

Pre-course checklist for your QE livestream course with McKissock

To aspiring appraisers: **WELCOME!** We're so excited to start this learning journey with you.

Now that you're officially enrolled in a licensing livestream course, **we recommend the following** actions to ensure the best classroom experience:

- **Review this important QE attendance information:** The document ([found here](#)) includes information about class materials, orientation, attendance, exams, and more.
- **Review the Webex Meetings Instruction Guide:** You'll be accessing McKissock's livestream course through Cisco Webex Meetings platform. If it's your first time using the program, review our instruction guide ([found here](#)) to learn how to join and navigate Webex Meetings.
- **Download course materials:** Download all your course materials prior to class. You can find all appropriate documents for your course in the "My Courses" part of your student dashboard. Click Livestream at the top of the page, locate your class, and click on the down arrow next to the Open Webinar button.
- **Prepare for class with the proper device:** For most of our qualifying education livestream classes, you can use any computer or smart device with a webcam, audio, and microphone that can connect to the internet. Smaller screens may not display the entire chat panel.
- **Test your webcam:** Keeping a camera turned on for the duration of your livestream class is required by your state. For this reason, make sure your webcam works properly prior to your first class.
- **Ensure you'll be able to attend every livestream session:** To earn qualifying education credit, 100% attendance and participation is required for each class for the duration of your course.
- **Have your ID ready:** To confirm your identity at the beginning of each class, have your photo ID ready and available to present via webcam. This is required by your state. We recommend covering personal information on your ID except your full name and photo.
- **Log on 30 minutes before class begins:** Plan on joining your class a half hour early to ensure a successful login to your livestream course.
 - **IMPORTANT:** The link to open your session will become active 30 minutes prior to your class start time.

1 Accessing your QE livestream class

Accessing your livestream course on the day of class is easy and fast. Here's how:

1. Sign in to your McKissock.com account, where you will enter the "My Courses" page, which is your student dashboard.
2. Click **LIVESTREAM** at the top of the page.
3. Locate your class, and click **OPEN WEBINAR**. A Webex window will open.
4. Once the Webex platform opens, a preview window will open and you can test your audio sound and your video before you join the meeting. Choose your audio preference as computer audio (default) to use your computer with a headset or the computer's built-in speakers.

2 Regulatory requirements

To complete your livestream course and receive QE credit, your state requires the following:

- Log in on your own device.
- Have your photo ID ready to present via webcam at the start of class. We recommend covering personal information on your ID except your full name and photo.
- Keep your camera on during the entire class, 100% attendance and participation is required.

3 Still have questions?

Reach out to our team of education specialists, available 7 days a week:

- **Monday through Friday**, 8 a.m. to 8 p.m. ET
- **Saturday through Sunday**, 12 p.m. to 3:30 p.m. ET.

Call us today at **1-800-328-2008** or email us at **appraisaladvisor@mckissock.com**, and visit our FAQs page for more information.