



Virtual 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. Students who are not visible and identifiable by deans or who participate in behavior that is deemed distracting, unprofessional, or inappropriate will be contacted by the dean using the [chat feature of Zoom](#). It is the responsibility of the student to respond to messages sent through the chat. Students who fail to respond to messages from the dean or continue to engage in such behavior will be moved to the waiting room. 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

- HAR uses the [Zoom platform](#) for virtual classes. It is the responsibility of the student to know how to [use the features of Zoom](#) and to ensure that their device can support the Zoom platform.
- Students are responsible for the performance of their own technology including audio settings, volume, video clarity, reliable internet connection, and sufficient power.
- Students should login 15 minutes prior to the beginning of class and test their connection, audio, and video. Headphones are recommended for audio clarity. Staff is not responsible for providing [technical support](#).
- Students must be visible and identifiable throughout the class to receive continuing education credits. Students who use a virtual background must ensure that it does not obscure their face.
- 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 class. Use the chat to ask and respond to questions unless the instructor requests that you unmute yourself.
- Attend in a quiet room free of distractions (including childcare) and potential interruptions.
- Maintain a professional appearance.

Don't

- Drive your vehicle or participate in other activities requiring excessive camera movement.
- Move out of camera during instruction. Wait for scheduled breaks.
- Be a distraction to others. If you wouldn't do it in-person, don't do it while on Zoom.