



KENTUCKY REALTOR® INSTITUTE

Assuring Quality Education for Real Estate Professionals
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KRI CLASS POLICIES & PROCEDURES

Welcome to this continuing education course brought to you by the Kentucky REALTOR® Institute (KRI). Our goal is to ensure you receive your required credit hours and to also increase your knowledge level to meet your business and industry needs in an enjoyable and pleasant environment. You will be provided an evaluation to let us know if we are meeting that goal.

PLEASE NOTE:

- Once the class starts you are required to be in full attendance. We recommend to be prepared like you would be attending a live class.
- The virtual classroom will be open 30 minutes prior to class starting. An online monitor will be available at that time if there's any questions. It's recommended to login early to ensure all equipment needed for the webinar is functioning correctly.
- You are able to join the virtual classroom by using your mobile device, tablet, laptop or desktop computer, as long as all the system requirements are being met. Review all requirements before registering for this class as the cancellation policy is enforced and no refund will be granted if you are not prepared by having the correct equipment.
- Please remember if you use your phone or tablet, you will want to keep it plugged in for a full charge and understand if you get a call you can not answer it during the class. It's recommended to use a laptop or desktop computer to avoid issues.
- Mobile phones and other electronic devices are allowed, but we request limited access, unless taking notes. We require all electronics to be silenced during the duration of the class and to not interrupt those around you.
- Materials will be emailed to you electronically prior to class. You may want to print them off prior to class or plan to read off another device or additional monitor screen.

REGISTRATION: Registration is required. If you have not registered for the course, please be sure to register with the class monitor. Registration is required. No more

than one licensee per online virtual classroom registration, being one person per webcam. Online registration closes 3 days prior to class. Review the cancellation policies located on the KRI Website.

KREC PROCEDURES

ATTENDANCE: Class begins promptly at the scheduled time. Credit may not be granted if you arrive late (10 minutes after start time as well as after lunch break). You must be in attendance during all designated hours of the session. The instructor will give the appropriate number of breaks to make phone calls, visit the restroom, etc.

EVALUATION & AFFIDAVIT: Please complete the online evaluation at the finish of class. Students will be advised the link to access the evaluation and affidavit form through the chat feature on the Zoom system . We ask that you answer the evaluation honestly, as your name is no longer required. Although, we request high quality and valuable evaluation. Your opinions allow us to maintain high quality course content and instructors. KREC and the KRI Staff review the evaluations. Please help us meet our goal to bring you the highest quality education.

REPORTING & CERTIFICATES: Students are reported to KREC and emailed the completion certificate within ten (10) business days of the class completion date. You are not required to forward your certificate to them. You should keep your certificate in the event any discrepancy occurs for your verification. KRI is only required to keep attendance records and certificates up to three (3) years.

OUT OF STATE CREDIT APPROVAL: States may accept an out of state compliance form for individual credit. Please check with the real estate commission of the state you are seeking approval for clarification.

APPRAISERS: Most real estate continuing education courses are not approved for appraisal certification. This is due to the requirements of the Appraisal Board. A real estate continuing education course must contain 70% or more appraisal information to be approved. The majority of our courses do not. KRI will indicate in the credit hours section of a course if that specific course was submitted and approved with KREAB. For courses that are approved, the licensee is responsible for submitting the certificate to KREAB for credit.

AUCTIONEERS: The Kentucky and Tennessee Auctioneer Board accepts most of the courses offered by KRI. You may fax a copy of your completion certificates to your respective Auctioneer Board.

Please call us at 859.309.6059 or email kri@kyrealtors.com, if you have additional questions/comments or would like information on other courses we provide.

You are a valued customer and we are honored that you selected KRI to meet your education requirements. Make sure to visit the Kentucky REALTOR® Institute website for other course offerings.

www.kyrealtorinstitute.com