

VPAR EDUCATION POLICIES

Registration

Registration is required for all VPAR and Peninsula Real Estate School classes. We recommend all students register for classes online at the Member Portal. Non-members may contact jo@vpar.org to access online registration options. Credit cards will be accepted over the phone.

Attendance

All VPAR classes will begin promptly at the published start time. Class sign-in and admission will end **ten (10) minutes** after the published start time. There will be no refunds issued for members arriving more than **ten (10) minutes** past the published class start time. Students who do not sign in will not receive credit. Students may not transfer their class registration for another student to attend in their place. Students who spend an excessive amount of time outside of the classroom during class or off-camera for a virtual offering may be denied credit at the sole discretion of the Peninsula Real Estate School. Reasonable accommodation can be arranged for students with special needs. Accommodation requests must be made to VPAR **five (5) days** prior to the class start date.

Virtual Classes

VPAR offers virtual classes via the Zoom meeting platform. Registration is required and available on the VPAR Member portal. All attendees must have a working camera on a computer or phone and are required to stay on camera throughout the duration of the class if credit is offered. Driving during a virtual class is prohibited. Technical support related to Zoom troubleshooting is provided by staff for 20 minutes leading up to 5 minutes before the start of class. This does not guarantee

technical assistance will be available for all situations. No attendees will be newly admitted to the Zoom meeting 10 minutes after the class start time. All Real Estate School policies apply to virtual classes. Those who do not comply with virtual class policies will be removed from the Zoom meeting.

Cancellation and Refund Policy

The Peninsula Real Estate School reserves the right to cancel any class. In the event of a class cancellation made by VPAR's Peninsula Real Estate School, a full refund will be provided for all paid registrations.

We will allow students to cancel their registration for classes. You may cancel your registration in the member portal. Cancellations will only be refunded if the cancellation is made prior to the cancellation deadline.

Transferring your registration to another class is not permitted. You may cancel your registration and register for another class.

See below for details on refund deadlines by class type.

CE/PLE Classes

Refunds for paid registrations are provided for cancellations made up until two (2) days prior to the start of the class. We highly encourage the courtesy of cancellation for any class, including free classes, if you cannot attend.

Example: To cancel and receive a refund for a class scheduled on Thursday, students must cancel their registration through the Member Portal on the Monday of that week by 11:59PM.

Designation/Certification Classes

Refunds for paid registrations are provided for cancellations made up until seven (7) days prior to the start of the class.

Example: To cancel and receive a refund for a class scheduled on Thursday, students must cancel their registration through the Member Portal on the Wednesday of the week before by 11:59PM.

Pre-Licensing Courses

Refunds for paid registrations are provided for cancellations made up until seven (7) days prior to the start of the class. Refunds apply to tuition fees only – not shipping and/or materials already received.

Example: To cancel and receive a refund for a class scheduled on Thursday, students must cancel their registration through the Member Portal on the Wednesday of the week before by 11:59PM.

If there are extenuating circumstances affecting your registration outside of the cancellation deadline, email jo@vpar.org

Content Sharing

All components of our classes, including presentations, audio, video, handouts are owned and copyrighted by The Virginia Peninsula Association of REALTORS®. Copying, recording, or disseminating of any materials, in whole or in part, is strictly prohibited.

This includes sharing access to virtual classes, recording audio/video of instruction and distributing class handouts.

COVID-19 Safety

VPAR will abide by any/all state compliance regulations.

Inclement Weather

In the event of inclement weather, VPAR will post business closings and delays on vpar.realtor or by email that day.

In the event of a class time change or cancellation either related or not to a change in normal business hours, you will receive an email and/or an automatic call with a notice about information applicable to your class registration by 7AM. Unless otherwise indicated, virtual classes will commence if the building is closed to foot traffic.

The course calendar on vpar.realtor will also reflect any changes to the schedule. If your class has been cancelled, we will contact you via email the following business day to reschedule your class or fulfill the request for a refund. In the case of an onsite class delay, we ask that you leave enough travel time for traffic and inclement weather conditions.

Minor Children on Association Premises

Minor children are not permitted to attend Association classes, meetings or events and may not be left unsupervised anywhere on Association property. This is for their safety and as a courtesy to other members. This policy does not prohibit appropriately supervised, minor children from visiting the Association with a parent or guardian who is making a purchase or conducting Association related business.

Course Credit/Grading

Classes must be attended in full to receive credit. Partial credit is not available for any class. Classes carrying continuing education (CE), post licensure (PLE) or broker continuing education (BCE) credit will be submitted to the Virginia Real Estate Board (VREB) within **five (5) business days** of the class date.

Exams

Continuing education (CE), broker continuing education (BCE) and post-license education (PLE) courses do not require exams.

Pre-licensing education requires a written, monitored exam to complete the course. Exams are administered at the Virginia Peninsula Association of REALTORS® office. Virtual or offsite proctoring for exams is not available. To pass the course, students must score a 75% or better on the exam.

If a student does not pass the exam on the first attempt, the student may retake the exam one additional time. Retake exams include a \$50 charge. If the student does not pass the exam on the second attempt, they will need to register to retake the entire course at a discounted cost (50% of total course).

All exams, including retakes, must be completed with a passing grade within 90 days of the course start date.

Audit Policy

VPAR/Peninsula Real Estate School allows students to audit certain classes (excluding NAR designation and certification classes) taken with The Real Estate School at half price within one year of the date they attended the class. Audit

registrations are subject to space availability and registrations must be made in advance. The option to audit may be used only once for any given class and entitles a student to sit in on the class & receive the benefit of re-hearing the instruction. No CE and/or PLE credit is offered for auditing a class.

Electronic Devices

For safety reasons, mobile devices may not be plugged into wall outlets in the classrooms. Recording devices are not permitted in class. Laptops, iPads, and other portable computers/devices are permitted for the sole purpose of viewing class handouts or taking class notes. If their use disrupts other students, you may be asked to discontinue use of the device. Cell phones and pagers are to be switched to the silent or vibrate mode while in the classroom. If you must take a call while attending a class, please discreetly leave the classroom and limit the duration of your call. Excessive time away from the classroom while the class is in session may result in denial of class credit.

Photo/Video Policy

By registering for or attending a class, event, or meeting offered by the Virginia Peninsula Association of REALTORS® you agree to allow the use of your photo and/or video taken of you in a class, event, or meeting in Association publications, on web site or in other Association materials. If you do not wish to have your photo or video used in Association promotions, you may notify Association staff.

Cheating

Any student who is caught cheating by giving or receiving aid on an exam will automatically be dismissed from the class, without a refund and given a failing grade. Any student who is found to have cheated will not be readmitted to any course requiring testing. Cheating is defined as "using or attempting to use unauthorized materials, information, notes, study aids, textbooks or obtaining unauthorized assistance from any sources including other students."

Dress Code

Business casual dress is recommended while attending classes. When in doubt as to whether an article of clothing or outfit is appropriate it is safe to assume that it probably is not.

Non-Member Policy

Non-members may take any course offered by VPAR/Peninsula Real Estate School. They must comply with all policies set by The Real Estate School and the Virginia Peninsula Association of REALTORS®. Non-member pricing may apply.

VPAR reserves the right to revise or change its policies at any time. Such revisions or changes will be published on the Real Estate School Policy page on vpar.realtor. Any revisions or changes to Peninsula Real Estate School policies are effective the date of publication on the VPAR website.