



Virtual Course Attendance Attestation

This form must be returned to Schuyler@fmrealtor.com within 24 hours of course completion to receive continuing education credits.

I, _____,
whose home address is _____,
cell number _____, email _____,
attended the _____ course,
ND CE course # _____ and/or MN CE course # _____,
presented by the Fargo Moorhead Area Association of REALTORS® on
_____ for _____ hours of Continuing Education.

REQUIREMENTS:

- Camera on, with full name and face shown, at all times.
- Reply promptly when Staff Monitor chats with you to ensure your presence.
- Send a message via Chat to Staff Monitor when leaving computer for any reason as time absent needs to be tracked.
- Complete and return Virtual Course Attendance Attestation Form, with questions answered correctly within 24 hours of course completion.
- Follow all other instructions as found on page 2.

I hereby attest to the Fargo Moorhead Area Association of REALTORS® and the North Dakota Real Estate Commission and/or the Minnesota Department of Commerce that I personally attended this virtual course on the date and time indicated above for the full duration of the course.

Signature of Licensee: _____

Dated: _____

Please add codes or object that are shown throughout the presentation:

9 numbers presented during class _____

**When verified and within a week a CE slip will be sent to email address provided if ND resident or uploaded to pulseportal.com if MN resident. Failure to adhere to attendance at all times and/or returning this form within 24 hours is a loss of CE Credits.*

FARGO-MOORHEAD Area Association of REALTORS®

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Zoom CE Student Instructions:

Thank you for registering for _____ Course. This course will be presented in real-time via Zoom and will be monitored.

- The Zoom link will be sent out _____.
- The meeting waiting room will open at _____ – please log in to make sure your mic and video are working promptly. Once your attendance is verified, you will be allowed to enter the “classroom”. No new registrants will be allowed after _____ sharp.
- Print out attached course material (if applicable) and the attached attestation form & have it accessible during the course.
- To receive CE credit, your mic & video must be on at all times with full name and face visible on the screen.
 - Students are responsible for the performance of their own technology, including audio volume, video clarity and reliable internet connection.
 - Your camera must remain stable & unmoved during the course broadcast. Excessive camera movement is distracting and may result in a student’s removal from the class at the Monitor’s discretion.
 - Prior to the class, you may want to check out zoom.us for information about using Zoom.
- Students may not participate in computer-based work or any other activities while attending class.
- Students may not step away from the camera for any reason.
 - If an emergency arises, please use the chat feature to privately notify the proctor of your situation.
- No driving or taking phone calls during course.
 - Breaks will be provided during which you can take care of personal calls, emails, etc.
- No sharing a room with other students.
- Monitor has discretion to remove you from the class for any of these situations and you will not receive credit.
- Attached is the attendance attestation form to be returned to this email following the course per instructions on the form. The instructor will present an object 3 times during the course. Please record the name of the object on the attestation form. If the form is not received during the time indicated, or the answers are incorrect, continuing education will not be awarded.
- North Dakota residents will receive a continuing education certificate per email following the course. Minnesota residents will want to check their transcript on www.pulseportal.com. Contact Schuyler@fmrealtor.com if you don’t receive the certificate or see it on Pulse Portal within a week. If you have moved since you joined the association, please let me know ASAP.
- A course evaluation form will be sent out following the course. Please complete and return at your earliest convenience.
- To contact the Instructor following the course, see below.

