**POLICY FOR CONTINUING EDUCATION CREDIT TRACKING**

For every class that a participant attends at the RCAR offices, which is subject to Continuing Education Credits, under the Tennessee Real Estate Commission guidelines for renewal, RCAR shall require the attendee to sign a roster upon arriving, and shall provide a certificate to each signee, at the end of said course, for their personal records.

***It is the sole responsibility of the participant, to keep these records of attendance and certificate of completion.***

RCAR will not provide services for research of a participant's CE, within various governing and licensing authorities, nor will RCAR search through records for a list of completed courses, if the attendee fails to keep proper records, dates, times and certificates of attendance.

RCAR will however, provide resubmission of TREC required roster, should an attendee provide a record (certificate) of attendance that matches the roster for said class

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