



Addendum "A"

Ignite/Ignite Labs Virtual Course Facilitation Guidelines

Thank you for choosing OUTFRONT EDUCATION to provide your agents with their Ignite Post-License or CE Credit Virtually!

For Virtual instruction a Zoom Pro Account (\$14.99 a month) is necessary to host classes.

The Postlicense format for Ignite Labs is 18 1-Hour and 15-Minute (1.25 Hours) Sessions, typically two sessions taught a day Monday, Wednesday, and Friday for 3 weeks (9 days total), plus the final exam. Each day will have one 15-minute break (or equivalent) between each 1.25-hour session. *The **Final exam** is to be given after the last session, NOT as part of the last class. Students requesting 24-hour CE credit Only do not have to take the Final exam. (Students CANNOT miss more than 2-1.25 hour **Sessions**, not days or classes, in order to receive credit for Postlicense or CE credit.) Any student missing 7 Sessions or more will be required to retake the course. In addition, students may not join an Ignite Labs class that has already started after the second session for credit. And, the course may not be taken for CE credit within one year of completing the course previously for CE or Postlicense credit. The school fee for Postlicense or CE credit is the same \$35 each.

PRIOR TO STARTING YOUR COURSE

- ❖ Collect enrollment forms for all students wishing to attend and collect their payment.
- ❖ Each student's enrollment date is the day you receive their Enrollment Form AND Payment, and it is not automatically the first day of class. A student is not technically enrolled until you have both. This is the enrollment date recognized by the School and GREC and is critical for some agents to receiving the proper credit and license status.
- ❖ Students should have access to KW Connect in order to download course materials, please make arrangements for non-KW students that do not have access.
- ❖ Choose a class Facilitator who can observe the class for the entire session (including break) For Each Session. The course facilitator needs to be an employee of the market center, it cannot be an independent contractor. The duties of the class facilitator are to take and monitor attendance, monitor chat, and assist the instructor with student questions.
- ❖ Email each Registrant:
 - o a ZOOM invite link
 - o a copy of the **Notice to Students...Virtual Ignite** for review
- ❖ Please email the following to Allen@kw.com and/or outfrontea@gmail.com:
 - o Course schedule including class dates, times, topics, and instructors for each session.
 - o Biography or Resume for each instructor (if not already on file with OutFront Education). Instructor Bio needs to reflect experience, skills, and/or abilities they



possess that qualify them to teach the Topic.

THE FIRST DAY OF CLASS

Make sure the Class Facilitator is set as "co-host" in Zoom, this will give them privileges to mute participants and to monitor chat.

Ensure your Zoom Host account is set up with the proper recording settings, see attached.

With Zoom in Gallery mode, take a screenshot at the beginning of class of all participants (this can be done by holding down the **Ctrl** key and pressing the **Print Screen** key, then past it to a word document or Microsoft Paint by pressing **Ctrl+v**). At the beginning of each class the facilitator will take role, visually verify each student in attendance on their computer screen (all students must be in video mode and cannot use still images if they want credit).

At the beginning of the first day of class the Instructor or Class Facilitator will read the "Notice to Students...Virtual Ignite" to the class. This "Notice to Students...Virtual Ignite" specifies the school's qualifications, sets the ground rules for the course, and is required by the GA Real Estate Commission.

Please ensure that the person that reads the Notice to Students to the class prints their name, signs, and dates it at the bottom of the page.

Remind Participants of the rules for stepping away for a bathroom break and how to ask questions.

Take a screenshot (in Gallery mode) before going on break and when break is over to assure attendance.

At the end of the class, take another screenshot of all participants and ask them all to complete the course evaluation (this can be done through the use of Google forms, AllCounted.com, Zoom Pole-instructions attached, Survey Monkey, etc.)

At the end of the FIRST class, email to allen@kw.com and/or outfrontea@gmail.com the signed notice to students and all enrollment forms for the course. This allows us to open a course file to track the course and setup your final exam. If this is not done, the school will not be responsible for course credit and all students should be notified. Any last-minute Registrations received after the first day should be email to the school when received.

Attendance screenshots, recordings, and evaluations shall be sent to the school after each session, **NOT all at once at the end**. This is to ensure documentation is being recorded properly. NOTE Session recordings can be copied to a Google Drive or Dropbox folder and shared with us



(allen@kw.com and outfrontea@gmail.com) or you can share your zoom recording. Instruction on how to share a Zoom recording is available on our website.

Begin Master Attendance record keeping which will be reported upon course completion. Doing this after each session reduces the workload at the end of the class.

UPON COURSE COMPLETION

The following is required by School: (All documents are attached to the email you are receiving)

- ❖ Original Enrollment Forms: forwarded to school at the beginning of the course for all students in attendance (we must have Enrollment date; and please make sure each student selects either post-license or CE credit)
- ❖ Session Screenshots: Sent at the end of each session
- ❖ Session Recordings: Sent at the end of each session
- ❖ Master Attendance Sheet: All daily attendance shall be reflected on the one-page master attendance Sheet. (Students are allowed to miss no more than 2 **Sessions** in order to receive credit for Postlicense or CE credit.) If they miss more than 2 Sessions, they may **NOT** take the test nor get credit until the session(s) missed are made up in the next Ignite class or at another approved location. If students are making up sessions to get credit, you must also send in a copy of the attendance record that shows they have attended all classes. (Example: Susie missed 5 sessions; we must have the dates of the IGNITE course she started originally as well as the attendance record for her makeup classes). Any student missing 7 sessions or more will be required to retake the course. In addition, students may not join an ignite class that has already started after the second session for credit. And the course may not be taken for CE credit within one year of completing the course for Postlicense credit.
- ❖ Instructor Evaluations: for each instructor, if there will be multiple Instructors
- ❖ Instructor Biography: one for each Instructor (if there was a substitute instructor or if not submitted before class started as instructed).
- ❖ Final Exam: will be completed electronically and are administer in a final Exam Zoom Session to monitor students. The School will provide the class facilitator with a link to the test page to be emailed to students 1-2 days before the test along with an access code that is **not** to be given to the students until they are in the final exam Zoom session and ready to take the test. At that time, the test access code shall be given to all students **verbally** to start their test. Exam results will be provided to the class Facilitator promptly after the test is finished so the Facilitator to complete the Course Final Roster. Students may not review the test to see which questions they missed.
**Passing grade is 75% or better. Should a student need a printed Completion Certificate for the course there is an additional \$10 Administrative Fee. Printed Certificates of Completion are required if a student has a lapsed license or is licensed in multiple states.



- ❖ 3-hour Contracts CE Class: is not part of Ignite Postlicense (there is no time for it unless you add an additional session for it. If you do so, please contact the school first to coordinate and make sure it is included in your course schedule)
- ❖ Ignite Final Roster: to be completed and signed by Ignite Facilitator

The date you receive your classes final exam results is considered the Course Completion Date. We must have ALL required materials/documents submitted to Allen Nielsen, School Director within 5 calendar days, **not business days**, of the Course Completion Date to ensure that students receive their credit in a timely manner. Delays in delivery of documentation can cause a student's license to lapse creating liability for the student, the brokerage firm, and the school. To discourage this, a **late fee of \$100.00 per day** will be assessed for each day after 5.

Course documentation can be emailed or sent via Google Drive.

If you have any questions, please contact us:

Stephanie Nielsen:	(404) 840.5077	getsteph@kw.com
Allen Nielsen:	(404) 668.7768	allen@kw.com
Linda WinFrey	(678) 488.5516	outfrontea@gmail.com

Thank you for using OutFront Education for your real estate school needs.