MINIMUM STANDARDS FOR ALTERNATIVE DELIVERY METHODS

General Requirements:

1. *Individuals who are found to be out of compliance with one or more of the Minimum Standards are not eligible to instruct or participate in a class offered via an alternative delivery method until they have demonstrated full compliance with all the Minimum Standards.*
2. *The setup and technology at each location must be pre-approved by the Commission.*
   - *Approved Platforms: Zoom Pro or higher, REcampusLIVE, or WebEx Meeting*
3. *All students must have a full view of at least one monitor at each class location.*
   - *Additional monitors should be placed, as required, to ensure students have a clear view of the screen and its contents*
4. *The instructor must have a screen(s) sufficiently large to allow them to have a full and clear view of all students' faces*
   - *Cell phones, personal tablets, and laptop screens do not have screens of a sufficient size to meet this requirement*
5. *All students must be able to hear the question and response when questions are asked*
   - *Instructors are expected to repeat any questions asked by students to ensure the entire class has heard the question*
6. *Class sessions with 25 or less students **DO NOT** require a moderator. Classes with 26 or more students require **at least one (1)** moderator separate from the instructor.*
   - *A student enrolled in the class may not be utilized as a moderator*

Provider Requirements:

1. *Complete and file a Provider Remote Delivery Application form with DOPL*
2. *Provide basic technical support and training for instructors and moderators*
3. *Ensure any required class materials have been distributed to students before the first session*
4. *Ensure end-of-course evaluations are conducted*
5. *Maintain detailed attendance records and provide them upon request*
6. *Arrange prelicense end-of-course testing, as approved by the Commission*
7. *Ensure instructors and moderators are up to date on all required training(s) or certification(s)*
8. *Communicate with instructors and moderators to address any student engagement and participation concerns*

Instructor Requirements:

1. *Hold a current Certified Distance Education Instructor (CDEI) Certification through IDECC*

- *Guest speakers do not need to have a CDEI certification; however, they must be directly supervised by a CDEI certified instructor during all portions of their instruction*
2. *Manage classroom time, cover all materials, and engage students frequently*
3. *Explain the required Student Remote Delivery Engagement Terms and DOPL Real Estate Attendance Policy at the beginning of each class*

Moderator Requirements:
1. *Be a co-host of the class session and identify themselves as a moderator in their name*
2. *Keep video feed on during class introductions*
3. *Ensure compliance with the DOPL's Real Estate Attendance policies*
4. *Ensure students and instructor have continuous audio and video feeds*
5. *Provide basic technical support*
6. *Promptly address any unprofessional behavior or distractions*
7. *Timely report student attendance, class participation, and any student concerns to the instructor and provider **daily***

Student Engagement Terms – Alternative Delivery:
1. *Test your equipment and technology prior to the start of class; you are required to have a:*
   - *Reliable internet connection with sufficient bandwidth*
   - *Video camera able to maintain a continuous feed*
   - *Working microphone*
2. *Cell phones **ARE NOT** to be used as the main device to connect to the virtual classroom*
   - *Cell phone use is prohibited during instruction*
3. *Attend 100% of the course as outlined in the Attendance Policies from an area that is free from background noise, other people, or other distractions*
4. *Keep a continuous video feed during all classroom instruction*
   - *You may only turn off or pause your video feed, use a virtual background, or assign an avatar during scheduled breaks*
5. *Engage in the same behavior, decorum, and attire as you would in a live classroom and do not engage in any distracting behaviors*
   - *Examples may include driving, eating, sleeping, smoking, vaping, excessive movement or walking with your camera, and unnecessary chats during class*
6. *Remain actively engaged for the duration of the course and respond to all questions, polls, and prompts from the instructor and moderator*
7. *Prelicense students **MUST** keep any test questions or information learned during the exam confidential*