**Online Course Requirements**

**Iowa Chapter IAEI**

As an approved online course provider, the Iowa Chapter IAEI must adhere to the following Iowa Electrical Examining Board (IEEB) requirements:

* Students must provide a photo ID upon admission and be fully visible at all times.
* Students shall be attentive and participate as if they were in a in-person class setting.
* Instructors shall occasionally pose questions to further engage the students.
* The entire course, including registration and poll question responses will be recorded and stored for the purpose of a possible IEEB course audit.

To satisfy the IEEB requirements and provide a positive learning experience for all, we feel it necessary to make the following points:

* A computer or tablet with video and audio capabilities are required. A smart phone may be used but the student needs to constantly be aware of the phone’s position to assure student visibility.
* Students must be on their own device and avoid close proximity to each other to prevent audible program feedback.
* To avoid any background noise such as pets or family activities. students shall remain muted unless asking a question or participating in class discussion.
* A device in a motor vehicle is strongly discouraged because of the rapid movement distractions to the other students. For the student’s safety, driving while attending the class will not be allowed.
* The student shall not be participating in any additional activities that would not normally occur during a in-person class.

We will have members in attendance who will be monitoring the gallery at all times. If they feel that a student is not adhering to any course requirement, the student will be bumped out of the class. The student will be allowed to sign back in and will be notified through the chat function of the reason for his removal. If the issue continues, the student will be removed from the class permanently with no provisions for course refund.

If the above requirements present a reasonable hardship, please contact us prior to the class to discuss any alternate provisions.