

***TREC Rules for obtaining CE credit via electronic streaming services (Zoom)**

CHECK-IN will begin 30 minutes prior to stated course start time and will end once course begins:

- 20 minutes prior to stated course start time, Student **MUST BE** logged in and identification (ID)* verified by proctor.
- To provide ID verification, have picture ID ready at sign-in or email a copy to info@gcar.net, prior to course start time. *NOTE: If student has previously submitted picture ID for another CE class, student does not have to resubmit ID.*

To qualify for CE credit, Student MUST:

- **Participate via Video and Audio.** Student is responsible for the performance of their technology, including audio volume, video clarity, and reliable internet connection. Student should not log out at any time during course, as doing so will disqualify the student from receiving CE credit.
- **Remain engaged and visible on camera at all times.** Camera must remain stable and unmoved during the entire course. Excessive camera movement is distracting and may result in student's removal from the course at the proctor/instructor's discretion. Student may not "step away" from the camera for any reason, as doing so will disqualify the student from receiving CE credit.
- **Not engage in other activities**, including but not limited to, meetings, computer-based work, phone calls, driving, showings, closing, etc.
- **Not share a room and/or computer with other students** unless permission has been granted in writing from the course proctor.

Instructor will provide breaks during which students may walk away from camera, mute video and/or audio, and take care of personal business.

If an emergency arises during class, please call or text (423) 698-8001.

ALL electronically streamed course will be recorded for auditing purposes ONLY.