

DOPL REAL ESTATE PRELICENSE COURSE ATTENDANCE POLICY

Regular attendance means 100% attendance at all sessions of a live, remote, and/or hybrid course offering. The Commission (as part of the Division of Occupational & Professional Licenses (DOPL)) obligates instructors and course providers to monitor student attendance and strictly enforce this attendance policy. A certified instructor or course provider may have their certification withdrawn for failure to enforce the 100% attendance policy at all course offerings.

Use of any electronic devices is not permitted during class time, unless required as part of the course. This includes texting, checking messages, incoming and outgoing calls, or any activities not related to the instruction of the course content.

Students will engage in professional behavior and maintain a professional demeanor while attending classes. This includes dressing appropriately for the classroom environment. All students are expected to interact with others in a way that promotes and enhances learning for all. Offensive or inappropriate language is not to be used in any form of communication. Students are allowed to disagree with each other or the instructor but must do so in a civil manner.

*A student who misses any portion (even a few minutes) of a prelicense course may, at the discretion of the instructor and provider, complete make-up work to satisfy the 100% attendance requirement. **Make-up work is allowed ONLY for prelicense courses and MUST be completed for all portions of the course the student does not attend.** Make-up work is defined as one or more of the following:*

- 1. Extra homework or other assignment given by the instructor (assignment cannot duplicate material already presented in portion of class attended and must relate to subject matter the student missed);*
- 2. Attendance of a corresponding class session(s) in a subsequent offering of the same course; **OR***
- 3. Supervised presentation of an audio or video recording of the class session(s) missed.*

*A student who does **NOT** complete the required make-up work within 90 days of the scheduled course completion date for a prelicense course **MAY NOT** receive credit for the course.*

***A note for students:** Your provider (school) is required to report your attendance to DOPL within 5 business days. Please check your education record to ensure it is posted and if not, contact the provider to report it. If the provider does not post the attendance to your record until after the 5 business days have passed, they are required to notify you in writing when it is posted. If you have reached out to the provider and made reasonable attempts to get it posted with no success, please notify DOPL.*

***Approved by the Idaho Real Estate Commissioners 7.15.2025
Effective July 2025***

DOPL REAL ESTATE CORE, POST LICENSE, & CE COURSE ATTENDANCE POLICY

Regular attendance means 100% attendance at all sessions of a live, remote, and/or hybrid course offering. The Commission (as part of the Division of Occupational & Professional Licenses (DOPL)) obligates instructors and course providers to monitor student attendance and strictly enforce this attendance policy. A certified instructor or course provider may have their certification withdrawn for failure to enforce the 100% attendance policy at all course offerings.

Use of any electronic devices is not permitted during class time, unless required as part of the course. This includes texting, checking messages, incoming and outgoing calls, or any activities not related to the instruction of the course content.

A student who misses any portion (even a few minutes) of a course taken for Post License or CE elective credit WILL NOT receive credit for the course unless the provider allows the student to attend the corresponding class session(s) in a subsequent offering of the same course.

Students will engage in professional behavior and maintain a professional demeanor while attending classes. This includes dressing appropriately for the classroom environment. All students are expected to interact with others in a way that promotes and enhances learning for all. Offensive or inappropriate language is not to be used in any form of communication. Students are allowed to disagree with each other or the instructor but must do so in a civil manner.

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