



EDUCATION RULES

Thank you for being a part of the REALTOR® Association of the Fox Valley education program. Our goal is to provide you with a wide array of classes in a world-class environment, whether in-person or virtually.

To ensure your attendance is accurately recorded, the following guidelines must be followed. Any deviation will result in classes not credited/completed.

CONFIRMATION

Please read your registration confirmation thoroughly to be sure all information is correct – class name, date, materials and location (in-person or remote).

IN-PERSON

All in-person classes are held at the REALTOR® Association of the Fox Valley office, [406 Surrey Woods Drive, Saint Charles, IL 60174](#).

- Sign in and be prepared to show a state identification card
- Scan the class QR code upon entering the classroom
 - You must scan the QR code to receive class credit
 - The QR code marks the time you are entering the class
- Scan the same class QR code upon class completion
 - You must scan the QR code to receive class credit
 - The QR code marks the time you are leaving the class
- Illness
 - In the event you are unable to attend, contact Kimberly Morgan via email (kim@rafv.realtor) at least 30 minutes prior to the class start time to arrange an alternative class
 - Do not come to the class if sick – you will be asked to leave the premises.

ZOOM

The ZOOM link is included in your registration materials. The ZOOM link will also be available on the RAFV calendar.

- Log-in early to the class
 - This will avoid any delays due to frequent ZOOM updates and/or technical issues
- Classes will open 20 minutes prior to the start of class
- Logging in late will result in being marked late – you will not receive class credit
- When logging in to your registered class, type your full name as it appears on your real estate license in ZOOM settings
 - **No nicknames; no email addresses, no numbers, no company names**



- **YOU WILL NOT RECEIVE CLASS CREDIT IF YOU DO NOT FOLLOW THIS DIRECTION**
- You must be logged in for the entire session
 - Camera on
 - Full name on ZOOM
- Logging on late
 - No class credit
- Logging off early
 - No class credit
- You must have your chat open

NO LATE ARRIVALS; NO EARLY EXITS – NO EXCEPTIONS

Please note there is a \$25-45 fee based on each class for no-shows. All cancellations must be made by via email to kim@rafv.realtor at least 2 days prior to the class.

If you are having a problem with ZOOM not working on your computer, you will need to contact ZOOM support at 888-799-9666. RAFV does not provide any ZOOM technical support.

For instruction on changing your ZOOM profile name, click [HERE](#).