

16.5 Monitoring.

- (a) The Commission or its designee shall periodically monitor all aspects of real estate education offerings. As such, a School or Association's course schedule should at all times be readily available to the Commission.
- (b) For any real estate class that is offered and has an attendance of over forty (40) participants, that Instructor or Administrator shall have on file with the Commission an approved monitoring plan. The plan shall be filed prior to the course offering.
- (c) Any licensed school associated by name with a real estate firm and whose courses are conducted primarily at that firm's place of business shall have an approved permanent monitoring plan on file with the Commission.
- (d) For any real estate class that is offered and has instructional time devoted to luncheons, that Instructor or Administrator shall have on file with the Commission an approved monitoring plan.
- (e) For any real estate class that is closed to a specific group of individuals, that Instructor or Administrator shall notify the Commission two (2) weeks prior to the course offering of the date, time and location of the class.
- (f) For any real estate class that is offered with a third party sponsor's participation, that Instructor or Administrator shall have on file with the Commission an approved monitoring plan. The plan shall be filed not less than fourteen (14) days prior to the course offering.
- (g) Any monitoring plan filed with the Commission should include the following:
 - (1) Criteria for determining one hundred percent (100%) attendance and course completion by students enrolled in the course;
 - (2) Methods for monitoring students' attendance and participation;
 - (3) A copy of the school or association's make-up policy; and
 - (4) Identification and signature(s) of the Principal Instructor and other person(s) responsible for monitoring the course and students.