



EDUCATION POLICIES

Updated June 2018

ATTENDANCE: BRR strictly enforces the Idaho Real Estate Commission's (IREC) attendance policy, which requires "100% attendance for all live continuing education (CE) courses. 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 A certified instructor or course provider may have his/its certification withdrawn for failure to enforce the 100% attendance policy at all course offerings." Therefore, BRR must deny entry to any attendee who arrives after the scheduled start time of any class and who misses any amount of class time. If entry or credit is denied per this attendance policy, registered attendees forfeit their registration fee and will not be issued a refund or credit.

CANCELATIONS, REFUNDS AND CREDITS: Registered attendees may cancel any class registration prior to the scheduled start time to avoid a "no show" fee and possible forfeiture of their registration fee. When registration is canceled prior to the scheduled start time, registered attendees may receive a full refund or registration fees can be held as a credit for future BRR classes or in the BRR REALTOR® store.

NO SHOW FEE: Registered attendees who do not cancel their registration prior to the scheduled start time and do not attend their scheduled course will be charged a \$30 "no show" fee and may also forfeit their registration fee.

STANDBY ATTENDEES: BRR does not oversell classes or maintain waitlists prior to the scheduled date of a class. In the event that a class sells out, potential attendees may arrive early on the scheduled date for standby but this does not guarantee you space in the scheduled course. Standbys will be accepted on a first come, first served basis, and must check in with the front desk upon arrival. Standby admittance will only be allowed if pre-registered attendees do not show by the scheduled start time of class, and no later than the first three minutes after the scheduled start time (this will be considered in compliance with the attendance policy above).

INCLEMENT WEATHER OR INSTRUCTOR ILLNESS/ABSENCE: Please refer to our Inclement Weather Policy at boirealtors.com/inclement-weather-policy for information on office closings or delays. While not guaranteed, BRR staff will do their best to notice all registered attendees, either by phone or email prior to the start time of any class, of any cancellations or delays due to bad weather. This also applies to instructor illnesses or unexpected absences. If BRR is forced to cancel a class, you will be contacted via email on the next possible business day to reschedule or to process a refund or credit. In the case of a class delay, registered attendees should leave enough travel time for traffic and inclement weather conditions to comply with the attendance policy above, or otherwise, call to cancel prior to the *delayed* start time to avoid a "no show" fee.

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ELECTRONIC DEVICES: BRR strictly enforces the Idaho Real Estate Commission's (IREC) electronic device policy, which states that *"the use of any electronic devices is not permitted during class time, unless required as part of the course. This includes texting, checking messages, note taking, incoming and outgoing calls, or any activities not related to the instruction of the course content."*

MINOR CHILDREN: Minor children are not permitted to attend any BRR class and may not be left unsupervised anywhere on BRR property, or wherever the class is being held. This is for their safety, and is a courtesy to other registered attendees, the instructor, and BRR staff.

SERVICE ANIMALS: BRR prohibits bringing pets into the BRR building, with the exception of service animals providing reasonable accommodations for persons with disabilities pursuant to the Americans with Disabilities Act. Please refer to our Service Animal Policy at boirealtors.com/service-animal-policy for more information.

NON-MEMBER POLICY: Non-members are welcome to take most courses offered by BRR. Non-members will be charged non-member pricing and will comply with these and all other applicable policies set by BRR.

BRR reserves the right to revise or change its policies at any time and without prior notice. Such revisions or changes will be published at boirealtors.com.

Please contact BRR's Director of Membership and Education, Angela Gibson, at angela@boirealtors.com or 208-376-0363 with any questions.