



MANDATORY CONTINUING EDUCATION POLICY

Last updated: November 20, 2003

- (1) In this Policy, terms that are defined in the Real Estate and Business Brokers Act and its regulations and the RECO Membership By-Law have the same meaning when they are used in this Policy.
- (2) A member shall accumulate at least 24 credit hours in continuing education courses/seminars during each completed two-year registration cycle commencing after December 31, 1999.
- (3) (a) A former member who is eligible for membership must complete one continuing education credit hour for each month, or partial month, of the last registration cycle. The said last registration cycle runs continuously from the commencement of the last renewal/reinstatement to the termination of registration inclusive.

(b) Where a member has or did have two MCE reporting dates prior to June 20, 2002, Schedule 1 applies.
- (4) Failure to fulfill the requirements for continuing education is a breach of the Membership by-law and is subject to immediate termination of membership.
- (5) For example purposes only, some appropriate subject areas for continuing education courses/seminars for members are listed on the attachment entitled Course Subject Areas. Subject areas that are not appropriate for continuing education purposes include:
 - a) Motivational training;
 - b) Manipulative selling skills;
 - c) Philosophical or psychological self-improvement;
 - d) Training or education not related to real estate; and
 - e) In-house sales training programs.
- (6) (a) All continuing education courses/seminars, which members take in order to maintain membership in RECO, must be supplied by education providers approved by RECO.

(b) A member shall not receive mandatory continuing education credit hours for classroom or instruction time of pre-registration courses, Phase 1, Phase 2, Phase 3 (Residential or Commercial), effective January 1, 2004.
- (7) To receive credit for a continuing education course/seminar, a member must successfully complete all the requirements for that course/seminar, including class attendance, class participation and passing grades on assignments and examinations, if applicable.

- (8) Each classroom hour (or its equivalent in a correspondence or on-line course/seminar) accounts for 1 credit hour of continuing education.
- (9) One of the continuing education courses/seminars that a member must take to satisfy the requirements of Paragraph 2 is one of the 6 credit hour RECO Real Estate Update courses (Residential or Commercial) conducted through the Ontario Real Estate Association. These courses are available in a classroom format, by correspondence, or on-line. One of the RECO Real Estate Update courses (Residential or Commercial) must be completed during each complete two-year registration cycle. Credit hours for either course cannot be carried forward at any time for any purpose.
- (10) A member who successfully completes a minimum of a 3-hour course/seminar on the RECO Code of Ethics shall receive double the credit hours toward their continuing education credits. The double credit hours shall remain in effect until December 31, 2004 at which time they end.
- (11) Should RECO introduce Residential and/or Commercial classes of membership, a member who becomes a member of the Residential and/or Commercial class of RECO must complete 3 credit hours in subject areas related to each membership class maintained during each two - year membership cycle.
- (12) A member shall not receive credit for the same continuing education course/seminar more than once in any two-year registration cycle. Where a member completes both 6 credit hour RECO Real Estate Update courses (Residential and Commercial) in the same registration cycle, the additional RECO Real Estate Update course can be claimed for six credit hours of the remaining continuing education requirement within the same registration cycle.
- (13) (a) If a member takes more than 24 credit hours in continuing education courses/seminars in any two-year registration cycle, the member may apply a maximum of 8 excess credit hours to the continuing education requirements of the following two-year registration cycle.

(b) A member may apply a maximum of 8 credit hours for education courses/seminars taken from an approved education provider prior to their first complete registration cycle following the commencement of the continuing education program on January 1, 2000 if those credits were earned in 1999 or later.
- (14) 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 a credit for a particular course/seminar only once in any two-year registration cycle, no matter how often the course/seminar is given.

