**KIM BEEBE TRAINING**

**POLICIES AND PROCEDURES**

**Classes**

 **Classes are offered in person and via Zoom. Students can download the Zoom app or log-in using a laptop/desktop**

**Identification**

 **Students must provide identification to receive CE credit. Either a photo ID or the code found on your TR website or you can visit the texasrealtors.com website, login and under your profile download your fast pass.**

**Attendance**

 **Students have to attend the entire class to receive credit. Breaks will be ever 50 min for 10 min. You must arrive promptly from breaks or lunch.**

**Internet**

 **Student must have internet access throughout the entire class. The class will be closed once every one is in, if you are disconnected you will forfeit credit.**

**Class Fees**

 **Fees will be paid 24 hours prior to class. You can register and pay for classes on my website**

[**www.kimbeebetraining.com**](http://www.kimbeebetraining.com)**.**

**Refunds**

 **Refunds will be given up to 24 hours before class has started.**

**Please email me at** **kim@kimbeebetraining.com** **if you need to cancel.**

**Evaluations**

 **Evaluations are required to receive CE credit by TREC. They will be emailed during class and must be returned within 24 hours.**

**If you have any questions, please email me at** **kim@kimbeebetraining.com** **or you can also call or text me (979) 236-2628**