

# MINIMUM STANDARDS FOR ALTERNATIVE DELIVERY METHODS

*To offer real estate education via an alternative delivery method (remote delivery or hybrid delivery), providers and instructors must first meet the requirements set forth below. Individuals who are found to be out of compliance with one or more of the requirements are not eligible to instruct or participate in a class offered via an alternative delivery method until they have demonstrated full compliance with all these Minimum Standards.*

## GENERAL REQUIREMENTS

- 1. The setup and technology at each location must be pre-approved by DOPL.
  - Approved Platforms: Zoom Pro or higher or WebEx Meeting.*
- 2. 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.*
- 3. 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.*
- 4. 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.*
- 5. 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 DOPL.*
- 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 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 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. *Preliminary students **MUST** keep any test questions or information learned during the exam confidential.*

***Approved by the Idaho Real Estate Commissioners 7.15.2025***  
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