



## Home Coach School Distance Course Learning Agreement

### Live Zoom Class

#### Timeline:

- Classroom “OPENS” for check-in 30 minutes prior to class start time. You must have your digital pocket card available.
- **Adjust your Zoom Screen Name to reflect your digital pocket card name & license #**
- Once checked-in keep the connection, however you can get up from your computer to move around and shut off your video and microphone until class begins.
- Students will not be allowed initial entry to class once the class has begun and will not be entitled to a refund or exchange.
- Orientation starts 5 minutes prior to class start time. You must be seated with video on for the entire orientation period.
- Once the class starts, anytime you are not visible during instruction on your camera will be counted as missed time.
- Students must attend a minimum of 90% of the class. See Policies and Procedures Disclosure for more details.
- There will be one 10-minute break for each hour of instruction and will be at a time selected by assigned instructor. You must maintain connection during this time however you may stop video and audio.
- If you lose connection 3 or more times during the class, instructor reserves the right to remove you from the class. You will not receive credit for the class and there will be no refunds or exchanges.

#### Technology Required:

- Computer (PC or Apple)
- Broadband internet access (minimum speeds equivalent to DSL, satellite, or cable)
- **(Recommended)** Wired connection rather than WiFi.
- Strong, consistent internet connection of at least 2mbps, recommended 10mbps to stream audio and video in both directions.
- Operating System minimum requirements of: Windows 10, macOS X 10.9 or later, Android 9.0 or later and iOS 12.0 or later
- Minimum RAM of 4GB with a recommended 8GB
- Use of one of the following browsers: Chrome, Firefox, Edge or Safari. Ensure your browser settings allow cookies and JavaScript to fully utilize Zoom Features. While Safari is supported, Zoom strongly recommends using Chrome, Firefox or Edge for the best performance and access to all meeting features.
- Webcam for the duration of the course
- Headset or speakers

- Keyboard
- Ability to see full screen and access a keyboard at the same time.

**Environment:**

- Requirement to take course seated in a quiet undisturbed environment with no distractions.
- While taking course student cannot be simultaneously engaged in other activities such as other work, phone calls, exercise, children, pets, dressing, sleeping. If demonstrated the time will associated with such activity will be counted against students 90% attendance requirement and at the discretion of the instructor dismissed from the remaining class period without a refund or exchange.
- **Student is prohibited from accessing course while in a vehicle.**
- Each class will be monitored and recorded by Home Coach Real Estate School. Student agrees to the use of video by Home Coach for material produced for marketing or instructional purposes such as video on YouTube, Facebook, or any other business-related medium.
- At the start of each class a specific cell phone or landline number will be made available for technical assistance.

**Engagement and Attendance:**

- Maintain internet connection throughout the entire class.
- Close all program not associated with class.
- Visible on camera during orientation and all times the class is in session.
- Home Coach aims to replicate the in-person classroom experience for its online classes. Instructors will call on individual students for verbal participation, as well as engagement with a chat feature. Student participation is required. To maintain an orderly environment, student microphones will remain on mute until the instructor calls on them or acknowledges them. Similar to a physical classroom, students are asked to use the raised hand emoji to get the instructor's attention and should remain muted until called upon.

**Certification:**

- Once the class is completed Home Coach will transmit all students meeting the class requirements to the NCREC within a 7-day period.
- A student completion certificate will be emailed to each student within a 7-day period.
- If the course satisfies the NAR mandatory ethics training each student will need to supply a copy of their completion certificate to their respective Realtor Association. Contact your individual association for more details if needed.

**BY LOGGING INTO YOUR ZOOM CLASS INVITATION FOR CLASS YOU ACCEPT THE ABOVE AGREEMENT**