



Onsite Provider Representative Form

*If a provider director will not be physically present at the class, there must be a provider representative on site who has been instructed in the provider duties they will be responsible for during the class. The provider will keep your signed Onsite Provider Representative Form (REE-024) in their files as documentation to show that as their representative, you have been sufficiently instructed in the provider duties and policies governing those duties. **Do not send to the Commission. This form must be retained in the provider files.***

A student enrolled in the class cannot be appointed to represent the provider for this purpose.

Provider Name: _____

Provider Director: _____

As a provider representative, you will be responsible for providing the following supervision and site support, as directed by the provider director.

1. Ensuring compliance with the Commission’s *Attendance Policy*
2. Providing and tracking student attendance through a sign-in or course roster
3. Maintaining the confidentiality of sensitive student information
4. Ensuring that the Commission’s *Recruitment Activities and Product and Service Promotion Policy* is followed
5. Providing technical support for students and instructors
6. Ensuring that all students and the instructor can clearly see and be seen in the camera or monitor, when they are used
7. Assisting students in using microphones when they are used
8. Ensuring that there is continuous audio and video feed from all students and instructors, as applicable
9. Promptly addressing any unprofessional behavior or distractions that occur in the classroom
10. Timely reporting student attendance and class participation to the instructor and provider daily
11. Administering end of course evaluations and/or providing instruction for electronic evaluations
12. Distributing prelicense exams, bubble sheets and number 2 pencils, proctoring the exam, and collecting and returning all exams and materials to the provider for prelicense courses

In addition, if the provider directs you to distribute course completion certificates at the end of a course, you are required to ensure that only students who met all course attendance and participation requirements are given a course completion certificate.

I understand that in my role as the provider representative, I am responsible for overseeing the provider’s activities and ensuring that the Commission’s policies are followed. I acknowledge that I have received and reviewed the *Commission’s Attendance Policy, Recruitment Activities and Product and Service Promotion Policy, Commission-developed Course Exam and Retake Policy, Live exam proctoring instructions, and Evaluation instructions for Commission-developed courses*. I certify that I have been sufficiently instructed by the provider director in the proper administration of these policies.

Provider Representative Name: _____

Signature: _____

Contact information: _____

Date: _____

IREC ATTENDANCE POLICY
For Live Course Presentations
Effective 7/2020

Regular attendance means 100% attendance at all sessions of a live (including courses taught by interactive video conference and remote delivery) prelicense or continuing education (CE) course. The Commission obligates instructors and course providers to monitor student attendance and strictly enforce this attendance policy. A certified instructor or course provider may have his/its certification withdrawn for failure to enforce the 100% attendance policy at all course offerings.

Use of any electronic devices is not permitted during class time, unless required as part of the course. This includes texting, checking messages, incoming and outgoing calls, or any activities not related to the instruction of the course content.

A student who misses any portion (even a few minutes) of a course taken for Post License or CE elective credit may not receive credit for the course unless the provider allows the student to attend the corresponding class session(s) in a subsequent offering of the same course.

Students will engage in professional behavior and maintain a professional demeanor while attending classes. This includes dressing appropriately for the classroom environment at all times. All students are expected to interact with others in a way that promotes and enhances learning for all. Students have the right to express themselves and participate freely in classes. However, they are expected to be courteous and respectful. Offensive or inappropriate language is not to be used in any form of communication. Students are allowed to disagree with each other or the instructor but must do so in a civil manner.

For Prelicense Only

A student who misses any portion (even a few minutes) of a prelicense course may, at the discretion of the instructor and provider, complete make-up work to satisfy the 100% attendance requirement. Make-up work is allowed ONLY for prelicense courses, and MUST be completed for all portions of the course the student does not attend. Make-up work is defined as one or more of the following:

- 1. Extra homework or other assignment given by the instructor (assignment cannot duplicate material already presented in portion of class attended and must relate to subject matter the student missed)*
- 2. Attendance in the corresponding class session(s) in a subsequent offering of the same course or*
- 3. Supervised presentation of an audio or video recording of the class session(s) missed.*

Students may meet this requirement either by completing additional work OR by attending the portion of class they missed in later class offerings but are not obligated to complete both. A student who does not complete the required make-up work within 90 days of the scheduled course completion date for a prelicense course may not receive credit for the course. The provider must develop and maintain a school policy that outlines how make-up work will be handled. The provider's records regarding make-up work must include a list of all sessions missed by the student and documentation to support the make-up work that was assigned and completed.

For Instructors only: If an instructor wishes to allow electronic notetaking, the provider must establish written classroom participation policy governing the use of electronic notetaking in the classroom. The policy must adhere to the following minimum guidelines: (a) A student shall direct his/her attention to the instruction being provided and refrain from engaging in activities unrelated to the instruction, such as texting, checking email, surfing the internet, completing contracts or other paperwork. (b) A student shall refrain from engaging in activities which are distracting to other students or the instructor, or which otherwise disrupt the orderly conduct of a class including distracting noise. Providers are expected to take appropriate steps to ensure that all students comply with their participation policy. The provider shall require the instructor to make an announcement at the beginning of the course and at the beginning of each subsequent day that electronic devices shall only be used for course related activities and notetaking purposes.

Recruitment Activities and Product and Service Promotion Policy

Effective 7/2020

Recruitment Activities and Product and Service Promotion Policy Purposes:

1. To ensure education classes remain instructional and professional
2. To prohibit use of instructional time for recruitment
3. To prohibit use of instructional time to product and service promotion AND
4. To address students' desire for information about employment opportunities.

