

Live Course Instructions - General Information/Guidelines

Prerequisites: There are no educational prerequisites for this course. Courses approved for continuing education credit must be open to all licensees regardless of their affiliation.

Registration Fraud: Any attempt to take this course under an assumed identity, may result in sanctions by the Louisiana Real Estate Commission.

Attendance: Attendees at live presentations must **sign in** before the course and **sign out** after the course; students must attend the entire course to receive credit. **NO EXCEPTIONS!**

Tardiness/Absences: Students that arrive late may stay for the course; however, no credit will be awarded. **This also applies to students that leave the course prior to its scheduled dismissal.** Students are not allowed to make up missed portions of a course. Excessive absence from the course, other than scheduled breaks, will also result in loss of continuing education credit.

Classroom Rules of Conduct: To provide an atmosphere conducive to learning, the use of **ALL** electronic devices during class is strictly prohibited. Students must turn off all electronic devices prior to the start of class. Newspapers, books, magazines and other reading materials are not permitted. Violations may result in loss of continuing education credit. Full participation in the course is encouraged.

ADA Compliance: Upon request, course vendors are required by federal law and the LREC to make reasonable considerations for individuals with a documented disability. The request must be made prior to the day of the course by contacting the course vendor.

Course Participation: Instructors should refrain from answering student questions that are of a personal or legal nature; students should not interpret any information received from instructors or the course content as legal advice; Instructors and vendors may not promote their company, solicit or gain business advantage, hold drawings, collect business cards, or interrupt course time for meals. Violations may result in sanctions by the Louisiana Real Estate Commission.

Completion Requirements: **Full attendance in a live course is required to receive credit. Students must submit their "current" real estate license number, sign in, and sign out to receive credit and a certificate of completion. Under no circumstance should certificates of completion be handed out PRIOR to verifying (using sign in/out sheet) full attendance the end of a course.** If students want a certificate of completion, they can wait until full attendance has been verified.

If you have any questions regarding these guidelines, please call the LREC at 1-800-821-4529 or (225) 925-1923, ext. 239.