AAP Distance Education Plan *(as of January 2024)*

Requirements for Students Utilizing an Individual Device with a Camera and Microphone

1) The platform utilized for distance education is live and interactive for both the student and the instructor with visual identification possible at all times.
2) The instructor will verify student attendance via photo identification. Acceptable forms of ID include a driver's license, ID card or employer ID card.
3) The instructor maintains an attendance roster, which includes verifying classroom attendance. For example, the instructor will take attendance at various established times during the course and after each break.
4) Each class will have a monitor(s) who will assist the instructor with questions and class monitoring.
5) Students' faces must remain visible on camera during class instruction time. If the student is off camera for a total of more than 10 minutes during instruction, the student may be denied credit for the class.

Requirements for Students in a Group Setting

These requirements apply to students who do not have an individual device but will be using one computer, microphone or audio speakers and a projector to hold the class in a group setting.

1) The educational offering under consideration is currently approved for both traditional classroom and virtual presentation.
2) The group must provide a classroom setting for no more than 12 students where the instructor and/or monitor can maintain visual contact with the students at all times.
3) The students must have the ability to interact with the instructor via email, voice (over a microphone) or text messages in real time.
4) The instructor must have ability to ask students questions and get real time answers.
5) A monitor must be in the classroom at all times to ensure the photo identities of all registrants are accurate and the attached monitoring procedures (please see attached) are being adhered to. The instructor will verify student attendance via photo identification. Acceptable forms of ID include a driver's license, ID card or employer ID card.
6) The instructor must maintain an attendance roster which includes verifying classroom attendance. For example, the instructor will take attendance at various established times during the course and after each break.

Registrants of any distance education offering must sign, date and return a copy of these procedures with their paid registration. Failure to comply with these procedures will result in registrant not getting credit for the class and possible disciplinary action from the SBCREA against both the registrant and monitor.