Recruitment Activities Policy: No instructor, school director or provider employee shall use class time to encourage, induce or promote student employment, affiliation or membership with any particular real estate licensee, real estate organization, franchise or network. "Promote" includes the making introductory remarks about a licensee, organization, franchise or the naming of such in examples (unless a reported court case).

Permissible Promotion and Recruitment Activities:

1. Must clearly be designated as "recruitment" and student attendance must clearly be optional
2. Must be clear that IREC does not favor or embrace one brokerage over any other AND
3. Must be conducted outside of instructional hour (e.g., not during classroom or "credited" time).

If conducted during the instructional day, permissible promotion and recruitment activities must occur before or after class, or during the lunch break. If during a lunch break, it must be clear that students are free to leave. Schools may organize a "recruitment session" outside of the regularly scheduled class. Student attendance at such sessions must be optional.

Classroom time must not be devoted to the discussion or promotion of marketing materials. Firm brochures and material must not be included within any IREC approved instructional materials and course outlines. (This restriction does not apply to a brokerage firm's "in house" educational activities, except to the extent that credited classroom time may not be used to promote the firm.)

Product and Service Promotion Policy: Sponsors, providers and instructors may make available for purchase materials and services that belong to the sponsor, instructor, or some other party on a limited basis. Sponsors and instructors shall not present a course for the main purpose of selling products or services and shall limit the announcement of products or services during the course. It is the Commission's intent that product and service promotion does not interfere with the presentation of the approved course material and the course is presented completely as it was approved.

Commission-Developed Course Exam and Retake Policy

Effective 7/2020

The Commission-approved course exams shall be used in their entirety and may not be revised or altered without the Commission's advance permission. Providers are responsible to preserve the validity and security of course exams. Students shall not be allowed to retain exams or copy any exam questions, answers, or distracters. A student who fails a final course exam shall be given a different version of the exam and must pass the entire retake exam with a minimum score of 70% in order to receive credit for the course. Students completing make-up work are still expected to take the exam at the end of the course, as scheduled, with the rest of the class. If the student has missed enough of the course time that taking the exam will jeopardize their ability to pass the exam, the provider should consider asking them to attend a subsequent offering of the missed portion in lieu of assigning make-up work.

Pursuant to the exam provider's policies, test takers are not allowed to share or discuss the questions or answers seen in the licensing exam with other candidates. It is the policy of the Idaho Real Estate Commission that certified instructors and representatives of certified providers will not solicit or request students to provide license exam questions or answers from the licensing exam and will refrain from discussing such information or utilizing it in any way.

Certified instructors and representatives of certified providers may not apply for or take the real estate licensing exam for any other purpose than to obtain an Idaho real estate license or to obtain certification as specified in the requirements for post license instructor certification.

Live exam proctoring instructions

Effective 7/2020

All exams are closed book, closed note, and closed resource. Student should be monitored while taking the exam to ensure that they are not using an outside materials or assistance.

Students may use a handheld calculator and scratch paper while taking the exam, but they should not have access to any other materials or resources. Cell phones and electronic devices other than handheld calculators may not be used during the exam.

Each student should be given either exam 1 or exam 2, a bubble sheet to complete their answers, and a number 2 pencil.

The student must clearly and legibly write their full legal name, course title, and the exam number (1 or 2) with a number 2 pencil at the top of the bubble sheet.

Students may not write on the actual exam and should be instructed to mark all answers fully and completely on the bubble sheet.

Student should be informed that unanswered questions, or questions that are marked with more than one answer will be counted as incorrect.

When students have finished taking the exam, they must return their exam and bubble sheet to the provider representative or instructor for grading. The exam should be graded with a highlighter, marker or pen that is clearly visible. Pencils may not be used to grade the exam.

A passing exam score is 70% or greater. Scores between 69.1% and 69.4% may not be rounded up to 70%. The number of items the student missed, and their passing percentage should clearly be noted in the blank space of the exam bubble sheet.

After the exams have been graded, all original bubble sheets must be sent to the Commission regardless of whether the student passed or failed the exam. Do not fold or staple the bubble sheet and give them to the provider promptly for transmission to the Commission.

If a student needs to retake an exam, they can retake the exam one time using an alternative version of the exam. All retakes must be completed within 30 days of the original exam and should be coordinated with the provider.

Evaluation Instructions for Commission-Developed Education Courses

Effective 7/2020

Evaluations for live offerings of Commission-developed courses must be collected for each course offering and provided to the Commission. The process for distribution and collection of paper evaluations must be handled as follows:

- 1. Prior to the conclusion of the course, but before the final exam (if any), a sufficient amount of classroom time shall be set aside for students to complete evaluations of the course and instructor.*
- 2. The provider or course instructor must distribute the current Commission-approved evaluation form to each student and appoint one student to collect the completed evaluations. The provider and/or instructor(s) must then leave the room, prior to completion of the evaluations.*
- 3. The student appointed to collect the evaluations will place all completed evaluations in an envelope provided by the provider. The envelope must be pre-addressed to the Commission. The student will seal the envelope and sign his/her name across the envelope flap.*
- 4. The provider must transmit the sealed envelope to the Commission within five (5) business days from the conclusion of the course. Upon receipt of the sealed envelope, the Commission will promptly scan and e-mail all evaluations to the provider director.*