

Dear Real Estate Provider:

The Tennessee Real Estate Commission (“The Commission”) approved licensed “classroom” courses to be temporarily allowed to offer these courses via electronic means such as but not limited to streaming services: Google, Zoom, WebEx, Skype, or others. This is effective as of April 8, 2020. This allowance will run concurrent with Governor Bill Lee’s Executive Order 15. Providers will be required to proctor the course to ensure that students are logged in for the entirety of the course and engaged during the course. In order to be eligible to offer courses in this manner, the provider must email [Ross.White@tn.gov](mailto:Ross.White@tn.gov) with the below information:

- Provider Name, course name, course number, & number of course hours;
- Course Instructor;
- Proctor Name;
- What distance-learning platform will be used;
- The method used to record attendance;
- How many students does your streaming platform allow per class;
- How will you ensure the technology works as it should; and
- Link to course offering.

This directive shall remain in effect until May 18, 2020, or unless otherwise notified. Course submission will remain the same with providers emailing student rosters to [trec.education@tn.gov](mailto:trec.education@tn.gov). The course information provided on rosters will remain the same.

**Guidelines for offering TREC approved classroom courses via electronic streaming services:**

- Login/check-in for class begins 20 minutes before the stated class start time and ends once the class begins. Students must be logged in and their identification verified by the proctor BEFORE the stated class start time.
- Students must be visible on camera AT ALL TIMES to receive CE credit.
- Students may not take phone calls during class to receive CE credit. Instructors will provide time for breaks and lunch (if applicable). During designated break/lunch time, attendees may take care of personal calls, emails, etc. NOTE: Attendees

should NOT log out at any time during the class.

- Students may not participate in computer-based work while attending class to receive CE credit.
  - Students may not “Step away” from the camera for any reason to receive CE credit. If an emergency arises, please use the “chat” feature to privately notify the proctor of your situation.
  - Students are also responsible for the performance of their own technology including audio volume, video clarity and reliable internet connection.
  - Video, audio and internet access are all needed to access are all needed to successfully “attend” class.
  - Providers must maintain a recording of electronically streamed course.
  - Your camera must remain stable and UNMOVED during the course broadcast. Excessive camera movement is distracting and may result in a student's removal from the class at the instructor's discretion.
  - No sharing a room with other students unless permission has been granted in writing from the provider.
- If there are any questions, please feel free to contact [trec.info@tn.gov](mailto:trec.info@tn.gov). We are here to help during this difficult time.

Best,  
TREC