



Onsite Provider Representative Form

*If a provider director will not be physically present at the class, there must be a provider representative on site who has been instructed in the provider duties they will be responsible for during the class. The provider will keep your signed Onsite Provider Representative Form (REE-024) in their files as documentation to show that as their representative, you have been sufficiently instructed in the provider duties and policies governing those duties. **Do not send to the Commission. This form must be retained in the provider files.***

A student enrolled in the class cannot be appointed to represent the provider for this purpose.

Provider Name: _____

Provider Director: _____

As a provider representative, you will be responsible for providing the following supervision and site support, as directed by the provider director.

1. Ensuring compliance with the Commission's *Attendance Policy*
2. Providing and tracking student attendance through a sign-in or course roster
3. Maintaining the confidentiality of sensitive student information
4. Ensuring that the Commission's *Recruitment Activities and Product and Service Promotion Policy* is followed
5. Providing technical support for students and instructors
6. Ensuring that all students and the instructor can clearly see and be seen in the camera or monitor, when they are used
7. Assisting students in using microphones when they are used
8. Ensuring that there is continuous audio and video feed from all students and instructors, as applicable
9. Promptly addressing any unprofessional behavior or distractions that occur in the classroom
10. Timely reporting student attendance and class participation to the instructor and provider daily
11. Administering end of course evaluations and/or providing instruction for electronic evaluations
12. Distributing prelicense exams, bubble sheets and number 2 pencils, proctoring the exam, and collecting and returning all exams and materials to the provider for prelicense courses

In addition, if the provider directs you to distribute course completion certificates at the end of a course, you are required to ensure that only students who met all course attendance and participation requirements are given a course completion certificate.

I understand that in my role as the provider representative, I am responsible for overseeing the provider's activities and ensuring that the Commission's policies are followed. I acknowledge that I have received and reviewed the *Commission's Attendance Policy, Recruitment Activities and Product and Service Promotion Policy, Commission-developed Course Exam and Retake Policy, Live exam proctoring instructions, and Evaluation instructions for Commission-developed courses*. I certify that I have been sufficiently instructed by the provider director in the proper administration of these policies.

Provider Representative Name: _____

Signature: _____

Contact information: _____

Date: _____