



CONTINUING EDUCATION POLICY

Effective date: March 29, 2010

Approved by: Registrar, REBBA 2002

PURPOSE:

To establish the **continuing education requirements** brokers and salespersons must comply with in order to apply for renewal or reinstatement of registration under REBBA 2002. All other requirements for renewal or reinstatement of registration must still be met.

SCOPE:

Ontario Regulation 579/05

POLICY:

- 1) Terms that are defined in the Real Estate and Business Brokers Act, 2002 (REBBA 2002) and its regulations have the same meaning when they are used in this Policy.
- 2) A registrant shall accumulate at least twenty-four credits in continuing education courses/seminars (CE credits) during each two-year registration cycle.
- 3) All continuing education courses/seminars completed to maintain registration under REBBA 2002 must be courses/seminars that:
 - i. are presented or delivered by providers that have been pre-approved by the Registrar (pre-approved education providers); or,
 - ii. are approved by the Registrar (approved education providers); and
 - iii. deliver content that falls within one of the subject areas approved by the Registrar.
- 4) To receive CE credit for a continuing education course/seminar, a registrant must successfully complete all requirements for that course/seminar, including class attendance, class participation and passing grades on assignments and/or examinations, as applicable.
- 5) A minimum of one classroom hour of approved instruction time (or its equivalent in a correspondence or on-line course/seminar) is required to achieve one CE credit. The number of CE credits allocated to courses delivered by approved education providers is determined by the Registrar.
- 6) A registrant who completes more than twenty-four CE credits in continuing education courses/seminars in any two-year registration cycle may apply a maximum of eight excess CE credits towards the continuing education requirements for the subsequent two-year registration cycle (carry-forward credits).
- 7) Pre-registration courses (Real Estate as a Professional Career; Land, Structures and Real Estate Trading; The General Real Estate Transaction; The Commercial Real Estate Transaction or The Residential Real Estate Transaction), including any instruction time for these courses, do not qualify for CE credits under any circumstances.

Furthermore, any courses completed to fulfill the educational requirement for registration do not qualify for CE credits or for carry-forward credits. These include the three education courses taken in the initial two-year registration cycle (Real Property Law, The Commercial Real Estate Transaction or The Residential Real Estate Transaction course not completed during pre-



registration, and one elective) as well as the Real Estate Broker Course and additional elective required to qualify for broker registration.

- 8) A registrant must complete one of the RECO Real Estate Update courses (Residential or Commercial) during each two-year registration cycle. Credits for either course cannot be carried-forward under any circumstances.
- 9) A registrant shall not receive credit for the same continuing education course/seminar more than once in any two-year registration cycle. Where a registrant completes both RECO Real Estate Update courses (Residential and Commercial) within the same registration cycle, the second RECO Real Estate Update course can be claimed for six CE credits towards the remaining continuing education requirement within the same registration cycle.
- 10) The instructor of any continuing education course/seminar may use that course/seminar to satisfy part of the instructor's own continuing education requirements. However, the instructor shall receive credit for a particular course/seminar only once in any two-year registration cycle, regardless of the number of times the course/seminar was instructed.
- 11) A former registrant who is eligible to reinstate registration must complete one of the RECO Real Estate Update courses (Residential or Commercial) prior to submitting an application to reinstate.

In addition, a former registrant who is eligible to reinstate registration, and was registered in excess of six months during the last registration cycle, must complete one CE credit for each additional month or partial month s/he was registered prior to submitting an application to reinstate. The last registration cycle runs continuously from the commencement of the last registration renewal/reinstatement to the termination of registration inclusive.

- 12) A registrant who changes registration category during any registration cycle from:
 - i. Broker to Sole Proprietor;
 - ii. Sole Proprietor to Broker;
 - iii. Sales Representative to Broker;
 - iv. Broker to Sales Representative;
 - v. Sales Representative to Sole Proprietor; or
 - vi. Sole Proprietor to Sales Representative,

is entitled to carry-forward into the first registration cycle in the new registration category, a maximum of eighteen previously unclaimed CE credits that were completed during the immediately preceding registration cycle for the previous registration category.

One of the RECO Real Estate Update courses (Residential or Commercial) referred to in Paragraph #8 herein must be completed during the first registration cycle in the new registration category, regardless of whether the course was completed during the last registration cycle in the previous registration category.

- 13) When applying for renewal or reinstatement of registration a registrant must submit proof, in a form satisfactory to the Registrar, declaring that s/he has successfully completed the continuing education requirement as outlined in Paragraph #2 herein.
- 14) A registrant must retain proof for a period of four years that s/he has successfully completed a specific course/seminar. Acceptable forms of proof would be a course/seminar Completion Certificate or Transcript issued by the education provider directly, indicating the course/seminar name and course/seminar completion date.



- 15) Failure to fulfill the continuing education requirements is a breach of Regulation 579/05 and a registrant's application for renewal will not be processed, resulting in loss of registration under the Real Estate and Business Brokers Act, 2002, and loss of the right to trade in real estate until continuing education requirements have been met and registration has been reinstated.





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