



KENTUCKY REALTOR® INSTITUTE

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

Welcome to 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.

KRI Webinar Requirements:

- Once the class starts you are required to be in full attendance. We recommend being prepared like you would be attending a live class.
- The virtual classroom will be open 30 minutes prior to the start of the class. An online monitor(s) will be available at that time if there are any questions. It's recommended to log in 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. Below are the links for the equipment requirements on the following equipment:
 - Windows, macOS, and Linux, [click here](#).
 - iOS, iPadOS, and Android, [click here](#).
- 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. We require all electronics to be silenced during the duration of the class and to not interrupt or distract others on the webinar which includes taking or making any phone calls or talking to others

during the class.

- Upon logging into the webinar, you will be put in a waiting room as we are individually letting people in. When you get let in, please ensure the name on your video has your full first and last name.
- Your video must be on during the classroom session with your full face showing and you can't move around during that time. If you need to go to the bathroom, you **MUST** chat (using the chat functionality) with the host/monitor to advise.
- Prior to the start of the session, please remove any virtual backgrounds you may have up. This is to eliminate any issues with students disappearing into the background. If you have one on, we will ask you by chat to remove it.
- During the session, please be mindful of chats that are in the chat box. If attendees are not following rules, monitors will chat with you in the chatbox to give warnings. If rules are not followed you may be removed from the session and will not receive any credit for the class.

Please Note:

- Materials will be emailed to you electronically two days prior. You may want to print them off prior to class or plan to read them off another device or additional monitor screen.
- If you are having issues logging in on the day of class, you must first contact KRI at 859-309-6059 or email Nicole at nknudtson@kyrealtors.com. Then you can contact 1-888-799-9666 and select option 2 or Go to this website (<https://zoom.us/>) and click on the chat button located on the bottom right-hand corner.

REGISTRATION: 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. The cancellation policies are located on the course details page of the course being registered for.

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: Towards the end of the day, attendees will be emailed and chatted with the links to complete the online affidavit and evaluation. The online affidavit must be completed at the end of the class as it's the "sign-out" and identity verification required by KREC. If it's not completed we can not give you credit for the course.

We ask that you still fill out and 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 KREC. You should keep your certificate in the event any discrepancy occurs for your verification. KRI is only required to keep attendance records and certificates for up to three (3) years. The GRI 100 includes the REALTOR NAR ethics within the course. You will want to email that certificate to your local board to have it recorded in NRDS.

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.

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