Estate institute is not responsible for any internet or connection issues.

### Check-in

Continuing education class check-in will begin at least thirty minutes prior to the scheduled class time. All students are required to show a picture ID and their North Carolina real estate pocket card at-check in. Students will be denied access to the course if they cannot provide a picture ID and their pocket card or if they are attending for informational purposes only they will not be reported to the North Carolina Real Estate Commission.

### Attendance

- Students will not be admitted into a continuing education course if they arrive 20 minutes after the course begins. They will be given the option to reschedule to another course.
- Early departures from CE courses delivered in-person or by synchronous/live-stream are prohibited by Rule 58A .1705.
- Attendance will be closely monitored, including late arrivals and early departures from class and from all scheduled breaks, during in-person courses.
- **100% participation is required. Please refrain from doing anything that distracts you from fully participating in class.** Participation includes: Being visible on camera, ability to view the instructor presentation/PowerPoint, responding to instructor questions/prompts in the chat room, and participating in class polls or breakout rooms
- **NOTE: Students will not get credit for this class if they are driving a vehicle during class hours. If you are driving, you are unable to fully participate. Distracted drivers put themselves and others at risk. NC Gen. Statutes § 20-136.1 Location of television, computer, or video players, monitors, and screens. No person shall drive any motor vehicle upon a public street or highway or public vehicular area while viewing any television, computer, or video player which is located in the motor vehicle at any point forward of the back of the driver's seat, and which is visible to the driver while operating the motor vehicle.**

### Monitoring Synchronous/Live-Stream courses

There will be a monitor in attendance in each class responsible for verifying students' attendance and participation, assisting students with technical issues, and assisting the instructor as needed. All class monitors are co-hosts in Zoom and can serve as a host if the instructor experiences any technical issues.

Monitors communicate with students via Zoom chat, via email, or as needed using Zoom audio. Students are required to have their camera on at all times unless they are on break given by the instructor. If a student does not have their camera on during class instruction, the monitor will ask them to turn their camera back on. Cameras off during instruction time will result in missed class time. Monitors keep track of students' missed time and make sure they are actively engaging and participating in class. Zoom software is also used to monitor attendance.

**Eligibility Requirements for Course Completion Certificate**

Per Commission Rule 58A .1705(a):

In order to receive credit for completing an approved continuing education course, a broker shall:

- (1) attend at least 90 percent of the scheduled instructional hours for the course;
- (2) provide his or her legal name and license number to the education provider;
- (3) present his or her pocket card or photo identification card, if necessary; and
- (4) personally perform all work required to complete the course.