



## **CONTINUING EDUCATION IN-PERSON COURSE CONVERSION TO WEBINAR COURSE PROVIDER & INSTRUCTOR REQUIREMENTS**

This document outlines requirements for continuing education providers converting classroom courses previously approved for in-person instruction in Minnesota to an internet-based classroom course (“webinar course”) as defined in Minn. Stat. §45.25 Subd. 2a(3).

Webinar courses must be in compliance with the following requirements:

- The webinar course meets the requirements for classroom courses outlined in Minn. Stat. §45.
- The webinar course must be a course that is currently approved in Minnesota for classroom presentation.
- Continuing education coordinators and course instructors fulfill their obligations as outlined in Minn. Stat. §45.
- “COVID-19 webinar” must be added to the first line of each course offering location information in the electronic licensing system.
- The webinar course is conducted and viewed in real time (live) in all locations and is not offered in a pre-recorded format or able to be viewed at a later time online for continuing education credit.
- Course providers must verify the identity and license number of all students.
  - For appraiser courses only: The course instructor must verify student’s photo identification.
- Students in all locations must be able to interact in real time with the course instructor and students must be able to submit questions or comments at any point during the webinar course.
- Compliance with the procedures outlined above are subject to audit by the Commerce Department.