



Classroom Rules of Engagement
(Effective January 1, 2016)

In the interest of maintaining a professional atmosphere in which everyone has the best learning experience, we ask that all attendees adhere to the following Guidelines for Classroom Etiquette.

- Be on time! TREC requires you attend a set amount of time in each class in order to receive CE credit. Anyone who arrives 15 minutes after the start of class will not receive CE credit in accordance with TREC requirements.
- Make sure you sign in at the beginning of class and fill out your CE certificate at the end. In order to receive CE credit, both of those requirements must be met.
- Please be respectful of others, including the instructor, and conduct yourself in a professional manner at all times. Unnecessary noise and side conversations distract from learning.
- Please step out of the classroom if you need to take a phone call. We ask that cell phones be turned off or on silent mode. (Anyone caught with a ringing cell phone will be fined \$25).
- Laptops and tablets are allowed in the classroom for note taking purposes or for reading of classroom materials. Please be respectful of the instructor by refraining from using your laptop or tablet for other purposes during class time.
- Situational or more complex questions should be asked after class.
- Failure to adhere to the policy and guidelines may result in removal from the class, resulting in a loss of CE credit.