

Course Type Definitions and Requirements

In order to be approved by the Auctioneer Commission, all Providers and Courses must at minimum meet the requirements established in Rule 0160-01-.10 (1) & (2). Required documentation for approval is listed on the application. Listed below are definitions of the types of learning and any additional requirements for that specific type, as determined by the Commission.

1. **Classroom** – the traditional in-person classroom setting. Any courses being approved for this setting would need to follow the guidelines listed in the Rules and complete the application, providing any required documentation as noted thereon.

2. **Online** –commonly used as an umbrella term for all types of online learning. For the purposes of Auctioneer Course Approval, it is considered education or courses presented via computer with no synchronous or live interaction with the provider. For a course to qualify for online learning the following information would need to be submitted with the application:

- a. The program being used to present the training, along with a link to the training.
- b. An explanation of how the identity of the person taking the program will be established.
- c. An explanation of how the program will verify the time attended and comprehension of the materials covered.

3. **Synchronous (Live)** – occurs when the instructor and pupils interact in different places but at the same time. Students are required to log on during a set time period and can have real time discussions of the materials being covered. For a course to qualify for synchronous (live) learning, the following information should be submitted with the application:

- a. The platform used (i.e. – Zoom) and confirmation it is synchronous (live & interactive).
- b. The instructor must identify all students with photo identification.
- c. The attendance recording method, along with an explanation of how 100% classroom attendance will be verified. For example, taking attendance at various established times throughout the course.
- d. A link to the course offering.
- e. The number of students allowed per course session.

4. **Hybrid** – would be any combination of the courses above. For example, a course could start as a Classroom but have portions that could be completed Online by participants. Or a Synchronous (Live) course could have a session in a classroom. The combination selected should be stated and have the applicable items listed in the requirements above.