**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.**

**Zoom**

 **All virtual classes are offered via Zoom. If you do not have an account, you will need to register at**

**www.zoom.us The instructor must maintain visual and audio with you to receive credit.**

**\*Your camera must maintain stability**

**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 https//apps.texasrealestate.com/user\_prof/id\_card**

**your fast pass. You will need to screenshot one of the above ID and send it to me through private chat.**

**Attendance**

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

**Internet for Online Course-Zoom**

 **Student must have internet access throughout the entire class. The class will be closed once the class begins 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**

 **An Instructor and Class evaluation will be emailed during class and must be returned within 24 hours. TREC encourages each student to complete the evaluation. You may also complete an evaluation on the TREC Website** [**https://www.trec.texas.gov/public/course-and-instructorevaluation**](https://www.trec.texas.gov/public/course-and-instructorevaluation)

**If you have any questions, please email me at** **kim@kimbeebe.com** **or you can also call or text**

**me (979) 236-2628**