- (15) A member who first becomes a member on or after January 1, 2000 and who successfully completes the 3 education courses required to be completed in their initial two-year registration cycle, is exempt from taking any continuing education courses during that cycle. The 8 credit hour carry forward referred to in paragraph 14 is not available for the 3 education courses taken in the initial two-year registration cycle.
- (16) A member whose registration category changes during the first complete registration cycle after January 1, 2000 or during any registration cycle thereafter in any of the following ways – Broker to Sole Proprietor, Sole Proprietor to Broker, Salesperson to Broker, Broker to Salesperson, Salesperson to Sole Proprietor or Sole Proprietor to Salesperson – is entitled to carry forward into their first registration cycle in the new registration category, a maximum of 18 previously unclaimed credit hours that were completed during the immediately preceding registration cycle for the previous registration category. One of the 6 credit hour RECO Real Estate Update courses (Residential or Commercial) referred to in Paragraph 9 must be completed during the first registration cycle in the new registration category, even if it was completed during the immediately preceding registration cycle for the previous registration category.
- (17) (a) When applying for a renewal of registration, a member must submit proof, in a form satisfactory to RECO, declaring that the member has successfully completed the continuing education requirements of Paragraph 2.
- (b) RECO may request that the member submit proof, in a form satisfactory to RECO, to demonstrate that the member has successfully completed the continuing education requirements of Paragraph 2.
- (c) A member must retain proof that the member has successfully completed a course/seminar for a period of four years.



MANDATORY CONTINUING EDUCATION POLICY

Last updated: November 27, 2002

SCHEDULE 1

1. Where a member is subject to two MCE reporting dates, is currently registered and has satisfied the reinstatement requirements of 24 credit hours, the Member is deemed to have satisfied the continuing education requirement for their first renewal of registration after June 20, 2002.

That member is entitled to carry forward into their next registration cycle, a maximum of 18 previously unclaimed credit hours that were completed during the immediately preceding registration cycle. One of the 6 credit hour RECO Real Estate Update courses (Residential or Commercial) referred to in Paragraph 9 must be completed during the next registration cycle.

2. Where a member is subject to two MCE reporting dates, is currently registered and has not yet been required to satisfy the reinstatement requirement of 24 credit hours, the member will be required to report 24 credit hours on the date of their renewal only.

That member is entitled to carry forward into their next registration cycle, a maximum of 8 previously unclaimed credit hours that were completed during the immediately preceding registration cycle. One of the 6 credit hour RECO Real Estate Update courses (Residential or Commercial) referred to in Paragraph 9 must be completed during the next registration cycle.



Course Subject Areas

ACCOUNTING

ASSESSMENT

APPRAISAL

ARCHITECTURE

- Blueprint Reading
- Drafting

BUSINESS ADMINISTRATION

- Management
- Human Resources
- Communication

BUSINESS BROKERAGE

BROKERAGE PLANNING

- Establishing the Brokerage
- Brokerage Policies and Procedures
- Human Resources
- Financial Management
- Leadership

COMPUTERS

CONDOMINIUMS/ CONDOMINIUM MANAGEMENT

CONSTRUCTION/ NEW HOMES

ECONOMICS

ENVIRONMENT

ETHICS AND PROFESSIONAL CONDUCT

FINANCE

- Mortgage Financing
- Business Financing

HOME INSPECTION

INDUSTRIAL, COMMERCIAL, INVESTMENT

- ICI Specialties
- ICI Markets and Investment Analysis
- Investment Calculations and Valuation

INSURANCE

LANDLORD AND TENANT RELATIONS

LAW

- Agency Law and Practice
- Contract Law
- Business Law
- Title Searching
- Conveyancing
- Competition Law
- Real Estate Legislation
- Environmental Law

MATHEMATICS

PROPERTY MANAGEMENT

- Risk Management

PROPERTY VALUATION

REAL ESTATE

- Real Estate Related Concepts
- Representing the Seller
- Representing the Buyer
- Drafting Agreements
- Real Estate Assistants
- Real Estate Profession
- Real Estate Market

RISK MANAGEMENT

RESIDENTIAL

- Residential Specialties

RURAL, RECREATIONAL AND AGRICULTURAL PROPERTIES

TAXATION

URBAN DEVELOPMENT

- Municipal Government
- Urban Geography
- Municipal Planning
- Municipal By-laws
- Surveying
- Property Development