

March 13, 2020

Dear Approved Education Provider:

The purpose of this letter is to inform you of issues related to distance education in response to the Coronavirus/COVID-19 and address questions that we have received from a few colleges and universities. Please read this letter in its entirety and please share with staff as you see fit.

The Maryland Real Estate Commission (MREC) recognizes that many colleges and universities are under a mandatory shut-down and some independent providers may want to move to distance learning, using live streaming services such as Google, Zoom, Panopto, Vimeo Live, Skype or others, for in-class pre-licensing programs that are currently in progress. MREC makes no suggestion of one live-streaming service over another.

The approved education provider may, at its discretion and out of necessity, utilize a live-streaming service of its choice as long as the pre-licensing program remains 60 clock hours and attendance continues to be kept. The exception to this is no quizzes, tests or final exams may be given via a live-stream method. Please note, final exams must be proctored and given in person. We understand scheduling of final exam may be delayed. Please sure to reiterate this to students.

Any approved provider that chooses to move to a distance education mode should email me at Charlene.faison@maryland.gov and include the following information:

- The original beginning date of the face-to-face class.
- The original end date of the face-to-face class.
- The date face-to-face class will move to an online method and the chosen method.
- Expected end day of the class, if not the same as original date.
- What distance-learning platform will be used.
- If the live classes are able to be saved, please provide a link to each class.
- Date and place of proctored final exam.

The Maryland Real Estate Commission agrees with the comments of Dr. James D. Felder, Secretary, Maryland Higher Education Commission, and insists that state approved education providers ensure that the quality of academic coursework is maintained if a course is moved to an online format. We encourage all institutions to provide training and resources to [staff], including [staff] that have not traditionally taught using distance education.

Additionally, all providers should effectively communicate to students their intent to move from face-to-face instruction to distance learning. They should also consider the scheduling conflicts this may cause for some and be willing to offer a fair solution in terms of refund requests or requests to continue face-to-face at a later date.

Please feel free to contact me with questions.

Thank you,



Charlene Faison
Education Director