



Classroom Guidelines

Continuing Education Requirements

The BRR (Montana Board of Realty Regulation) allows local associations to endorse courses for continuing education credit. [Montana Administrative Rule 24.210.667 \(3\)](#) concerning continuing real estate education states that “The licensee must attend 90 percent of the first hour and 100 percent of each additional hour of the approved course time to receive credit.” This means that students who miss more than 6 minutes of any hour of a course due to late arrival, early departure, or unscheduled breaks may not be awarded continuing education credits.

Deans will monitor each course to verify attendance. It is the responsibility of the student to sign in at the beginning of the course and after breaks. If a student must take an unscheduled break, they are required to sign out with the dean. Students who participate in behavior that is deemed distracting, unprofessional, or inappropriate will be given one warning by the dean. Students who fail to continue to engage in such behavior may be removed from the class. Students who miss more than 6 minutes of any hour of a course will not receive continuing education credits.

After each course, students will receive a course evaluation via email. Continuing education certificates will be available within 48 hours of evaluation completion. Students will receive email notification when certificates are available, along with instructions for accessing certificates through the [HAR Member Dashboard](#).

Technology

- Digital devices are recommended for notetaking and accessing course materials; however, use of a computer, tablet, or phone must be limited to course related activity. This includes texting, emailing, or conducting business during course time. Participating in these activities may result in removal from the course.
- All course materials can be accessed through the [HAR Member Dashboard](#). Under “My Classes”, choose the appropriate course, then click on the Documents tab. HAR will not provide paper copies of course materials unless specifically requested by the instructor.

Expectations

As REALTORS®, we should always practice professional and courteous conduct, including with our peers. Be respectful of your peers and of the instructor or speaker. Ensure your etiquette is at or above REALTOR® standards.

Do

- Be present and engaged in the course. Speak up and ask questions.
- Use technology to access course materials and take notes.
- Return from scheduled breaks promptly.

Don't

- Engage in personal conversations with those around you during class.
- Use technology for activities unrelated to the course.
- Arrive late, leave early, or take unscheduled breaks.