

Dear Auctioneer Course Provider:

On August 17, 2020, the Tennessee Auctioneer Commission (“The Commission”) decided to permit qualifying and continuing education providers to deliver their courses remotely via an online or synchronous (live) platform, subject to guidelines approved by the Commission.

Any new course offerings will have to go through the normal course approval process. Existing continuing and qualifying education providers wishing to offer specific approved classroom courses remotely shall request approval and be subject to the following requirements:

- a. The educational offering under consideration is currently approved for traditional classroom presentation
- b. The platform utilized for distance education is online or synchronous (live and interactive);
- c. The instructor verifies photo identification of the students; and
- d. The instructor maintains an attendance roster, which includes verifying 100% classroom attendance by, for example, taking attendance at various established times during the course.

Additionally, please be sure to submit the following information in conjunction with the above requirements:

- a. Provider Name, Course name, Course number, & Number of Course hours;
- b. Course Instructor Name;
- c. Proctor Name;
- d. Platform Used Name;
- e. Attendance Recording Method;
- f. Number of Students allowed per course; and
- g. Link to course offering.

For new course approvals, please submit the application available at:

<https://www.tn.gov/commerce/regboards/auctioneers/license-applicant-resources/forms-and-downloads.html>). The addendum located at the same location further defines the four (4) course delivery options available and their submission requirements.

If you would like to request that an existing course be approved for online, synchronous (live), or hybrid delivery, please provide **all** of the requirements listed above to the following email address:

ce.auctioneer@tn.gov. New course approvals and questions related to either existing courses or new course submissions may also be directed to: ce.auctioneer@tn.gov. Thank you for your attention to the information and instructions provided, and we look forward to serving you.

If you no longer provide Auctioneer Education courses, please email us at ce.auctioneer@tn.gov and notify us accordingly so that we may remove you from our Provider list.

Respectfully,

Roxana Gumucio