



West Virginia Real Estate Commission
300 Capitol Street, Suite 400
Charleston, WV 25301
304.558.3555
<https://rec.wv.gov>

Minimum Standards for Remote Delivery of WV Real Estate Commission Continuing Education

- I. Definitions
 - A. Remote delivery - synchronous (live) courses that are presented through two-way audio and visual connection via a virtual classroom platform.
 - B. Hybrid delivery - synchronous (live) courses where some students attend in person and some students attend virtually via remote delivery.
 - C. Classroom delivery - synchronous (live), traditional in-person instruction.
- II. Qualifications and Standards
 - A. Providers must demonstrate competency in all the necessary qualifications and standards set forth below.

Commission Approval Required for Remote and Hybrid Delivery

- Providers must receive approval by the Commission prior to offering courses for credit using this delivery method.
- After initial approval, a provider may schedule remote delivery classes by sending the course title and date on the prescribed form via email to the Education Director where a remote delivery course ID will be issued.

Requirements for all Participants

- Must have an environment free from background noise and distraction (**cannot be in a car or other vehicle**). Participants may not use a virtual background.
- Must ensure their equipment and technology are sufficient prior to the first class session. **Cell phone use is not permitted.**
- Must have their face in full, clear view of the camera at all times. Must keep a continuous video feed during all classroom instruction; may turn off or pause video feed during scheduled breaks only.
- Must sit at a stationary “desk” for the entire class; unless on break.
- Must maintain a professional demeanor and be actively engaged for the duration of the course.
- Must interact with other individuals in a way that promotes and enhances learning for all.
- Participants must be given instruction on how to navigate the platform and respond to and ask questions.

Additional Requirements

Students:

- Must respond to every engagement prompt during every class session. If an engagement prompt is missed, they may be asked to provide justification to the moderator for why they missed the prompt.
- Must have sufficient technology to be fully engaged during the entire class or credit will not be given for the course. **Cell phone use is not permitted.**
- Must pass a final exam with a score of 70% or better to get credit for the course. The exam may be retaken once.

Providers:

- Must make arrangements to provide required class outlines, handouts, and other materials to students prior to the start of the first virtual classroom session.
- Must provide an end of course evaluation form to students.
- Must create a final examination for instructors to give all participants who are attending remotely. For every three hours, the final must contain at least 20 questions.
- Must ensure that the instructor or moderator records each class session and chat log and transmit these to the provider for maintenance in the provider files.

Instructor:

- Must manage classroom time and activities appropriately to ensure the full number of approved hours of instruction are provided and all approved materials are covered.
- Must give a final examination to all participants who are attending remotely. For every three hours, the final must contain at least 20 questions.
- Must engage students by asking direct questions to them, use polls, classroom activities, and other engagement prompts.
- Must give students instructions, when using break out rooms, on how to get started on the activity and must visit each breakout session in turn to answer student questions and ensure they are engaged in the activity.

Moderator Requirements:

- Must admit students from the waiting room.
- Must monitor student and instructor video feeds to ensure that all participants' faces remain clearly visible during classroom instruction.
- Must promptly address any disruptive behavior of students.
- Must engage each student at least once every three hours using an engagement prompt if the instructor has not employed an engagement prompt of some kind.
- Must move students who fail to respond to 2 or more engagement prompts to the waiting room.
- Must move between rooms during class activities utilizing break-out sessions to help monitor student participation and to help facilitate the activity.